

Provider Training Tidbits

November 1, 2010
Volume 1, Issue 2



We're on the Web!
www.northernlakescmh.org



Administration:
105 Hall Street, Suite A
Traverse City MI 49684
231-922-4850

527 Cobbs Street
Cadillac MI 49601
231-775-3463

2715 S. Townline Road
Houghton Lake MI 49684
989-366-8550

204 Meadows Drive
Grayling MI 49738
989-348-8522

Customer Service

Have Questions?
Not sure who to ask?
**Call Northern Lakes CMH
Customer Services:**

Leelanau, Grand Traverse;
231-933-4907

Crawford, Missaukee,
Roscommon, Wexford;
231-876-3246 or

Toll Free 1-800-337-8598

Northern Lakes Community Mental Health

Serving Crawford, Grand Traverse, Leelanau, Missaukee, Roscommon, and Wexford Counties

Training Locations

(C) – Cadillac Office
(HL) – Houghton Lake Office
(G) – Grayling Office
(TC) – Traverse City Office

Student Eligibility

If you or your organization provides services for Northern Lakes CMH, or you are a Northern Lakes CMH employee, you are eligible to attend the courses listed in the Provider Training Calendar.

Note: If you are not currently providing services for NLCMH, you may register for a class, but may be “bumped” from the list if the class becomes too full.

Recipient Rights

Recipient Rights Initial Training for Direct Care Staff, 3-Hr Training is held monthly and alternates between Cadillac and Traverse City offices, and is usually held on the First Thursday of each month.

Recipient Rights Annual Review for Direct Care Staff, 2-Hr Training is held monthly and alternates between Cadillac and Traverse City offices, and is usually held on the Third Thursday of each month.

Recipient Rights for LMHP, 2-Hr Training is held six times each year, usually on Wednesday, alternating between Cadillac, Houghton Lake, and Traverse City offices.

Registration

Manager or Supervisor must register all trainees, and receive confirmation from us, via phone or e-mail. Students cannot register themselves. Students coming to class who are not pre-registered may be turned away if the class is full.

CPR and First Aid Registrations must be phoned in to Clarisse

Clarisse Manny

Group Home Training Specialist
Traverse City
Phone: (231) 933-4914
Fax: (231) 935-3082

Beth Burke

Staff Development Training Coordinator
Cadillac - Phone: (231) 876-3249
Fax: (231) 775-1692
e-mail: beth.burke@nlcmh.org

Help Us Help You

There is always a possibility that a pre-scheduled training may be delayed, re-scheduled, or canceled due to illness, weather conditions, low enrollment, etc. **If you are not pre-registered, we cannot notify you of the change.**

Please note that classes with less than four people pre-registered may be canceled!

We cannot be responsible for students arriving at the wrong training or the wrong location, date or time.

NOTE: In the event of inclement weather, call ahead. If there is a change in the scheduled training, there will be a recorded message indicating the change by 7:30 am on the day of training.

Please be *Respectful* and arrive to class on time, well rested, and ready to learn.