

CLEARANCE & TRAINING REQUIREMENTS

For Providers within the Self-Determination/Choice Voucher system

As an employer in the Self Determination agreement you have the authority to manage and control your supports and services. You also have the responsibility to ensure that appropriate clearance and training is obtained by your employees prior to their providing service. **Please note that payment will be withheld if clearance and training are not obtained prior to the employee providing services.**

Required Clearance for Providers:

A completed **Criminal Background Check** form must be submitted prior to being hired and repeated annually. We also require proof of age (ie – copy of driver’s license or state ID).

Training Requirements for Providers:

Training	Type	Due by	Additional Notes:
Recipient Rights	Online/Classroom	Complete online prior to providing services and 4 hour face to face within 60 days of hire. If the face to face is completed prior to hire, the online training is not required.	Annual update required. (Online)
Standard Precautions/ Blood Borne Pathogens	Online	Must be completed prior to providing services.	Annual update required. (Online)
First Aid	Online	Must be completed prior to providing services.	Annual update required. (Online)
PCP Orientation form	Face to face	Must be completed prior to providing services.	This is a face to face training with the Supports Coordinator from CMHOC. If this cannot be accommodated, the training may be completed with the guardian of the consumer. If the consumer is on Children’s Waiver, the PCP orientation MUST be completed with the Supports Coordinator. Annual update required.

- Classes are provided at no cost by the CMH Training Center/Lakeshore LMS for those serving CMH consumers.
- Employers: There are several other classroom trainings available for your employees such as CLS, CPR, and Medication Management. These trainings are not required for your employees, but your employees may participate in these trainings if you choose and we can document this in the Individual Plan of Service (IPOS).
- Self-Determination employees must create an account and register for trainings at <http://www.lakeshoretraining.org/ottawa>. Please note that when your employee creates an account, they must choose ‘Self-Determination’ for the Organization and Program Name items, and ‘Ottawa CMH Alvarado, Tori for the Manager item.

- You can find additional information on available trainings and navigating the Lakeshore LMS website at <https://www.miottawa.org/Health/CMH/training.htm>.
- If you have any questions about the registration process or are having difficulty accessing the information on the website, please contact the Training Center at 494-5410 or e-mail cmhtrainingcenter@miottawa.org for assistance.