

**TABLE A.3 CONTRACT TRAINING REQUIREMENTS
Community Living Supports / Supported Employment**

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. Keep all Completed Training Documentation and Certificate of Completions on site.

Revised 07-02-2021

INITIAL & ONGOING TRAINING REQUIREMENTS:

Topic	Training Completed/Frequency	Type	Source
Crisis Prevention (Behavior and Crisis Intervention):	Within 90 days of hire.	Online	Improvingmipractices.org
CPR/First Aid	Prior to working independently & per Certification renewal.	Classroom	American Red Cross or American Heart Association
Compliance / HIPAA / Privacy / Confidentiality-NLCMHA	Within 30 days of hire & Annual.	In-service	NLCMHA website Materials
Cultural Competency/Proficiency	Within 30 days of hire & Annual.	Online	Improvingmipractices.org
Culture of Gentleness	Within 90 days of hire & Annual.	In-service	NLCMHA website Materials
Emergency Preparedness	Within 90 days of hire.	Online	Improvingmipractices.org
Grievance & Appeal	Within 30 days of hire & Annual.	In-service	NLCMHA website Materials
Individual Person-Centered Plan/IPOS	Prior to working independently.	In-service	NLCMHA Staff/Provider
Infection Control & Standard Precautions	Within 30 days of hire & Annual.	Online	Improvingmipractices.org
Limited English Proficiency	Within 30 days of hire & Annual.	Online	Improvingmipractices.org
Medication Administration (if staff is administering medications) FORMERLY: Basic Medications	Within 90 days of hire & every 3 years.	Classroom	NLCMHA-Register for Live Stream training-email training@nlcmh.org
Person-Centered Planning (PCP)	Within 30 days of hire & Annual.	Online	Improvingmipractices.org
Recipient Rights: Including Confidentiality/ Abuse & Neglect and Report of Incidents and Adverse Effects-NLCMHA Training	Within 30 days of hire & Annual.	Classroom	NLCMHA-Register for Live Stream training-email training@nlcmh.org
Trauma-Informed Care (TIC)	Within 90 days of hire.	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.

Training Requirements CLS and Respite Revised 07022021