

LIFEWAYS SELF DETERMINATION – TRAINING REQUIREMENTS***

NOTE: Except where indicated, evidence of training completion must be provided to the Fiscal Intermediary (FI).

Training	Required For	Frequency	Resource	Evidence	Required By
1. Recipient Rights	All	Initial Orientation* and Annual	LifeWays, Office of Recipient Rights (LW-ORR) Call 517-789-1237 to schedule.	<ul style="list-style-type: none"> · <u>Orientation</u>: LW-ORR training certificate. · <u>Annual</u>: Printout of attendees from LW-ORR. 	MDCH
2. HIPAA & Confidentiality	All	Initial* and Annual	LifeWays Online Self-Study http://www.lifewayscmh.org	Training confirmation signed & dated by employee.	MDCH
3. Grievances & Appeals	All	Initial* and Annual	LifeWays Online Self-Study http://www.lifewayscmh.org	Training confirmation signed & dated by employee.	MDCH
4. Infection Control/Blood Borne Pathogens	All	Initial* and Annual	Safe Response www.saferesponse.com	Training confirmation or completed quiz signed & dated by employee.	MDCH
5. Trained in the treatment plan of the consumer being served	All employees other than the plan author	Prior to working alone with consumer, within 7 days of hire, and as Treatment Plan is updated.	Face-to-face instruction provided by Case Manager or Supports Coordinator and Subject Matter Expert for ancillary goals as applicable (RN, Occupational Therapist, Speech Therapist, etc.)	Documented in LEO by Case Manager, Supports Coordinator and (if applicable) ancillary provider. (not sent to FI)	MDCH
6. CPR	Direct Care Staff	Prior to working with consumer and prior to expiration.	American Red Cross www.redcross.org or other Qualified Resource	Current Certification Card.	MDCH
7. First Aid	All – basic knowledge	Prior to working with consumer.	Contact a Qualified Resource if employee cannot affirm basic First Aid knowledge.	Signed & dated employee attestation affirming basic First Aid knowledge if not First Aid certified.	MDCH
	Direct Care Staff – First Aid certification	Prior to working with consumer and prior to expiration.	American Red Cross www.redcross.org or other Qualified Resource	Current Certification Card.	MDCH
8. Medication Administration	Direct Care staff if service delivery includes meds	Prior to working alone with consumer and as medication regimen changes.	Qualified Resource – MD, RN, LPN, Pharmacist via face-to-face instruction	In-service log signed by employee and retained in clinical record (LEO). (not sent to FI)	MDCH
9. Crisis Prevention Institute (CPI) Non-Violent Crisis Intervention	Direct Care staff serving consumers with a Behavior Treatment Plan (BTP)	Initial* and Annual	Certified CPI Instructor. Register for training on the LifeWays website: http://www.lifewayscmh.org	Official Training Certificate.	MDCH

*required within thirty (30) days of hire

**required within ninety (90) days of hire

***Training requirements may be modified by LifeWays.

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10. Self Determination – Consumer/ Guardians and Direct Care Staff (includes Corporate Compliance)	Consumers, Guardians and Direct Care Staff	Initial*	LifeWays Online Self-Study http://www.lifewayscmh.org	<ul style="list-style-type: none"> · Training confirmation signed & dated by trainee. · "Ethical Standards Attestation" signed & dated by trainee. <p>(REQUIRED ANNUALLY)</p>	LifeWays
11. Self Determination – Primer for Primary Clinicians (includes Corporate Compliance)	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial*	LifeWays Online Self-Study http://www.lifewayscmh.org	<ul style="list-style-type: none"> · Training confirmation signed & dated by employee. · "Ethical Standards Attestation" signed & dated by employee. <p>(REQUIRED ANNUALLY)</p>	LifeWays
12. CAFAS	Clinicians Serving Children Age 7-17 with Severe Emotional Disturbance (SED)	Initial* (before billable services are provided)	Functional Assessment Systems online training: http://www2.fasoutcomes.com/	Official training certificate.	MDCH
13. Limited English Proficiency	All	Initial* and Annual	LifeWays Online Self-Study http://www.lifewayscmh.org	Training confirmation signed & dated by employee.	MDCH
14. Cultural Competence	All	Initial* and Annual	LifeWays Online Self-Study http://www.lifewayscmh.org	Training confirmation signed & dated by employee.	MDCH
15. Working with People (aka Gentle Teaching)	All	Initial*	Call LifeWays Customer Services at 517-780-3332 or 800-630-3690 to register.	Official training certificate.	LifeWays
16. Motivational Interviewing Techniques	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial**	Michigan Association of Community Mental Health Boards (go to https://www.macmhb.org to register)	Official training certificate.	MDCH
17. Person-Centered Planning Philosophy	All	Initial* and Annual	LifeWays Online Self-Study http://www.lifewayscmh.org	Training confirmation signed & dated by employee.	MDCH
18. Core Elements of Case Management & Supports Coordination	Case Managers, Supports Coordinators	Initial* and Annual	The Standards Group training Online Self-Study http://www.lifewayscmh.org	Training confirmation signed & dated by employee.	MDCH

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