



Staff Training Requirements

R = Required

IR = Individually Required by consumer's IPOS

HR = Highly Recommended

	Administrative & Non-Service Staff	Aide Level Staff: CLS, Respite, Skill Building & Sup. Emp.	Aide Level: Licensed Residential	ABA Behavior Technician Staff	Clubhouse and Drop-In Staff	Licensed Clinical Practitioners*	Initial Requirement	Renewal of Requirement
Basic First-Aid & MDHHS Approved In-Person CPR		R	R	R	R	R	Prior to Service Delivery	Per Training Body
Medication Administration Initial		IR	R	IR			Prior to Service Delivery	N/A, unless lapsed
Medication Administration Refresher		IR	R	IR			Prior to Service Delivery	Annual
Individualized Training on each Consumer's CMH IPOS		R	R	R		R	Prior to Service Delivery	Upon every new or revised IPOS
Universal Precautions / Blood-borne Infectious Disease Training		R	R	R	R	R	Prior to Service Delivery	Annual
Person Centered Planning	R	R	R	R	R	R	Within 30 days of hire	Annual
Recipient Rights/Confidentiality Day One Orientation	R	R	R	R	R	R	Within 30 days of hire & prior to service delivery.	N/A, eligible only once
Recipient Rights/Confidentiality	R	R	R	R	R	R	Within 90 days of hire (in-person)	Annual (online or in-person)
Registered Behavior Technician Task List				R			Prior to Service Delivery	N/A, unless notified
LEP Training	R	R	R	R	R	R	Within 60 days of hire	Biennial (Every 2 Years)
Cultural Competency	R	R	R	R	R	R	Within 60 days of hire	Biennial (Every 2 Years)
Due Process, Grievance and Appeals	R	R	R	R	R	R	Within 90 days of hire	Biennial (Every 2 Years)
Medicaid Integrity (HIPAA,HITECH)	R	R	R	R	R	R	Within 90 days of hire	N/A, unless notified
Non-aversive techniques training documented in Behavior Treatment Plan		IR	IR	IR	IR	IR	Prior to Service Delivery	Per Training Body
Licensed Residential Training Bundle: 1. Working with People with DD/MI 2. Role of Direct Care Workers 3. Emergency Preparedness 4. Nutrition 5. Health			R				Within 180 days of hire	N/A, required only once

*Licensed Clinical Practitioners include: BCBA, BCaBA, BSW, Dietician, LN, LMSW, LPN, Massage Therapist, Music Therapist, MSW, Nurse Practitioner, Occupational Therapist, Physical Therapist, Psychiatrist, Psychologist, QBHP, Recreational Therapist, Registered Nurse, Speech Therapist and/or any other individual identified by MDHHS Provider Qualifications Chart.



Staff Qualification Requirements

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	Administrative & Non-Service Staff	Aide Level Staff: CLS, Respite, Skill Building & Sup. Emp.	Aide Level: Licensed Residential	ABA Behavior Technician Staff	Clubhouse and Drop-In Staff	Licensed Clinical Practitioners*	Initial Requirement	Renewal of Requirement
Staff is 18 years of age or older		R	R	R	R	R	Prior to Hire Date	N/A
Criminal Background Check	HR	R	R	R	R	R	Prior to Hire Date	Annual
Recipient Rights Background Check	R	R	R	R	R	R	Prior to Hire Date	N/A
Motor Vehicle Driving Record Check (If transporting CMH consumer(s))	IR	IR	IR	IR	IR	IR	Prior to Service Delivery	Annual
SED Waiver Covered Services Staff Requirement: Tuberculosis Test results documenting staff is clear from TB.		R	R	R		R	Prior to Service Delivery	Biennial (Every 2 Years)
SED Waiver Covered Services Staff Requirement: Child & Adolescent Mental Health Training is required for all LIP's who work with children w/serious emotional disturbance: Content must focus on the identification, diagnosis, and treatment of mental health issues specific to children. May include seminars, conferences, in-house trainings, independent study/reading. Verification should include training dates, descriptions, and hours attended. Trainings should be approved by supervising staff.				R				Annually (24 Hour Annual Requirement)

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