Saginaw County Community Mental Health Authority
SCCMHA Minimum Training Requirements

Saginaw County Community Mental Health Authority

Continuing Education

REQUIRED TRAININGS	Required Completion	Renewal	SOURCE /SEE BOTTOM RIGHT KEY	Administration Group #1	Administration Group #2	Contracted CMH Staff Non-billable	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)	Custodial, Maintenance & Security	Medication Administration Services (MAS)	Medical Professional	Mental Health Therapists (non-case holders)	Mobile Response Stabilization Services (MRSS)	Nurses/Care Coordinators (CC)	Phlebotomist	Psychologists	Secondary Case Holders	Skill Building	SUD	Transportation	Non-Clinical Volunteers/ Temps	REQUIRED TRAININGS
Advance Directives ⊙	90 days of hire		1,4	NO	NO			YES no ECCC				YES	YES	YES						YES	YES	*YES	YES		YES			YES TX Staff Only			Advance Directives ⊙
AIMS Screening and Testing	90 days of hire	2 years	9					Adult Case Holder															YES								AIMS Screening and Testing
ANSA / ANSA DD	180 days of hire	1 year	8,9		* CM Staff			Adult Case Holder / SC=yes LOC													YES MI Only										ANSA
Appeals & Grievances ⊙	90 days of hire	1 year	1,4,6	YES	YES		YES *No BT	YES	YES	YES		YES	YES	YES			*HM Only	NO		YES	YES	*YES	YES		YES	YES		YES TX Staff Only	Board Op Only/Initial Only	YES	Appeals & Grievances ⊙
Assertive Community Treatment (ACT)	180 days of hire		4, 10					ACT Staff Only																							Assertive Community Treatment (ACT)
Assessing and Responding to Acute Behaviors of Concern / Advanced PBS/Stepping Stones Training	90 days of hire		9									YES CRISIS										YES									Assessing and Responding to Acute Behaviors of Concern / Advanced PBS/Stepping Stones Training
Autism Behavior Technician/40 Hour RBT Training / 20 Hours CLS & Respite Autism Staff ⊙	60 days of hire	as requested	4				YES BT Only				Autism see note in Req Trng Cln																				Autism Behavior Technician/40 Hour RBT Training / 20 Hours CLS & Respite Autism Staff
Basic Meds *Autism/Med Drop and Respite Staff only = ⊙	90 days of hire	3 year	5				No				IPOS				Per IPOS		YES		YES							Facility Based/No SE					Basic Meds *Autism/Med Drop and Respite Staff only = ⊙
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)
Basic Military Culture Competency ⊙	90 days of hire		9, 10	YES	YES			YES	YES	YES	YES	YES	YES	YES		YES	YES	Security Only YES	YES	YES	YES	*YES	YES		YES	YES	YES		No	YES	Basic Military Culture Competency ⊙
Blood Borne Pathogens / Infection Control - (Contracted Staff) ⊙	10 days of hire	1 year/billable staff only	6,6, 7	YES - I Only	YES - I Only		YES	YES	YES	YES	YES	YES	YES	YES	YES - I Only	YES	YES	Security Only YES / extra	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	YES - I Only		Blood Borne Pathogens / Infection Control - (Contracted Staff) ⊙
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 ⊙	30 days of hire	1 year	1,2,3,4,5,8	YES	YES		YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	Security Only YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	YES	YES	Compliance Program and False Claims Information/HIPAA Training ⊙
CPR/First Aid / BLS (BLS for *Medically Trained only*)	30 days of hire	2 years	5				FA = BT Only		YES CHS Only		FA only				FA Only		YES		YES	Yes BLS / No TH			YES				YES		NO		CPR/First Aid / BLS (BLS for *Medically Trained only*)
Customer Service Specialized Training	30 days of hire	2 years	4										YES																		Customer Service Specialized Training
DECA 1 mos-6 yrs ⊙	Prior to conducting Assess	2	4					YES Children's Staff No ECCC				YES									YES	YES/ Overview Only									DECA 1 mos-6 yrs ⊙
Differential Diagnosis Training - *Master Level Staff ONLY* ⊙	1 year o fhire							YES *Master Level Staff Only				Yes									YES										Differential Diagnosis Training - *Master Level Staff ONLY* ⊙
Environmental Emergencies/Fire Safety *(contracted only)* ⊙	90 days of hire	3 year - services to Waiver persons only	5,6				YES / *Waiver Programs only = 3 years	YES / *Waiver Programs only = 3 years	YES	YES	YES / *Waiver Programs only = 3 years	YES		YES	YES / *Waiver Programs only = 3 years		YES	YES	YES	YES / No TP	YES / *Waiver Programs only = 3 years	*YES	YES		YES		YES / *Waiver Programs only = 3 years	YES / Annual			Environmental Emergencies/Fire Safety *(contracted only)* ⊙
