

## Detroit-Wayne County Community Mental Health Agency's Required Trainings Chart

*Sorted by Type of Training (revised January 5, 2012)*

	<b>Type of Training</b>	<b>Target Audience</b>	<b>Source of Training</b>	<b>Description of Training</b>	<b>Frequency</b>
1.	Corporate Compliance	All staff	Employer or VCE Website	Training on the employer's Corporate Compliance Plan and information regarding general laws and regulations governing compliance issues in the health care organization	New hire. Every two (2) years (biennially) thereafter.
2.	Cultural Diversity/ Competency	All staff	Employer or VCE Website	Training on the employer's policy, practices, values and expectations for cultural diversity and cultural competence	New hire. Every two (2) years (biennially) thereafter.
3.	Emergency Preparedness	All staff	Employer	The course will enable staff to identify workplace hazards that could cause an emergency, report emergencies promptly, carry out emergency responsibilities, evacuate quickly and safely and respond to emergency situations effectively	New hire. Every two (2) years (biennially) thereafter.
4.	Health Insurance Portability & Accountability Act (HIPAA)	All staff	VCE Website	This course provides an overview of HIPAA; an overview of the HIPAA Privacy Rule; an overview of the HIPAA Security Risk	New hire. Every two (2) years (biennially) thereafter.

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5.	Limited English Proficiency (LEP)/Language Proficiency	All staff	Employer	Procedures for working with individuals with Limited English Language proficiency; training on terminology used in association with the Limited English/language proficiency	New hire. Every two (2) years (biennially) thereafter.
6.	Medicaid Fair Hearing, Local Appeals and Grievances	All Staff	VCE Website	The course provides an overview of Medicaid Fair Hearing, Local Appeal and Grievance; an overview of the MDCH requirements	New hire. Every two (2) years (biennially) thereafter.
7.	New Employee Orientation	All staff	Employer	Review of responsibilities, program policies and operating procedures	New hire
8.	New Hire Recipient Rights	All staff	Face-to-Face with D-WCCMHA Representative	Information on RR training for new staff, including confidentiality, abuse and neglect, residential rights and rights complaint process.	New hire within 30 days
9.	Recipient Rights Training	All staff	VCE Website	A Recipient Rights refresher course. It emphasizes four (4) basic rights: Abuse Prevention, Neglect Prevention, Dignity & Respect and Suitable Services.	Annually (each calendar year)

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10.	Universal Precautions/ Blood Borne Pathogens/Infection Control	All staff	VCE Website or Employer	This training provides Information regarding precautions and management of infectious and communicable disease. Information regarding use of Universal Precautions also is explored.	New hire. Every two (2) years (biennially) thereafter.
11.	Adult Foster Care (AFC) Licensee	AFC home owner (includes licensee and designated licensee)	Employer (using MDCH guidelines or MDCH-approved alternative curriculum)	Before a temporary license is issued, an applicant and an administrator shall be competent in all of the following areas: (a) Nutrition (b) First aid certification (c) Cardiopulmonary resuscitation (CPR) certification (d) Foster Care, as defined in the act (e) Safety and fire prevention (f) Financial and administrative management (g) Knowledge of the needs of the population to be served (h) Resident rights (i) Prevention and containment of communicable diseases <b>(available at <a href="http://vceonline.org">vceonline.org</a> as "Infection Control &amp; Standard Precautions")</b>	Before licensure

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12.	Assertive Community Treatment (ACT) 101	Qualified Mental Health Professionals (QMHP) who work in ACT programs; optional for Clerical Support Staff or Peer Support Specialists	Assertive Community Treatment Association (ACTA)	This training addresses ACT as an evidence-based practice, the history of ACT, ACT dissemination in the US, MH recovery and community living in ACT, recovery and empowerment, principles of the ACT model, the targeted population, client profiles and treatment components, the services provided in ACT, ACT team composition, ACT program standards and guidelines, and outcome measures in ACT.	New Hire, one time within six (6) months of hire
13.	ACT Annual	Qualified Mental Health Professionals (QMHP) who work in ACT programs; optional for Clerical Support Staff, Peer Support Specialists, Physicians and Nurse Practitioners	Assertive Community Treatment Association (ACTA); Michigan Association of Community Health Boards (MACMHB)	Various courses and topics related to ACT offered by ACTA or MACMHB.	Annual

