

# KCMHSAS – TRAINING REQUIREMENTS

WHAT	WHEN	WHO	HOW/REFERENCES
1. Recipient Rights (Mental Health Services)	- Within 30 days of hire and annually thereafter	- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA - All Staff	1. Initial – must attend KCMHSAS training by Recipient Rights staff 2. Annual – options as approved by KCMHSAS Office of Recipient Rights
2. Grievance & Appeals	- Within 60 days of new contract and annually thereafter	- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA - At least one provider agency representative - At least one representative for each direct operated program area	1. KCMHSAS approved curriculum through KCMHSAS Training Unit (553-7148) or otherwise as approved by the KCMHSAS Customer Services Director (553-7005)  References: DCH Site Review Protocol 5.0 (D.5.7)
3. Person-Centered Planning	- Within 60 days of hire for PCP facilitators and 120 days for others (Level I) and annually thereafter for all (Level II)  ----- Note: Independent facilitators must go through independent facilitation training prior to facilitating a PCP	- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA - Staff involved in consumer services	1. KCMHSAS Training Unit (553-7148) 2. Level I must be through KCMHSAS Training Unit or otherwise approved by KCMHSAS 3. Annual training (Level II) must follow guidelines as outlined in Exhibit C  References: DCH Site Review Protocol 5.0 (C.1.52, D.5.7)
4. Individualized Service Planning	- Annually	- Applies to <input type="checkbox"/> MH <input checked="" type="checkbox"/> SA - Counselors / Clinicians ONLY	1. Options: - Agency In-service - Board Association Trainings – <a href="http://www.macmhb.org/training_index.htm">www.macmhb.org/training_index.htm</a> or ([517] 374-6848) - CA Provided/Sponsored (553-8150)
5. Cultural Diversity	- Within 90 days of hire (Level I) and annually (Level II) thereafter	- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA	1. Options: - KCMHSAS Training Unit (553-7148) - Level I must be through KCMHSAS Training Unit or otherwise approved by KCMHSAS - Annual training/event (Level II) must follow guidelines as outlined in Exhibit B  References: DCH Site Review Protocol 5.0 (D.5.7)
6. Bloodborne Pathogens	- Before assignment of any work carrying exposure risk, but no later than 30 days and annually thereafter	- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA - All staff with occupational exposure - For KCMHSAS staff see Exhibit 27.4_4A for a listing of job categories	1. Options: - KCMHSAS Training Unit (553-7148) - American Red Cross - OSHA approved curriculum  References: OSHA R325.700.-Rule 3
7. Limited English Proficiency (LEP)	- Within 60 days and annually thereafter	- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA - All staff	1. KCMHSAS approved curriculum 2. For copy, contact KCMHSAS Customer Services Director (553-7005)  References: DCH Site Review Protocol 5.0 (D.5.7)

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8. Behavioral Management/Crisis Management	- Within 90 days	- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA - Direct consumer involvement wherever behavior management may be used	1. Curriculum must be approved by DCH 2. Currently KCMHSAS requires Mandt  References: DCH Site Review Protocol 5.0 (D.5.7)
9. HIPAA (Health Insurance Portability and Accountability Act of 1996)	- Within 30 days	- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA - All staff	1. Curriculum is determined by each agency  References: 45 CFR 164.530(b)(2)
10. First Aid/CPR	- Within 60 days (re-certification renewal required thereafter)	- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA - Minimum of one agency representative per program site  Note: Programs with infants or children must receive specific CPR training to children and infants	1. Options: - KCMHSAS Training Unit (553-7148) - Through an American Red Cross certified trainer - Through an American Heart Association certified trainer
<b>SPECIALTY REQUIREMENTS (IN ADDITION TO GENERAL REQUIREMENTS)</b>			
11. Specific Requirements or Specialized Residential	- Within 60 days - Staff working independently or as lead workers will need to complete training in these areas prior to any direct care assignment	- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA - All direct care staff in Specialized Residential homes	1. KCMHSAS Training Unit (553-7148) 2. CPR may be through American Red Cross (preferred) or American Heart Association 3. First Aid may be through American Red Cross 4. All other trainings must be through KCMHSAS or otherwise approved by KCMHSAS prior to implementation 5. If the training curriculum is not DCH approved, it must also be approved by DCH prior to implementation  References: - Supplement #4 to the 1987 DMH Administrative Rules (effective Feb/1996); subpart 8; R.330.1806 - Licensing Rules for AFC group homes: R 400.17203(1a) - Licensing Rules for AFC group homes: R 400.17204(3a – g)
Trainings include: a) Working with people with disabilities and/or mental illness b) Role of direct care workers c) Emergency preparedness d) Nutrition e) Health & Medications f) First Aid (current certification) g) C.P.R. (current certification) h) Mandt Physical Intervention System (annually)			
Note: 16 hours for designated licensee is required annually			

