

**Northern Lakes CMHA  
Group Home Curriculum Course Offerings**

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**Due to COVID-19, In-person classroom training is suspended until further notice.**

**The Core classes for NLCMH Group Curriculum are listed below:**

*Currently, we are utilizing a Read, Review, and Test process for some courses. For Recipient Rights, Basic Health and Basic Medications, we are offering Live Stream classes that occur throughout each quarter. Please refer to the calendars for current dates of virtual classes. See below for further instructions:*

**The following courses are offered utilizing a Read, Review, and Test process:**

Person-Centered Introduction to your Role in Community Residential Settings  
Gentle Teaching (Working with People 1 & 2)  
Basic Intervention  
Environmental Emergencies (Emergency Preparedness)  
Nutrition & Food Service

**The following courses are offered currently under a Live Stream (Virtual) Class:**

Recipient Rights  
Basic Health  
Basic Medications

**All training registration requests should be submitted by supervisor/manager to:**  
[training@nlcmh.org](mailto:training@nlcmh.org)

- Include details in the subject line of your email: **Example:** *Jane Doe, Sunny side AFC, RR Training ½*
- Include in your email what you are requesting: **Example:** *This is Cindy Smith from Sunnyside AFC. I would like to register Jane Doe for Recipient Rights New Hire training on 1/2/2021.*
- Include the following staff information: First & Last Name, Date of Birth, Last 4 of SS#, Date of Hire, email address.
- Include your name, job title, and phone number.

We require complete, accurate and descriptive information on all correspondence and documents, this includes registration for training and submitting testing documentation. If we do not have complete and accurate information, we cannot process training certification.

**Please utilize and submit the one-page electronic test answer sheet, which is located on our website. The one-page test answer sheet is to be used for both virtual class training and Group Home Curriculum testing done on site (in home) with supervisor.** This helps reduce multiple pages of tests being sent and stored.

- 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 (test answer sheets, observations sheets, etc.), email them to [training@nlcmh.org](mailto: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 have Attached test 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.**

### **Test and Certificate of Completion for Virtual Classes:**

- Download and complete the test answer sheet.
- Each Recipient Rights virtual training test must include the codes provided during training.
- **Please do not send pictures of the test answer sheet, they will not be accepted.**
- **Please do not send google doc links to your test answer sheet, they will not be accepted.**
- **Completed test answer sheets (saved as pdf) must be submitted within 3-days of the training date or you may not receive credit for attending.**
- **When emailing test answer sheets, please send one student test per email and put their Name, Test, and Training Date in the subject line, Example: Jane Doe- Medication Test-1-2-2021.**
- Once training department receives completed test answer sheet, certificate of completion will be emailed to the attendee and supervisor within the week following the training date.

**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.**

Please contact us with questions or training needs.

Clarisse 231-933-4914

Beth 231-846-3249

[training@nlcmh.org](mailto:training@nlcmh.org)