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14.	ACT for Physicians and Nurse Practitioners	Physicians and Nurse Practitioners who work in ACT programs.	Michigan Association of Community Mental Health Boards (MACMHB)	This is an introductory course specifically for Psychiatrists and Nurse Practitioners providing Assertive Community Treatment. Topics include: history, practice, principles, and philosophy of recovery and benefits of ACT. Physicians and nurse practitioners may take either ACT 101 or this course.	New Hire, one time within six (6) months of hire
15.	ACT - Basic Elements of ACT	ACT staff who have not completed ACT 101 or Annual ACT training requirements	VCE Website	This is a Substance Abuse and Mental Health Services Administration (SAMHSA) introductory course for Assertive Community Treatment practitioners. Topics covered include: history, practice principles, philosophy of recovery and benefits of ACT.	Preferred for ACT staff, but not required
16.	ACT Advanced Elements I: Recovery and the Stress-Vulnerability Model	ACT staff who have not completed ACT 101 or Annual ACT training requirements	VCE Website	This is a SAMHSA advanced course on the theoretical model for ACT, an evidence-based practice. The course provides specific information about the Recovery and the Stress Vulnerability Model.	Preferred for ACT staff, but not required

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17.	ACT Advanced Elements II: Core Processes of Assertive Community Treatment	ACT staff who have not completed ACT 101 or Annual ACT training requirements	VCE Website	This is a SAMHSA advanced course on the core processes of ACT.	Preferred for ACT staff, but not required
18.	ACT Advanced Elements III: Service Areas of Assertive Community Treatment	ACT staff who have not completed ACT 101 or Annual ACT training requirements	VCE Website	This is a SAMHSA advanced course on the service areas of ACT.	Preferred for ACT staff, but not required
19.	The ACT Field Guide	ACT staff who have not completed ACT 101 or Annual ACT training requirements	VCE Website	This is a SAMHSA course based on the ACT Field Guide	Preferred for ACT staff, but not required
20.	Applied Intervention Skills Training (ASIST)	First responders and front line staff	VCE Live Event	This is a two-day, interactive workshop that provides practical training for caregivers seeking to prevent the immediate risk of suicide. Its emphasis is on suicide first aid, helping an individual who is at-risk stay safe and seek further help. Techniques to evaluate for potential suicide risk and provide interventions for responding to such risk are addressed.	Preferred, but not required

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21.	Assessing and Managing Suicide Risk (AMSR)	Qualified Mental Health Professionals (QMHP), Qualified Mental Retardation Professionals, (QMRP), Child Mental Health Professionals (CMHP) and clinical staff working in the Wayne County Access Center	VCE Live Event	This is a one-day workshop providing information for clinicians on assessing and managing suicide risk.	Preferred, but not required
22.	Billing & Coding	All personnel responsible for billing and coding	Employer	Information/updates of billing and coding requirements/procedures for billing staff.	New hire, Every two (2) years (biennially) thereafter
23.	Child & Adolescent Functional Assessment Scale (CAFAS)	Child Mental Health Professionals (CMHP) providing clinical services to adolescents ages 7 through 17	Employer	Training on the CAFAS subscales including an understanding of reliability and validity. Individuals will be trained on how to administer and score the subscales in order to accurately rate the individuals we serve and monitor progress in treatment. At the completion of the training, staff will complete self-training vignettes to establish reliability.	New hire. Every two (2) years (biennially) thereafter.

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24.	Case Management / Support Coordination	All Case Managers and Support Coordinators	Employer	Information related to the core requirements (assessment, planning, advocacy, monitoring and linking) and applicable to the target population served.	New hire. Every two (2) years (biennially) thereafter.
25.	Children's Diagnostic and Treatment Services Programs Specific Training for CMHPs	Child Mental Health Professionals (CMHP)	VCE Live Events, Other Community Resources, Self Study, Employer	Training on working with children and adolescents ages birth to 18. For further information see the Michigan Department of Community Health Training Requirements for Child Mental Health Professionals presented by the Detroit-Wayne County Community Mental Health Agency Training Requirements for Child Mental Health Professionals.	Annual – 24 hours each calendar year
26.	Cardio-Pulmonary Resuscitation (CPR)	Key staff as identified by Employer. Includes Direct Care Workers who provide Community Living Supports (CLS) or respite services.	Employer	This training focuses on Cardiopulmonary Resuscitation, Rescue and basic life support techniques. It also discusses the purpose and use of Automated External Defibrillator (AED).	New hire as determined by Employer.  Current card required.

