



**Detroit Wayne  
Mental Health Authority**

640 Temple, 8<sup>th</sup> floor  
Detroit, MI 48201-2558  
Phone: (313) 833-2500  
[www.dwmha.com](http://www.dwmha.com)

FAX: (313) 833-2156  
TDD: (800) 630-1044 RR/TDD: (888) 339-5588

## MEMORANDUM

**TO:** Kari Walker, Robert Shaw, Debora Matthews, Edward Forry, Doreen Nied, Michelle Milligan, Joy Calloway, Hassan Jaber, Sherry McRill, Carmen Sarafa, Ann Kalass, Bill Hart, Cynthia Smith, Jerry Peterson, Alice Thompson, Julie Avant, Susan Kozak, Joseph Tardella, Ashley Tuomi, Radwan Khoury

**FROM:** Crystal Palmer, Director of Children's Initiatives

**CC:** Dr. Carmen McIntyre, Stacy Duff, Monica Hampton, Deirdre King, Steve Wiland, Mary Allix

**DATE:** January 20, 2015

**SUBJECT:** **CORE COMPETENCIES for Qualified Child Mental Health Professionals**

*Competency may be defined as: "...a knowledge, skill or attitude that enables one to effectively perform the activities of a given occupation or function to the standards expected in employment."*  
*By the International Board of Standards for Training, Performance and Instruction (2003); ROI Learning Services: Guidelines.*

Core Competency describes the knowledge, skills and behavioral attributes expected of staff in the workplace. These statements identify what workers should be able to do at various points in their roles and working careers in the chosen context(s).

Core Competency standards and training requirements to improve the skills of our QCMHP were initially distributed in June of 2012. As a reminder, the Core Competencies requirements remain the same.

1. Strength Based Assessments
2. Family Centered Planning
3. Safety and Crisis Planning
4. Writing Measurable Goals and Objectives

It is in the best interest of our network of care to ensure the workforce has the competencies necessary for quality outcomes related to service provision.

In order to maintain these competencies a **mandated training** was developed for the **Supervisor's of Child Mental Health services**. As you know, supervisors play a pivotal role in the organizational structure of a community mental health organization. They are the trainers, coaches and

monitors of service delivery within our system. As a result, it is critical that they not only possess core competences but also have skill to oversee the application of these competencies in practice.

The following Core Competency Training for Children's Service Supervisors is a Train the Trainer model. The objectives of this training will be to: 1. Teach supervisors the basic core competencies and 2. Teach supervisors to train and monitor core competencies.

Training components include:

1. Supervisor Core Competency Training - This 1-Day Training focuses on the 4 core competencies, administrative skills and the integration of these into routine supervisory processes. Each participant is given a tool kit that will include; handouts, forms and VCE sign in sheets to aid them in conducting Core Competency Training and their administrative responsibilities. Upon successful completion of this training, Supervisors will be deemed Core Competency Trainers on behalf of DWMHA. This training is held twice a year to train new supervisory staff in the network of care.
2. Supervisor Core Competency Booster – Live and Online training boosters are held twice yearly to reinforce skills of Core Competency Trainers.
3. QCMHP Training - Each CMH children's services provider will implement a Core Competency Training for Qualified Child Mental Health Professionals. All children's staff are required to participate in this training within 90 days of hire and every two years thereafter. Participation in Core Competencies training is a required element of the 24 hours of child mental health focused training.
4. Monitoring - VCE sign-in sheets are issued to Core Competency Trainers to document training. These sign-in sheets are to be submitted to the VCE for issuance of Core Competency Certificate of Completion. VCE tracks participation in this training and reports outcomes to DWMHA.

Attached is the flyer for the upcoming training for your children's services supervisors. I look forward to our continued work together to ensure the children, youth and families in our care have the best possible services from a well trained and competent staff. Questions regarding this matter should be directed Crystal Palmer.