



Recipient Rights Training Plan

Training Requirements by Provider Type

Effective January 2026

PROVIDER TYPE (Applies to ALL employees, volunteers, and agents of a provider)	NEW HIRE TRAINING (Required within 30 days of hire or initiation of services)	ANNUAL REFRESHER TRAINING (Required within 365 days of previous training)
CLINICAL <ul style="list-style-type: none"> Licensed/Certified mental health and health professionals who administer, supervise, or provide community mental health services Non-Direct care staff who provide direct clinical services 	COURSE Rights of Individuals Receiving Behavioral Health Services: Recipient Rights for Newly Hired Staff REQUIREMENT <ul style="list-style-type: none"> Certificate of Completion from a Michigan Community Mental Health provider. All providers and staff must maintain a copy of the certificate. 	COURSE Rights of Individuals Receiving Behavioral Health Services: Recipient Rights Annual Refresher – Licensed Mental Health Professionals (LMHP) REGISTRATION NLCMHA Website → Providers → Trainings → Training Registration Form https://www.northernlakescmh.org/
DIRECT CARE/PARAPROFESSIONAL <ul style="list-style-type: none"> Specialized Residential Settings (SRS) Community Living Supports (CLS) in Supported Independent Living or Community Arrangements Day Programs Respite Prevocational Workshops Supported Employment Clubhouse Peer Support Drop-In Centers Supportive Housing Et cetera 	COURSE Rights of Individuals Receiving Behavioral Health Services: Recipient Rights for Newly Hired Staff REQUIREMENT <ul style="list-style-type: none"> Certificate of Completion from a Michigan Community Mental Health provider. All providers and staff must maintain a copy of the certificate. 	COURSE Rights of Individuals Receiving Behavioral Health Services: Recipient Rights Annual Refresher – Direct Care Professionals (DCP) COMPLETION NLCMHA Website → Providers → Training → Recipient Rights Training → Recipient Rights Refresher for Direct Care Professionals (DCP) https://www.northernlakescmh.org/
OTHER <ul style="list-style-type: none"> Business Office Clerical Maintenance Reception Et cetera 	COURSE Introduction to Recipient Rights (Self-Study) ACCESS Improving MI Practices Website → Search “Recipient Rights” → Select “Introduction to Recipient Rights” https://improvingmipractices.org/	COURSE Introduction to Recipient Rights (Self-Study) ACCESS Improving MI Practices Website → Search “Recipient Rights” → Select “Introduction to Recipient Rights” https://improvingmipractices.org/

COURSE DESCRIPTIONS

Introduction to Recipient Rights (Self-Study)

Available on Improving MI Practices website. This course provides a brief introduction to the rights of individuals seeking behavioral health services.

Key Topics Covered:

- Overview of Recipient Rights
- Limiting Rights
- Civil Rights
- Core Individual Rights

Rights of Individuals Receiving Behavioral Health Services

This training provides comprehensive instruction to help providers understand and fulfill their legal and ethical responsibilities. The course focuses on promoting and protecting the civil, core, treatment, and advocacy rights of individuals receiving behavioral health services, as guaranteed by law. Participants will gain practical knowledge and strategies to apply these principles in daily practice.

Key Topics Covered:

- Civil Rights
- Freedom from Abuse and Neglect
- Confidentiality
- Services Suited to Condition
- Informed Consent
- Person-Centered Planning / Family-Centered Practice
- Individual Plan of Services
- Rights of Residents of Facilities
- Rights Protection System (Reporting, Complaint, Investigation, Appeal)

Compliance Notes

- All providers and staff must maintain certificates of completion.
- Registration for refresher courses is available through the NLCMHA website.
- Compliance monitoring will include periodic audits and verification of training records.

For questions or assistance, contact Northern Lakes CMHA Office of Recipient Rights:

OFFICE OF RECIPIENT RIGHTS

105 Hall Street, Suite A, Traverse City, MI 49684

Rights Access Line: 231-935-3873