EOC 5 Trainings: Bloodborne Pathogens/Infection Control; Emergency Management; Fire Safety; Safety Management; and Security Management/Workplace Violence Prevention ⊙	30 days of hire	3 year - services to Waiver persons only	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 + Security + Annual		Board Op Only	Board Op Only	YES	Board Op Only	YES	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 ⊙
Future of CMH Leveraging the Power of Whole-Person Care to Improve Health (CORE SKILL)	1 year of Hire		9					YES No ECCC																		YES					Future of CMH Leveraging the Power of Whole-Person Care to Improve Health (CORE SKILL)
HCBS Adult Case Manager Training	90 days of hire	1	4, 6					Adult Case Holder																							HCBS Adult Case Manager Training
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 (*COD= ⊙*)	90 days of hire	ACT/IDDT Team 1 year	4, 10					COD No ECCC ACT Staff if IDDT				COD					YES CR Sup Only				YES/COD	*YES / COD									IDDT/COD (*COD= ⊙*)
Implicit Bias *All LARA licensed professionals*	See Licensure Req	See Licensure	4	Yes*	Yes*		Yes*	Yes*	Yes*			Yes*		Yes*						Yes*	Yes*	Yes*	Yes*		Yes*	Yes*					Implicit Bias *All LARA licensed professionals*
Intro to Cultural Awareness - Embracing Diversity ⊙	1 year of hire	1 year	4,6, 8, 10	YES	YES		YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	Security Only YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	YES		Intro to Cultural Awareness - Embracing Diversity ⊙
Introduction to Residential Services includes Person-Centered Planning & Co-Occurring Disorders ⊙	90 days of hire		4														YES														Introduction to Residential Services includes Person-Centered Planning & Co-Occurring Disorders ⊙
Limited English Proficiency ⊙	90 days of hire	1 year	1,4	YES	YES		YES	YES	YES	YES	YES	YES	YES	YES		YES	YES	Security Only YES	YES	YES	YES	*YES	YES	YES	YES	YES	YES	YES	YES	YES	Limited English Proficiency ⊙
LOCUS Step 1 / Deerfield ⊙	30 days of hire		4		CM Staff			Case Holders/ACT & Adults w/MI Only				YES									YES MI Only	Yes									LOCUS Step 1 / Deerfield ⊙
LOCUS 201 Step 2 / SCCMHA	90 days of hire	1 year	4		CM Staff			Case Holders/ACT Adults w/MI Only				YES/CAI Only									YES MI Only	Yes									LOCUS 201 Step 2 / SCCMHA
MDHHS Core Element Training (Case Holders) Live/Online *MDHHS/CCBHC CORE SKILL TRAINING*	1 year of hire	as needed	4					*YES	YES PSS/PSP Only												** YES/2 TT+1										MDHHS Core Element Training (Case Holders) Live/Online *MDHHS/CCBHC CORE SKILL TRAINING*
Mich/CANS *(replacing CAFAS/PECFAS)* ⊙	Prior to conducting Assess	1 year	4					YES Children Only No ECCC				YES CA Only									YES	YES									Mich/CANS *(replacing CAFAS/PECFAS)* ⊙
Motivational Interviewing 3 Steps *(1st step=90 days/2 addl steps=1 year)*	90 days of hire		9, 10					YES No ECCC	PSS/PSP			YES / 4 Hour for Crisis		*						*YES no TH	YES / MM 4 hours MP	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, 10					YES/Supervisor ONLY				YES/Supervisor ONLY		YES/Supervisor ONLY								YES/Supervisor ONLY									Motivational Interviewing for Supervisors
Non-Violent Psychological Verbal De-Escalation ⊙	90 Days of Hire	as needed	4,8				YES	YES	YES		Yes	YES	YES				Yes/CPI				YES	*YES		YES		YES					Non-Violent Psychological Verbal De-Escalation ⊙
Nutrition and Food Safety ⊙	90 days of hire		4						YES CHS/Drop In Staff Only		YES						YES														Nutrition and Food Safety ⊙
Older Adult Population Training ⊙	1 year of hire		10					YES													YES										Older Adult Population Training ⊙
Orientation to Training - Aid/Direct Care Staff Only ⊙	30 days of hire		9								YES						YES														Orientation to Training - Aid/Direct Care Staff Only ⊙
Overview of Evidence Based Practices ⊙	90 days of hire	as needed	9, 10		YES			YES	YES			YES		YES						YES	YES	YES	YES		YES	YES	YES				Overview of Evidence Based Practices ⊙
Overview of Medications Initial Training is Live / Renewal = ⊙	90 days of hire	as needed / CH ANNUAL	4					YES				YES		YES							YES	*YES	YES		YES						Overview of Medications Initial Training is Live / Renewal = ⊙
