

Greetings from NLCMHA Training Department, February 2021

Due to COVID-19 In person classes are suspended until further notice, however training is on-going.

Onward and upward as we enter a new year, with new hopes and more changes, always changes. 😊
We are hopeful for better times and are grateful to be working through these changes together with you. 😊

There have been many challenges in the past year, and many changes in our training process, which has not necessarily been an easy transition while learning new technology and added duties for everyone. However, the more we do it and continue to simplify procedures, the easier it will be for you and for us to help you with training.

With that said, we have some repeating news and points to emphasize, so we can better assist you with **Group Home Curriculum training procedures**.

Please refer to our website for these two documents:

- Group Home Curriculum Courses
- How to Register for Training

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Something we all need to work on is complete, accurate and descriptive information on all correspondence and documents, this includes registration for training and submitting testing documentation. We cannot provide training certification without complete and accurate information.

We are asking all providers to use the one-page electronic test answer sheet that is posted on our website. Please use this one-page test answer sheet for Live Streaming (virtual class training) and for Group Home Curriculum; read, review, and test done on site (in home) with supervisor. This helps reduce multiple pages of tests being sent and stored. You should keep a copy of the actual test (questions) to refer to if needed.

- The test answer sheet can be downloaded from our website onto your computer.
- You can save it to your computer as a document that you recognize.
- When you use the **test answer sheet** have your students electronically fill it out on the computer, and “save as” and title the pdf with information listed below:
 - Name of student
 - Name of training
 - Date of training

Example: *Jane Doe-Basic Intervention Test 1-2-2021*

When sending documents, email them to training@nlcmh.org

Include descriptive information in the email subject line:

Example: *Jane Doe-Basic Intervention Test 1-2-2021*

Within your email let us know what you are sending us.

Example:

I've Attached test answer sheet from my staff:

Jane Doe

Basic Intervention Test

Completed 1-2-2021

Test supervised by Jane Keller - home supervisor

Number of incorrect questions

ALWAYS include your name, job title and phone number in all email correspondence.

Group Home Curriculum Courses: we are utilizing a read, review, and test process to complete the group home curriculum. This is a home/staff student study process with the help of the home manager. This will help to ensure that your staff will be able to complete required training.

- **Person-Centered Introduction to your Role in Community Residential Settings**
 - **Gentle Teaching (Working with People 1 & 2)**
 - **Basic Intervention (CPI also satisfies this requirement)**
 - **Environmental Emergencies (Emergency Preparedness)**
 - **Nutrition & Food Service**
- Please email Clarisse.hartnett-manny@nlcmh.org or training@nlcmh.org for instructions to help your staff complete required training.
 - After consultation with Clarisse, you will receive materials for read review and testing of the curriculum subjects.
 - You will also receive additional information regarding submitting proper testing materials for completion credit.

Current Live Stream Class offerings:

- **Recipient Rights**
- **Basic Health**
- **Basic Medications**

Live Stream Training Registration Process:

Pre-registration is required by Manager/Supervisor: email training@nlcmh.org with the following information to register your staff:

- Staff First Name, Middle Initial, Last Name
- Date of Hire
- Worksite
- Date of Birth
- Last 4 of SS#
- Email address for the training invitation to be sent to
- Home Manager/Supervisor Name, Job Title, Phone Number and Email address

Do not schedule staff who work with residents in their home to attend a training while they are working a shift.

Registration Confirmation:

- Confirmation of registration is when you receive our reply to your registration email.
- **It is important that you PLEASE READ all of the information provided in the email invitations and be prepared for training ahead of time.**
- **All training registration closes 3-business days prior to training date**, no exceptions. Please be sure the training email invitation has been received before the day of training.
- Presenters will receive a registration list prior to training and may deny access to the training for anyone not on the list.

As a reminder... we encourage you to print and retain all test answer sheets, certificates of completion, and confirmation Emails of completed courses for your business records, and audits/reviews.

Thank-you for all you do! Please contact us with questions or training needs.

training@nlcmh.org ~ Clarisse 231-93-4914 ~ Beth 231-876-3249