

Self-Directed Services Training Grid

Required Trainings	Recommended Trainings	Delivery Method	Renewal	Standard
Individual Plan of Service (IPOS) Done with the Case manager and staff can't work until its completed		In-person/Telehealth Option during Covid-19 Only	Done with the Case manager and staff can't work until its completed. Annually, but also required when IPOS changes	Medicaid provider manual, Person Centered Planning policy and procedure.
Infection Control (Bloodborne Pathogens)		Relias	Annually Required within 30 days of hire	MSHN Training Grid
First Aide (part 1 and 2 with annual refresher)		Relias Or, Red Cross/American Heart certification uploaded in Relias	Annually Required within 30 days of hire	MSHN Training Grid
LifeWays Recipient Rights Training plan, including three modules: Writing incident reports, rights training, incident reporting.		Relias	Annually Required within 30 days of hire	MSHN Training Grid

Important Reminders:

All trainings are required within 30 days of hire, unless otherwise noted. Training requirements may be modified by LifeWays.

LifeWays is making the Relias training system available to staff as an online and easily accessible training method that ensures staff understand basic knowledge through testing. Relias also keeps track of each staff member's training history to monitor compliance, employers can receive updates on training completeness and staff will receive email notices of upcoming due dates automatically.

Recommended trainings are strongly encouraged, as these trainings are being made available in the event staff express need to enhance skill level. Trainings with LARA listed as source are required for equivalent Direct Support Staff working in AFC homes.

In the event that consumer(s) health and well-being is placed at risk due to lack of training, LifeWay's does reserve the right to require subsequent trainings specific to correcting the potential risk identified.

HOW-TO GUIDE FOR REFERENCE

How to access online training modules

- Go to the LifeWays Relias site at <https://lifewayscmh.training.reliaslearning.com>
- Log In using the username and password sent to you via email
- Change your password when prompted
- Complete all assigned training modules before the due dates
- All training in Relias is tracked, there is no need to print the certificate

How to sign up for Safety-Care Non-Violent Crisis Intervention

- Go to the LifeWays Relias site at <https://lifewayscmh.training.reliaslearning.com>
- Log In using the username and password sent to you via email
- Click on Assignments
- Click on Browse Elective Courses
- Search for Safety-Care
- Click Enroll on the training you would like to attend
- If you experience difficulties or have any questions, please contact the LifeWays Network Trainer using the [Provider Assistance Request Form](#).

How to sign up for Medication Administration training

- Go to the LifeWays website at <http://lifewayscmh.org>
- Click on the "Events & Trainings" tab at the top of the page
- Click on your preferred training date
- Follow instructions to register
- If you experience difficulties, please contact LifeWays Customer Service at 517.780.3332
- The certificate from this training must be scanned into Relias.