Peer Support/Parent Support Specialist Training	120 days of hire		4, 10						Yes PSS/PSP Only																						Peer Support/Parent Support Specialist Training
Person Centered Planning and Natural Supports ⊙	30 days of hire	1 year/billable staff only	4,6,8, 10	YES - I Only	YES - I Only		YES	YES	YES	YES	YES	YES	YES	YES	IPOS	YES	YES		YES	YES	YES	*YES	YES	YES	YES	YES	YES		YES - I Only	YES - I Only	Person Centered Planning and Natural Supports ⊙
Physical Intervention for Protection / Non-Violent Verbal De-Escalation (CPI)	90 days of hire	2 year/CPI	4				YES *BT per PCP										YES	YES Security Only					YES CC			Facility Based		No			Physical Intervention for Protection / Non-Violent Verbal De-Escalation (CPI)
Prevention of Overdose Deaths* ⊙ *Admin Only is a shorter version of training	180 days of hire		9, 10					YES		YES		YES	YES/ADMIN ONLY					YES ADMINSecurity Only	YES/ADMIN ONLY	YES	YES	YES	YES					YES	YES/ADMIN ONLY		Prevention of Overdose Deaths* ⊙ *Admin Only is a shorter version of training
Recipient Rights (annual renewal = ⊙)	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	YES	YES	YES	YES	Recipient Rights (annual renewal = ⊙)
Screening, Brief Intervention and Referral to Treatment (SBIRT) ⊙	90 Days of Hire		9, 10					YES no ECCC															YES								Screening, Brief Intervention and Referral to Treatment (SBIRT) ⊙
16 hours SEDW Credits *Wrap Coord/Sup /CCW TCM*	within calendar year	1 year	4					SEDW Only																							16 hours SEDW Credits *Wrap Coord/Sup /CCW TCM*
Self Direction ⊙	90 days of hire	1 year	4		No			YES / No ACT	Yes PSS/PSP Only			YES	No								YES	*YES									Self Direction ⊙
Sentri Training / *Supervisor Lead*	90 Days of hire	as needed	8,9	YES	YES		YES	YES	YES	YES		YES	YES	YES		YES	YES / HM Only		YES	YES	YES	YES	YES		YES	YES	YES CTN/CTS Supervisor Only	YES		YES	Sentri Training / *Supervisor Lead*
Stepping Stones for Positive Behavior Supports	180 days of hire		9					YES No ECCC																	YES						Stepping Stones for Positive Behavior Supports
SUD Standardized Tool (GAIN I-Core or ASAM)	120 days of hire		4																									YES TX Only			SUD Standardized Tool (GAIN I-Core or ASAM)
Suicide Prevention* ⊙	90 days of hire	3 Year	8, 10	YES	YES	YES	YES BT Only	YES *Bachelor level	YES	YES	YES		YES		YES	YES	YES	Security Only YES	YES			YES *Bachelor level	YES			YES	YES	YES PR & RC ONLY	No	YES	Suicide Prevention* ⊙
Suicide Intervention	6 mos of hire	1 year	9, 10				YES	YES				YES		YES						YES	YES	YES			YES			YES TX ONLY			Suicide Intervention
The Future of CMH/Leveraging the Power of Whole-Person Care to Improve Health	1 year of hire		9, 10					YES													YES				YES						The Future of CMH/Leveraging the Power of Whole-Person Care to Improve Health
Transitions in Care: Protocol for Preventing Readmissions ⊙	90 days of hire		9					YES	Yes PSS/PSP Only			YES		Yes						YES / No TH	YES	YES	YES		YES	YES					Transitions in Care: Protocol for Preventing Readmissions ⊙
Trauma Informed Care ⊙	90 days of hire	Annual/3 Yr.	4, 9, 10	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	Security Only YES/3 Year	YES/3 Year	YES/3 Year	YES	*YES/Annual Renew	YES/3 Year	YES	YES/3 Year	YES/3 Year	YES/3 Year	YES TX and Recovery Only	YES/3 Year	YES/3 Year	Trauma Informed Care ⊙
Working with People (Culture of Gentleness)	90 days of hire	3 Year	4								YES						YES	YES Security Only CH Pre-Req									YES		No		Working with People (Culture of Gentleness)
Workplace Violence ⊙ SCCMHA EMPLOYED STAFF ONLY	1 year of hire		4	YES	YES			YES	Yes	YES		YES	YES	YES				Security Only YES		YES	YES	YES	YES		YES	YES	YES		YES		Workplace Violence ⊙ SCCMHA EMPLOYED STAFF ONLY
Wraparound	90 days of hire	1 year	4					Wraparound Staff Only																							Wraparound
REQUIRED TRAININGS	Required Completion	Renewal	SOURCE /SEE BOTTOM RIGHT KEY	Administration Group #1	Administration Group #2	Contracted CMH Staff Non-billable	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)	Custodial, Maintenance & Security	Medication Administration Services (MAS)	Medical Professional	Mental Health Therapists (non-case holders)	Mobile Response Stabilization Services (MRSS)	Nurses/Care Coordinators (CC)	Phlebotomist	Psychologists	Secondary Case Holders	Skill Building	SUD	Transportation	Non-Clinical Volunteers/ Temps	REQUIRED TRAININGS