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27.	Co-Occurring Disorders	Qualified Mental Health Professionals (QMHP), Qualified Mental Retardation Professionals, (QMRP), Child Mental Health Professionals (CMHP) and clinical staff working in the Wayne County Access Center	VCE Live Events, VCE Website, Self Study, Employer, Other Community Resources	VCE offers a quarterly Systems Transformation Learning Series addressing co-occurring issues. This series has been videotaped since 2008 and the presentations are available for viewing on the VCE website, along with videos from Change Agent trainings by Kenneth Minkoff, MD and Christie Cline, MD. To locate these video presentations at <a href="http://www.vceonline.org">www.vceonline.org</a> , click the System Transformation sub-tab of the Training Videos tab under Training.	Every two (2) years (biennially)
28.	Customer Service Introduction to Access System	Customer Service Staff from: D-WCCMHA, Access Center, MCPN and Service Providers	D-WCCMHA / Pioneer Behavioral Health	All Customer Service staff must attend to become familiar with the system- wide changes to the role and responsibility of Agency's Customer Service and that of the New Access System.	One time
29.	Customer Service Access Staff	Customer Service Access Staff	D-WCCMHA / Pioneer Behavioral Health	All Access Customer Service staff must attend to become familiar with Customer Service standards, service array, information and referral, policies and procedures and mandated reporting.	New hire, annually thereafter

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30.	Devereux Early Childhood Assessment for Infants (DECA-I)	Child Mental Health Professional (CMHP) providing services to infants ages birth to 18 months	MDCH	Training on the use of the standardized DECA-I assessment tool.	One time
31.	Devereux Early Childhood Assessment for Toddlers (DECA-T)	Child Mental Health Professional (CMHP) providing direct service to toddlers ages 18-36 months	MDCH	Training on the use of the standardized DECA-T assessment tool.	One time
32.	Family Psycho Education (FPE)	Qualified Mental Health Professionals (QMHP), Child Mental Health Professionals (CMHP)	MDCH EMU	Minimum of 2.7 days of training and 1.5 hours of supervision monthly. Training content focuses on the bio-psychosocial models three (3) components: joining, family skills workshop and problem solving groups.	One-time training; ongoing supervision
33.	First Aid	Direct Care Workers who provide Community Living Supports (CLS)/respite services	Employer	A course regarding emergency preparedness/First Aid. It addresses the basic principles of first aid and knowing how and when to put this knowledge to the best use.	New hire. Current card required.

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34.	Infant Mental Health (Endorsement)	Child Mental Health Professionals (CMHP) who work with children birth to age 47 months; all Infant Mental Health clinicians and supervisors	Michigan Association for Infant Mental Health (MI-AIMH)	Minimum of 30 clock hours of relationship-based education and training pertaining to the promotion of social emotional development and/or practice of infant mental health. Applicants will include as many hours as necessary to document that competencies (as specified in Competencies Guidelines) have been met.	Please see Appendix D for requirements for maintaining and advancing through Endorsement levels.
35.	Integrated Dual Diagnosis Treatment (IDDT)	Qualified Mental Health Professionals (QMHP), Qualified Mental Retardation Professionals, (QMRP), Child Mental Health Professionals (CMHP) providing services to people with Serious Mental Illness (SMI) with co-occurring with Substance Use Disorder (SUD) in IDDT programs	EMU, Other Community Resources, Employer, VCE Live Event	This training focuses on recognizing, assessing, diagnosing and treating severe mental health conditions co-occurring with SUD. It may include: <ul style="list-style-type: none"> <li>• Stage-Wise Assessment and treatment planning</li> <li>• Stage-Wise Interventions</li> <li>• Pharmacological supports</li> <li>• Motivational Interviewing and interventions</li> <li>• Children with SED and co occurring SUD</li> </ul>	New hire

