Saginaw County Community Mental Health Authority
Minimum Training Requirements for SCCMHA Operated Programs

Saginaw County Community Mental Health Authority

Continuing Education

REQUIRED TRAININGS	Required Completion	Renewal	SOURCE (SEE BOTTOM RIGHT KEY)	Administration Group #1	Administration Group #2	Autism	Case Holders (CH)	Clubhouse/Drop In/Peer & Parent Support	Clinical Students	Community Living Supports Individual / Corporate & Community Health Workers	Crisis Intervention / Central Access Intake	Customer Services	Enhanced Health Services/ Ancillary Services	SD Community Living Supports / Respite	Integrated Contractors	Licensed Residential (LR)	Maintenance	Medication Administration Services (MAS)	Medical Professional	Mobile Response Stabilization Services (MRSS)	Nurses/MAs	Psychologists	Secondary Case Holders	Skill Building	Transportation	Non-Clinical Volunteers/ Temps	REQUIRED TRAININGS
Advance Directives O	90 days of hire		1,4	YES	YES		YES				YES	YES	YES						YES	*YES	YES	YES					Advance Directives O
AIMS Screening and Testing	90 days of hire	2 years	9				Adult Case Holder														YES						AIMS Screening and Testing
ANSA	180 days of hire	1 year	9		* CM Staff		Adult Case Holder																				ANSA
Appeals & Grievances O	90 days of hire	1 year	1,4,6	YES	YES	YES *No BT	YES	YES	YES		YES	YES	YES			*HM Only	YES		YES	*YES	YES	YES	YES		Board Op Only	YES	Appeals & Grievances O
Assertive Community Treatment (ACT)	180 days of hire		4				ACT Staff Only																				Assertive Community Treatment (ACT)
Autism Behavior Technician / 40 Hour ABA Technician Training	60 days of hire	as requested	4			YES BT Only																					Autism Behavior Technician / 40 Hour ABA Technician Training
Basic Meds	90 days of hire	3 year	5			1 if passing meds				IPOS				Per IPOS		YES		YES						Facility Based/No SE			Basic Medications
Basic Health (Includes Blood Borne Pathogens / Infection Control)	90 days of hire		4													YES								Facility Based/No SE			Basic Health (Includes Blood Borne Pathogens / Infection Control)
Blood Borne Pathogens / Infection Control - (Contracted Staff) O	10 days of hire	1 year	5,6, 7	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	*YES	YES	YES		YES	YES	YES	Blood Borne Pathogens / Infection Control - (Contracted Staff) O
CAFAS and PECFAS *(if working with children)*	90 days of hire	2 years	4				YES *no Autism SC				YES Crisis 4 Hour CAFAS Req in 180 Days / CA full training required									YES								CAFAS and/or PECFAS *(if working with children)*
Case Holder Core Skills Training Live/Online O	1 year of hire	as needed	4				*YES	YES PSS/PSP Only																			Case Holder Core Skills Training Live
24 Child Diagnostic Credits *(if working with children)*	within calendar year	1 year	4		* CM Staff		YES	YES PSP Only			YES								*Yes if working with child	*YES		*Yes if working with child					24 Child Diagnostic Credits *(if working with children)*
Compliance Program and False Claims Information/HIPAA Training O	30 days of hire	1 year	1,2,3,4,5,8	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	Compliance Program and False Claims Information/HIPAA Training O
CPR/First Aid	30 days of hire	2 years	5			Child BT Only		YES CHS Only		YES				FA Only		YES		YES						YES	YES		CPR/First Aid
CPR for the Professional Rescuer (BLS)	30 days of hire	2 years	5																YES / No TP		YES						CPR for the Professional Rescuer (BLS)
Customer Service Specialized Training	30 days of hire	2 years	4									YES															Customer Service Specialized Training
DECA (IMH Staff only)	180 mos of hire	2	4				YES IMH Staff Only				YES CAI Staff Only																DECA (IMH Staff Only)
Environmental Emergencies/Fire Safety *(contracted only)* O	90 days of hire		5,6	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES / No TP	*YES	YES	YES		YES	YES	YES	Environmental Emergencies/Fire Safety *(contracted only)* O
EOC 5 Trainings: Bloodborne Pathogens/Infection Control; Emergency Management; Fire Safety; Safety Management; and Security Management/Workplace Violence Prevention O	30 days of hire	1 year	5,6	Board Op Only	Board Op Only		Board Op Only	Board Op Only	Board Op Only		Board Op Only	Board Op Only	Board Op Only				Board Op Only		Board Op Only	YES	Board Op Only	Board Op Only	YES	Board Op Only	Board Op Only	Board Op Only	EOC 5 Trainings: Bloodborne Pathogens/Infection Control; Emergency Management; Fire Safety; Safety Management; and Security Management/Workplace Violence Prevention O
Ethics of Touch O	90 days of hire		9			YES	YES	YES	YES	YES	YES		YES			YES		YES	YES *No TP	*YES	YES	YES	YES	YES	YES	YES	Ethics of Touch O
Future of CMH Leveraging the Power of Whole-Person Care to Improve Health (CORE SKILL)	1 year of Hire		9				YES																YES				Future of CMH Leveraging the Power of Whole-Person Care to Improve Health
Home Manager Training	1 year of hire	1 year	4													*HM Only											Home Manager Training