Individuals Included in Each Curriculum:

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.

Case Holder MDHHS Core Element Training Requirement *these staff only

APS/MRSS 2 Staff *these trainings only

⊙ = Available as Online, Self-Led Training/Link Available

I Only = Initial Training only

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.

Clerical	Care Management (CM)	Contracted CMH Staff/Non-billable	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	Custodial	Medication Administration	Psychiatrists	Mental Health Therapists (non-case holders)	MRSS Supervisor	Registered Nurse	Orchard Labs Contracted Phlebotomist	Psychologists	SUPPORTED EMPLOYMENT Specialist (SE)	Facility Based CTN/ CTS Aides	Prevention (PR)	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	Medication Administration Services Coordinator	Medical Director (MD)	Tele-therapists (TT)	MRSS Staff	Psychiatric Nurse Specialist			HRC Coordinator	Facility Based CTN/ CTS techs	Recovery (RC)	Transportation Supervisor	Temp. Employees
Billing & Finance	Recipient Rights		BCaBA	*CM/SC/CR/CSW/ Wraparound TAY Supervisors	HRC PSS		Childrens Waiver Program (CWP)	Central Access Intake Specialists (CAI)		EHS/HS-OBRA Supervisors	Children Waiver Program (CWP)		LR Lead Staff	Maintenance Supervisor		Physicians Assistant (PA)	Mid/Moderate Providers MM	*APS/MRSS 2	Nurse Health Care Svcs & Coordinator			HRC Homeless Outreach Specialist	Skill Build Supervisors	Treatment (TX)		
Accounting	SCCMHA Network Services		Behavior Technicians (BT) *ABA/BHT Determination required	*WRAPAROUND	SE PSS		Community Health Workers (CHW)			DIETITIAN	Severe Emotional Disturbance (SEDW)		LR Assistant Home Manager	SECURITY		Physician			Health Home IC Nurse Supervisor		CAI Family Guide	Job Coaches			
Information Systems	Management Team (MT)			*TAY	CAI PSS					Speech Therapist	Autism Services Waiver (ASW)		LR Home Manager (HM)	Security Coordinator		Nurse Practitioner (NP)			OBRA Services Nurse		Veteran & Military Family Navigator	Rehab Support Specialists			
Quality Systems	Program Manager			*Therapists/CH	Transitional Svcs PSS					Behavior Health Consultant						Tele-Psychiatrists/NPs/PAs (TH)			Care Coordinators (CC)			Community Skill Building			
Human Resources	Program Coordinators			*ACT Staff	Parent Support Partners (PSP)					Recreational Therapists												Skill Building Coordinators			
Trainers	Self Direction Coordinators			OBRA Coordinator	Drop In Staff					Music Therapists															
Public Relations Specialist	Credentialing Coordinator			Outreach Worker	Benefits Advocate																				
	Contracts			Behavior Intervention Coordinator																					
				EC Court Coordinator (ECCC)																					

10/2025 CE Subcommittee Changes/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
10. CCBHC