

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	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial Orientation* and Annual	Call LifeWays, Office of Recipient Rights (LW-ORR) at 517-789-1237 to schedule OR register at: https://www.lifewayscmh.org/Training-Events	<ul style="list-style-type: none"> · <u>Orientation</u>: LW-ORR training certificate. · <u>Annual</u>: Printout of attendees from LW-ORR. 	MDHHS, MAC, CFR
2. HIPAA Privacy & Security	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	MDHHS, HIPAA, MAC, CFR
3. Appeals & Grievances	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	BBA, MDHHS, MHC
4. Health Management - Blood Borne Pathogens/Infection Control	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Prior to working with consumer and annually thereafter.	Safe Response www.saferesponse.com	Training confirmation or completed quiz signed & dated by employee.	MAC, MHC, OSHA
5. Trained in the treatment plan of the consumer being served	All employees other than the plan author	Prior to working with consumer 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.	MDHHS

*required within thirty (30) days of hire

**required within ninety (90) days of hire

***Training requirements may be modified by LifeWays.

LIFEWAYS SELF DETERMINATION – TRAINING REQUIREMENTS***

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

6. First Aid	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Prior to working with consumer. Biennial.	American Red Cross www.redcross.org or other Qualified Resource	Current Certification card or training confirmation.	MDHHS
7. Medication Administration	Direct Care staff if service delivery includes meds	Prior to working with consumer and annually thereafter.	Qualified Resource (MD, RN, LPN, or Pharmacist) via face-to-face instruction OR Register for training on the LifeWays website: https://www.lifewayscmh.org/	In-service log signed by employee and retained in clinical record (LEO).	MAC
8. Crisis Prevention Institute (CPI) Non-Violent Crisis Intervention	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	Certified CPI Instructor. Register for training on the LifeWays website: https://www.lifewayscmh.org/Training-Events	Official Training Certificate.	CFR
9. Ethical Standards	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Signed Ethical Standards attestation	MDHHS
10. Self Determination – Consumer/ Guardians and Direct Care Staff	Consumers, Guardians and Direct Care Staff	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by trainee.	MDHHS
11. Person-Centered Planning	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	MDHHS, MHC, CFR

*required within thirty (30) days of hire

**required within ninety (90) days of hire

***Training requirements may be modified by LifeWays.

LIFEWAYS SELF DETERMINATION – TRAINING REQUIREMENTS***

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

12. Limited English Proficiency	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	MDHHS, BBA
13. Workplace Diversity	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	MDHHS, MHC, CFR
14. Environmental Safety	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial*	LifeWays Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee	MDHHS, MHC
15. Culture of Gentleness	Direct Care Staff, Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial*	Call LifeWays Customer Services at 517-780-3332 or 800-630-3690 to register.	Official training certificate.	MDHHS, LifeWays
16. Self-Determination – Primer for Primary Clinicians (includes Corporate Compliance)	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	Lifeways Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	MDHHS
17. Motivational Interviewing	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.	MDHHS, LifeWays

*required within thirty (30) days of hire

**required within ninety (90) days of hire

***Training requirements may be modified by LifeWays.

LIFEWAYS SELF DETERMINATION – TRAINING REQUIREMENTS***

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

18. CAFAS	Clinicians Serving Children Age 7-17 with Severe Emotional Disturbance (SED)	Initial* (before billable services are provided) and Biennial	Functional Assessment Systems online training: http://www2.fasoutcomes.com/	Official training certificate.	MDHHS
19. Advance Directives	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial*	Register for training on the LifeWays website: https://www.lifewayscmh.org/	Official training certificate.	BBA
20. Ability to Pay	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	Call LifeWays' Finance Department at 517-789-2497 to register.	Training confirmation signed & dated by employee.	LifeWays
21. Core Elements of Case Management & Supports Coordination	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	The Standards Group training Online Self-Study https://www.lifewayscmh.org/Training-Events	Training confirmation signed & dated by employee.	MDHHS
22. Co-Occurring Disorders	Case Managers, Supports Coordinators (& Therapists if serving as primary clinician)	Initial* and Annual	Provider responsibility	Training confirmation signed & dated by employee	MDHHS

Abbreviations:

MDHHS: Michigan Department of Health & Human Services (formerly Michigan Department of Community Health)

BBA: Balanced Budget Act

MAC: Michigan Administrative Code

HIPAA: Health Insurance Portability and Accountability Act

MHC: Michigan Mental Health Code

CFR: Code of Federal Regulations

OSHA: Occupational Safety & Health Administration

*required within thirty (30) days of hire

**required within ninety (90) days of hire

***Training requirements may be modified by LifeWays.