

CLN Fiscal Intermediary Program

Training Requirements, Tracking and Notification Process

At Hire

1. Staff cannot work without completing the appropriate training. At hire, employers and employees are given the list of required training. The employer is informed of what is required before the employee can start working. It is emphasized that training requirements are a priority for CMH and the Department of HHS. CLN cannot pay for any non-training service for a new hire without appropriate trainings and background check being completed.
2. When CLN receives the initial employee packet and proof of training from the employer or employee, they will record the information into the employee training database.
3. CLN will notify the employer if the employee is missing any required training and inform them that the employee cannot work until any missing required training is completed. Notification will be provided in writing via email or USPS with a form indicating the status of training achieved and training that is outstanding or noncompliant.

Ongoing

1. CLN will create a monthly report of all employees training that will be sent to the employer. This report will include a list of all training completed with expiration dates and resources of where training can be received. If there is a blank area, it means we do not have that training for that employee. Any expired dates need to be brought current.
2. These reports will indicate if an employee is missing any required training. It is emphasized that training requirements are mandated by CMH and the Department of HHS, and staff should not work before appropriate training has been completed.
3. CLN will send the CMH Self-Determination contact person a copy of the training records each month.