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36.	Medication	Staff administering or dispensing medications (excluding LPNs, RNs, PAs, MDs, DOs, NPs)	Employer for New Hires. VCE Website offers "Medication Administration Refresher" which may be taken to meet the biennial refresher requirement, but which cannot take the place of the initial Face to Face requirement for New Hires.	This course addresses appropriate medication administration and common mistakes made during the administration of medication in various settings.	New hire. Every two (2) years (biennially) thereafter.
37.	Preschool and Early Childhood Functional Assessment Scale (PECFAS)	Child Mental Health Professionals (CMHP) providing direct services to children with Serious Emotional Disturbance (SED), ages 3 through 7	VCE Live Event	Two-day training on the PECFAS subscales, including an understanding of reliability and validity; individuals will be trained on how to administer and score the subscales in order to accurately rate the individuals we serve and monitor progress in treatment. At the completion of the training, staff will complete self-training vignettes to establish reliability.	N/A

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38.	Person-Centered Planning	All Staff	VCE Website	This course provides a brief overview of the philosophy and methods of person-centered planning and family-centered practices is. It also offers instruction on conducting person center planning meetings.	New hire, Every two (2) years (biennially) thereafter
39.	Parent Management Training – Oregon model ® (PMTO)	Child Mental Health Professionals (CMHP) working in the PMTO evidence-based practice	PMTO certified trainers	Each CMHP who provides PMTO must be in the process or have completed the PMTO certification requirements. PMTO is an evidence-based structured intervention program to help parents and caregivers manage the behavior of children. It is designed to promote social skills and cooperation and prevent, reduce and reverse the development of moderate to severe conduct problems in children age 4 - 12.	N/A

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40.	Providing Residential Services in Community Settings	Direct Care Staff in AFC homes, Specialized Residential homes and Child-Caring Institutions	Employer (using MDCH guidelines or MDCH-approved alternative curriculum)	<ul style="list-style-type: none"> <li>(a) Nutrition</li> <li>(b) First aid certification</li> <li>(c) Cardiopulmonary resuscitation certification</li> <li>(d) Safety and fire prevention/emergency preparedness</li> <li>(e) Knowledge of the needs of the population to be served</li> <li>(f) Resident rights (The Rights of Individuals Receiving Mental Health Services)</li> <li>(g) Prevention and containment of communicable <b>(available at VCE Online as "Infection Control &amp; Standard Precautions")</b></li> <li>(h) Health, Safety &amp; Wellness/Other Med Care</li> <li>(i) Medications (if pass meds)</li> <li>(j) Introduction to Community Residential Services</li> <li>(k) Working with People: Introduction to Human Needs, Values, Guiding Principles, &amp; Effective Teaching Strategies</li> <li>(l) Working with People: Positive Techniques to address Challenging Behavior</li> <li>(m) Plus any extra individual PCP/Assessment Plan needs</li> </ul>	New hire: Note that when leaving the field and returning after a 3 year absence, this training must be repeated.
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41.	Trauma-Focused Cognitive Behavioral Therapy (TF/CBT)	Child Mental Health Professionals (CMHP) working in organizations participating in the MDCH TF/CBT Project	MDCH	MDCH 12-month training for masters-prepared Child Mental Health Professionals to become certified Trauma-Focused CBT practitioners. Training includes pre-training, coaching calls, evaluation and supervision. Once certified, the Trauma-Focused CBT practitioners can use the ST modifier for home-based services.	Prior to providing TF/CBT as an encounterable service
42.	Wraparound Orientation	All Wraparound staff	MDCH	MDCH three (3) day wraparound orientation. Wraparound is based on a model of service that develops plans focusing on the individual strengths and needs of members of the family. The approach generally involves establishing a team that develops a strategic, individualized plan for meeting individual and family needs through a variety of resources.	New hire (one time only)
43.	Wraparound Annual	All Wraparound staff	VCE Live Event	Advance training in the Wraparound model.	Supervisors-annually, Staff-quarterly

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