Home Manager Med & Vital Competency Training	30 days of hire		4													*HM Only											Home Manager Med & Vital Competency Training
IDDT/COD (CODs: .)	90 days of hire	ACT/IDDT Team 1 year	4				COD ACT Staff if IDDT				COD					YES CR Sup Only				*YES							IDDT/COD (CODs: .)
Implicit Bias (PENDING/TBD)																											Implicit Bias
Intro to Cultural Awareness - Embracing Diversity, Military Military Culture Training O	1 year of hire	1 year	4,6, 8	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES		Intro to Cultural Awareness - Embracing Diversity, Military and SOGI Safe Language O
Introduction to Residential Services includes Person-Centered Planning & Co-Occurring Disorders O	90 days of hire		4													YES											Introduction to Residential Services includes Person-Centered Planning & Co-Occurring Disorders
LOCUS O	90 days of Hire/Full Training		4		CM Staff		Case Holders/Adults w/MI				YES																LOCUS
Limited English Proficiency O	90 days of hire	1 year	1,4	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	Limited English Proficiency O
Live Workplace Violence Live SCCMHA EMPLOYED STAFF ONLY	1 year of hire		4	YES	YES		YES	Yes	YES		YES	YES	YES				YES		YES	YES	YES	YES		YES	YES		Live Workplace Violence Live SCCMHA EMPLOYED STAFF ONLY
Mental Health Ambassador O	90 days of hire		9	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES		YES		YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	Mental Health Ambassador O
Motivational Interviewing 3 Steps *(1st step=90 days/2 addl steps=1 year)*	90 days of hire		9				YES	PSS/PSP			YES / 4 Hour for Crisis		*						*YES no TP	YES	Yes	YES	YES				Motivational Interviewing 3 Steps *(1st step=90 days/2 addl steps=1 year)*
Motivational Interviewing for Supervisors	180 Days of hire		9				YES/Supervisor ONLY				YES/Supervisor ONLY		YES/Supervisor ONLY							YES/Supervisor ONLY							Motivational Interviewing for Supervisors
9-Touch Preventing Readmissions and Teach Back Communication Technique	90 days of hire		9				YES	Yes PSS/PSP Only			YES								YES / No TP	YES	YES	YES	YES				9-Touch Preventing Readmissions and Teach Back Communication Technique
Non-Violent Psychological Verbal De-Escalation O	90 Days of Hire	as needed	8			YES	YES	YES		Yes	YES	YES		YES		Yes				*YES			YES				Non-Violent Psychological Verbal De-Escalation
Nutrition and Food Safety O	90 days of hire		4					YES CHS/Drop In Staff Only		YES						YES											Nutrition and Food Safety
Orientation to Training - Aid/Direct Care Staff Only O	30 days of hire		9							YES				YES		YES											Orientation to Training - Aid/Direct Care Staff Only
Overview of Evidence Based Practices O	90 days of hire	as needed	9		YES		YES	YES			YES		YES						YES	YES	YES	YES	YES	YES			Overview of Evidence Based Practices O
Overview of Medications	90 days of hire	as needed / CH ANNUAL	4				YES				YES		YES							*YES	YES	YES					Overview of Medications
Peer Support/Parent Support Specialist Training	120 days of hire		4					Yes PSS/PSP Only																			Peer Support/Parent Support Specialist Training
Person Centered Planning and Natural Supports O	30 days of hire	1 year	4,6,8	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	Yes	YES	YES		YES	YES	*YES	YES	YES	YES	YES	YES	YES	Person Centered Planning and Natural Supports O
Recipient Rights (annual renewal = O)	30 days of hire	1 year	4,5,8	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	Recipient Rights (annual renewal = O)
Self Determination O	90 days of hire	1 year	4		YES		YES / No ACT	Yes PSS/PSP Only			YES	YES								*YES							Self Determination O
Sentri Training / Supervisor Led	90 Days of hire	as needed	9	YES	YES	YES	YES	YES	YES		YES	YES	YES		YES	YES / HM Only		YES	YES	YES	YES	YES	YES	YES CTN/CTS Supervisor Only		YES	Sentri Training / Supervisor Led
The Supports Intensity Scale - Adult Version (SIS)Process/Procedure/IDD Staff only O	60 Days of Hire		MSHN				YES IDD Staff only																				The Supports Intensity Scale - Adult Version (SIS)Process/Procedure/IDD Staff only O
Stepping Stones for Positive Behavior Supports	180 days of hire		9				YES													YES		YES					Stepping Stones for Positive Behavior Supports
Trauma Informed Care O	90 days of hire	Annual/3 Yr.	4, 9	YES/3 Year	YES/3 Year	YES/3 Year	YES/Annual Renew	YES/3 Year	YES/3 Year	YES/3 Year	YES/Annual Renew	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	YES/3 Year	Trauma Informed Care O
Physical Intervention for Protection / Non-Violent Verbal De-Escalation	90 days of hire		4			YES *BT per PCP										YES								Facility Based	YES		Verbal De-Escalation/Physical Intervention for Protection
Working with People (Includes Gentle Teaching, Trauma-Informed Care and Crisis Response)	90 days of hire		4							YES						YES								YES	YES		Working with People (Includes Gentle Teaching, Trauma-Informed Care and Crisis Response)
Wraparound	90 days of hire	1 year	4				Wraparound Staff Only																				Wraparound

