

**TABLE A.3 CONTRACT TRAINING REQUIREMENTS  
Specialized Residential Services & Child Caring Institutions (SRS/CCI)**

The following is a list of trainings required by Northern Lakes CMHA to comply with current licensures and accrediting bodies, (i.e. MDHHS, Licensing, MIOSHA). Training is to be completed before employee works independently with consumers, unless time is indicated.

**INITIAL TRAINING REQUIREMENTS:**

<b>Topic</b>	<b>Training Completed</b>	<b>Type</b>	<b>Source</b>
Recipient Rights: Including Confidentiality/Abuse & Neglect and Report of Incidents and Adverse Effects by NLCMHA or another approved Community Mental Health Authority	30 days	Classroom	NLCMHA
Introduction To Your Role in Community Residential Settings, including Person-Centered Planning & Documentation	90 days	Classroom	NLCMHA
Working With People – Culture of Gentleness	90 days	Classroom	NLCMHA
Environmental Emergencies	90 days	Classroom	NLCMHA
Basic Health	90 days	Classroom	NLCMHA
Nutrition & Food Service	90 days	Classroom	NLCMHA
Basic Intervention and/or CPI (Crisis Prevention Intervention)	90 days	Classroom	NLCMHA
Basic Medication (if staff is administering medications)	90 days	Classroom	NLCMHA
Due Process/Exercising Rights/Grievance & Appeals	30 days	In-service	NLCMHA Materials
NLCMHA Compliance / HIPAA / Privacy / Confidentiality	30 days	In-service	NMRE/NLCMHA Materials
CPR/First Aid	Prior to working independently	Classroom	American Red Cross or Heart Association

Cultural Competency/Proficiency	30 days	Online	improvingmipractices.org
Individual Person-Centered Plan/IPOS	Prior to working independently	In-service	NLCMHA Staff/Provider
Limited English Proficiency	30 days	Online	Improvingmipractices.org
Suicide Risk Assessment & Intervention  **Not required for Child Caring Institutions	TBD	TBD	To Be Determined

**ANNUAL (every year) REFRESHER TRAINING REQUIREMENTS:**

Topic	Type	Source
Recipient Rights: Including Confidentiality/Abuse & Neglect and Report of Incidents and Adverse Effects by NLCMHA or another approved Community Mental Health Authority	NLCMHA – Classroom	NLCMHA
Culture of Gentleness	In-service	NLCMHA Materials
Due Process/Exercising Rights/Grievance & Appeals	In-service	NLCMHA Materials
NLCMHA Compliance / HIPAA / Privacy / Confidentiality	In-service	NMRE/NLCMHA Materials
Person Centered Planning/IPOS	Online	improvingmipractices.org

**BIANNUAL (every 2 years) REFRESHER TRAINING REQUIREMENTS:**

Topic	Type	Source
CPR/First Aid	Classroom	American Red Cross or Heart Association

**TRIENNIAL (every 3 years) REFRESHER TRAINING REQUIREMENTS:**

Topic	Source
Cultural Competency/Proficiency	Online improvingmipractices.org

Emergency Preparedness	Online	improvingmipractices.org
Limited English Proficiency	Online	improvingmipractices.org
Medications	Classroom	NLCMHA
Behavior & Crisis Intervention	Online	improvingmipractices.org
Introduction to Human Services and Meeting Special Needs	TBD	To Be Determined
Nutrition	TBD	To Be Determined
Health & Wellness	TBD	To Be Determined
Human Relationships	TBD	To Be Determined
Teaching New Skills/Life Skills	TBD	To Be Determined
Trauma Informed Services	TBD	To Be Determined

**Training records are required, which consist of a certificate of completion, copy of training materials used, a sign-in sheet of the staff who participated in the training and the signature of the manager/facilitator which serves as proof of competency for the attendees in their knowledge of the subject presented.**