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12. 24 hours of training specific to children services <hr style="border-top: 1px dashed black;"/> a) Trainings must focus on children (i.e., play therapy, art therapy, ADD/ADHD, medication dosages for children and its effects, DSM criteria and diagnosis) b) Other Children Requirements <ul style="list-style-type: none"> <li>- Licensed facility-based respite staff must have 50 hours of training the 1<sup>st</sup> year and 25 hours thereafter</li> <li>- Home-based Service Assistants must be trained prior to working with a consumer/family</li> <li>- Infant Mental Health Home-based must be trained in infant mental health intervention prior to working with child/family</li> </ul>	- Annually	<ul style="list-style-type: none"> <li>- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA</li> <li>- All staff who work with children as indicated</li> </ul>	1. Options (note: all options require proper documentation): <ul style="list-style-type: none"> <li>- The trainings can be in the form of conferences, in-house trainings, articles or books</li> <li>- Each training must have a conference certificate or description documented (Attachment D) to count.</li> <li>- Documented supervision or related instructional information at staff meetings</li> <li>- Job specific orientation, review of Consumer Handbook</li> </ul> References: <ul style="list-style-type: none"> <li>- Manual of Licensing Rules for Child Caring Institutions (R 400.4128, #3)</li> <li>- DCH Site Review Protocol 5.0 (B.3.4.5)</li> </ul>
13. Specific to Substance Abuse 20 hours of training prevention	- Annually	<ul style="list-style-type: none"> <li>- Applies to <input type="checkbox"/> MH <input checked="" type="checkbox"/> SA</li> <li>- SA providers who provide prevention services</li> </ul> Note: SA prevention services only	1. Options: <ul style="list-style-type: none"> <li>- Agency In-service</li> <li>- Board Association Trainings – <a href="http://www.macmhb.org/training_index.htm">www.macmhb.org/training_index.htm</a> or ([517] 374-6848)</li> <li>- CA Provided/Sponsored (553-8150)</li> </ul>
14. HIV/Communicable Diseases Level I & Level II	- Annually	<ul style="list-style-type: none"> <li>- Applies to <input type="checkbox"/> MH <input checked="" type="checkbox"/> SA</li> <li>- Level I (minimum standards) Training is required for all staff who have direct contact with consumers</li> <li>- Level II (advanced) Training is required in addition to Level I for all staff who are direct service providers (i.e., counselors, assessors, intake staff)</li> </ul> Note: Not required for prevention staff	1. CA Provided/Sponsored (553-8150)
15. Act 101	- Within 60 days of hire	<ul style="list-style-type: none"> <li>- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA</li> <li>- All staff providing ACT services</li> </ul>	1. Offered through the Assertive Community Treatment Association (1-810-227-1859) 2. Requirement is effective 01/02/06 (DCH Site Review 2005: B.4.4.2 – no specific requirement listed) (Memo from Alyson Rush, MDCH, dated January 7, 2004)

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WHAT	WHEN	WHO	HOW/REFERENCES
<p>16. Assessment, Coordinating, Linking, Monitoring</p> <p>Note: DCH will be reviewing evidence of these elements within consumer files. If there is insufficient evidence, there will be a recommendation for training in this area</p>	<p>- Ongoing</p>	<ul style="list-style-type: none"> <li>- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA</li> <li>- Specific training for Case Managers and Supports Coordinators</li> </ul>	<ol style="list-style-type: none"> <li>1. Options (notes: all options need to be documented – there is not a specific amount of training that is prescribed in this area)</li> <li>2. Related trainings can be in the form of conferences, in-house trainings, articles or books</li> <li>3. Each training that does not have a conference/training certificate must have a description document (such as Attachment D)                             <ul style="list-style-type: none"> <li>- KCMHSAS trainings such as Person-Centered Planning Process, Goal Writing, Clinical Documentation</li> <li>- Documented supervision or related instructional information at staff meetings</li> <li>- Job specific orientation, review of Consumer Handbook</li> </ul> </li> </ol> <p>References: DCH Site Review Protocol 5.0 (B.7.3.3 and B .7.3.4)</p>
<p>17. Co-occurring Disorders</p> <p>Note: DCH will be reviewing evidence of these elements within consumer files with co-occurring disorders. If there is insufficient evidence, there will be a recommendation for training in this area</p>	<p>- Ongoing</p>	<ul style="list-style-type: none"> <li>- Applies to <input checked="" type="checkbox"/> MH <input checked="" type="checkbox"/> SA</li> <li>- Specific training for Case Managers that provide services to persons with co-occurring disorders</li> </ul>	<ol style="list-style-type: none"> <li>1. Options:                             <ul style="list-style-type: none"> <li>- The trainings can be in the form of conferences, in-house trainings, articles or books</li> <li>- Each training that does not have a conference/training certificate must have a description documented (such as Attachment D)</li> <li>- Documented supervision or related instructional information at staff meetings</li> </ul> </li> </ol> <p>References:</p> <ul style="list-style-type: none"> <li>- DCH Site Review response to recommendation B.16.5</li> <li>- KCMHSAS/PIHP Policies 35.15 (Co-Occurring Psych. &amp; SA Disorders) &amp; 40.1 (Assessment &amp; Serv. for Co-Occurring Disorders)</li> </ul>
<b>EXCEPTION TO REQUIREMENTS</b>			
<p>18. Self-Determination (<u>Note:</u> Applies only to staff hired or leased directly by a consumer through Self Determination):</p> <ul style="list-style-type: none"> <li>- Bloodborne Pathogens</li> <li>- Recipient Rights</li> <li>- CPR</li> <li>- Other requirements based on specific needs of case (i.e., Medication, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Bloodborne Pathogens (before any direct care assignment)</li> <li>- Recipient Rights (within 30 days of hire)</li> <li>- Others (as applicable)</li> <li>- FA/CPR (within 60 days – re-certification renewal required thereafter)</li> </ul>	<ul style="list-style-type: none"> <li>- Applies to <input checked="" type="checkbox"/> MH <input type="checkbox"/> SA</li> <li>- Individuals directly hired through consumer or employed through staff leasing option</li> </ul>	<ol style="list-style-type: none"> <li>1. Training needs and requirements will be reviewed on a case by case basis by the Self-Determination Coordinator and the consumer in order to determine the specific training needs for each individual served</li> <li>2. Other training requirements will be added based on case need and with approval from Self-Determination Coordinator</li> </ol> <p>References: Medicaid Provider Manual (2.4 Staff Provider Qualifications, MDCH January 1, 2005, Page 10)</p>