

Minimum Training Requirements Specialized Residential 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. | 30 days | Virtual Live Streaming | NLCMHA |
| Introduction to Human Services and Meeting Special Needs, Person-Centered Planning, IPOS, Documentation and Trauma Informed. | 90 days | Read/Review/Test | NLCMHA materials |
| Working with People in the Culture of Gentleness and Proactive Strategies | 90 days | Read/Review/Test | NLCMHA materials |
| Emergency Preparedness/ Environmental Emergencies | 90 days | Read/Review/Test | NLCMHA & improvingmipractices.org |
| Health and Wellness | 90 days | Read/Review/2-hr Live Stream Review and Test | NLCMHA materials |
| Nutrition & Food Service | 90 days | Read/Review/Test | NLCMHA materials |
| Behavior & Crisis Intervention and/or CPI (Crisis Prevention Intervention) | 90 days | Read/Review/Test Behavior & Crisis Intervention. CPI not offered by Training Department. | NLCMHA materials |
| Basic Medication (if staff is administering | 90 days | Read/Review/2-hr Live Stream | NLCMHA materials |

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| medications) | | Review and Test | |
| Due Process/Exercising Rights/Grievance & Appeals | 30 days | Inservice | NLCMHA website materials |
| NLCMHA Compliance / HIPAA / Privacy / Confidentiality | 30 days | Inservice | NMRE/NLCMHA website materials |
| CPR/First Aid | Prior to working independently | CMH does not provide this at this time. | American Red Cross or American Heart Association |
| Cultural Competency/Proficiency | 30 days | Online | improvingmipractices.org |
| Individual Person-Centered Plan/IPOS | Prior to working independently | Inservice | NLCMHA Staff/Provider/CSM |
| Limited English Proficiency | 30 days | Online | Improvingmipractices.org |
| Suicide Risk Assessment & Intervention **Not required for Child Caring Institutions | Upon hire | Read/Review/Test | NLCMHA materials |

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 |
| Due Process/Exercising Rights/Grievance & Appeals | Inservice | NLCMHA website materials |
| NLCMHA Compliance / HIPAA / Privacy / Confidentiality | Inservice | NMRE/NLCMHA website materials |

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| Person Centered Planning/IPOS | Inservice | NLCMHA Provider/CSM Inservice |
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BIANNUAL (every 2 years) REFRESHER TRAINING REQUIREMENTS:

| Topic | Type | Source |
|---------------|---|--|
| CPR/First Aid | CMH does not provide this at this time. | American Red Cross or American Heart Association |

TRIENNIAL (every 3 years) REFRESHER TRAINING REQUIREMENTS:

| Topic | Source | |
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| Cultural Competency/Proficiency | Online | improvingmipractices.org |
| Emergency Preparedness | Online | improvingmipractices.org |
| Limited English Proficiency | Online | improvingmipractices.org |
| Medications | Read/Review/2-hr Live Stream/Review & Test | NLCMHA materials or improvingmipractices.org |
| Behavior & Crisis Intervention and/or CPI (Crisis Prevention Intervention) | Online | improvingmipractices.org |
| Introduction to Human Services and Meeting Special Needs and Person-Centered Planning and Documentation, and trauma informed | Read/Review/Test | Same as initial |
| Nutrition & Food Service | Read/Review/Test | Same as initial |
| Health & Wellness | Read/Review/Test | Same as initial |
| Working with People in the Culture of Gentleness and Proactive Strategies | Read/Review/Test | Same as initial |

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.

Specialized Residential Services Exhibit D Training Requirements Revised 05252021