

**CONTRACT TRAINING REQUIREMENTS**  
**Autism ABA Services**

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:**

Topic	Training Completed	Type	Source
Recipient Rights: Including Confidentiality/Abuse & Neglect and Report of Incidents and Adverse Effects. Training by NLCMHA or another approved Community Mental Health Authority	30 days	Virtual Live Streaming	NLCMHA
Working with People in the Culture of Gentleness and Proactive Strategies	90 days	Read/Review/Test	NLCMHA materials
NLCMHA Compliance / HIPAA / Privacy / Confidentiality	30 days	Inservice	NMRE/NLCMHA website materials
Cultural Competency/Proficiency	30 days	Online	improvingmipractices.org
Individual Person-Centered Plan/IPOS	Prior to working with consumer	Inservice	NLCMHA Staff/Provider/CMS
Limited English Proficiency	30 days	Online	Improvingmipractices.org

**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	Virtual Live Streaming	NLCMHA
Culture of Gentleness	Inservice	NLCMHA website materials
NLCMHA Compliance / HIPAA / Privacy / Confidentiality	Inservice	NMRE/NLCMHA website materials

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

Topic	Source	
Cultural Competency/Proficiency	Online	improvingmipractices.org
Limited English Proficiency	Online	improvingmipractices.org

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.

**Autism Exhibit D Training Requirements Revised 05272021**