Individuals Included in Each Curriculum:

Clerical	Care Management (CM)	BCBA	*Case Managers/ Client Service Managers	Clubhouse Staff CHS	Students	Community Living Supports (CLS)	Crisis Worker	Customer Service (& Former FDAs)	Occ. Therapy	SD CLS	MDHHS Outstation Worker	LR Direct Care Staff	Maintenance	Medication Administration	Psychiatrists	MRSS Supervisor	Registered Nurse	Psychologists	SUPPORTED EMPLOYMENT Specialist (SE)	Facility Based CTN/ CTS Aides	Transportation	Volunteers
Office Manager	Administrative Coordinator/ Assistant	QBHP	*Supports Coordinator	CSS Peer Support Specialist (PSS)	Interns	Respite	Crisis Supervisors		PHYSICAL THERAPISTS	SD Respite	Interpreters/ Translators	Crisis Residential (CR)	Maintenance Supervisor	Medication Administration Services Coordinator	Medical Director (MD)	MRSS Staff	Psychiatric Nurse Specialist		HRC Coordinator	Facility Based CTN/ CTS techs	Transportation Supervisor	Temp. Employees
Billing & Finance	Recipient Rights	BCaBA	*CMSC/CRI/CSM/ Wraparound/IDTAY Supervisors	HRC PSS		FSU CLS Waiver	Central Access Intake Specialists (CAI)		EHS/HS-OBRA Supervisors			LR Lead Staff	SECURITY		Physicians Assistant (PA)	*APS/MRSS 2	Nurse Health Care Svcs & Coordinator		HRC Homeless Outreach Specialist	Skill Build Supervisors		
Accounting	SCCMHA Network Services	Behavior Technicians (BT)	*WRAPAROUND	SE PSS		Community Health Workers (CHW)			DIETITIAN			LR Assistant Home Manager			Physician		Health Home IC Nurse Supervisor		CAI Family Guide	Job Coaches		
Information Systems	DIRECTORS		*TAY	CAI PSS					Speech Therapist			LR Home Manager (HM)			Nurse Practitioner (NP)		OBRA Services Nurse			Rehab Support Specialists		
Quality Systems	Program Manager		*Therapists	Transitional Svcs PSS					Behavior Health Consultant						Tele-Psychiatrists (TP)		Medical Assistants MAs			Community Skill Building		
Human Resources	Program Coordinators		*ACT Staff	Parent Support Partners (PSP)																Skill Building Coordinators		
Trainers	Self Determination Coordinators		OBRA Coordinator	Drop In Staff																		
			Outreach Worker	Benefits Advocate																		

All SCCMHA staff must complete any trainings as required by CARF accreditation.

Board Op = SCCMHA Employed Staff

EOC = Environment of Care

* *Overview of Motivational Interviewing for the Medical Professional*

IDDT Training is required of all those who are working on IDDT Teams. 2 Day Initial training within 90 days of hire and then 6 hours of annual training.

Monthly Reports Issued

Quarterly Reports Issued ***some staff titles may be included within monthly reports***

Case Holder Core Skills Requirement *these staff only

APS/MRSS 2 Staff *these trainings only

O = Available as Online Training/Link Available

Some "In-person" trainings have remained as a virtual through Zoom while some are held in-person again

Note: This training grid does not included specific or additional training that might be required by a specific supervisor for a program unit or employee.

7.2021 CE Committee Approved

Source Document Key:

1. Balanced Budget Act
2. Health Insurance Portability and Accountability Act (HIPAA)
3. Deficit Reduction Act
4. Michigan Department of Health & Human Services (MDHHS)
5. Michigan Administrative Code
6. Michigan Mental Health Code
7. Occupational Safety & Health Administration
8. Code of Federal Regulations
9. SCCMHA CE Committee