

REQUIRED CORE CURRICULUM TRAINING

Reference	Topic Order	Topic	Est. Time	CLS Non-Licensed	Special Certification License	Minimum Requirement For Training Deadlines	Best Practices/ Frequency for Training
Section 1 & 2 are for the "Qualified Trainer's" review Topics should be taught in order 3 - 11	1 & 2	CenTrain Planning, Design & Correspondence Trainer Resources		X	X	Prior to using CenTrain	As Needed
R 400.14204(3)(a-g) R 400.15204(3)(a-g)		AFC administrative rules require competency prior to performing assigned tasks			X	Before Work With Consumers During Initial orientation	All New Staff
R 330. 1806(2)(d) R 400.14204(b) R 1806(2)(d) R 400.14204(c) Medicaid Provider Manual/ MDCH	3	CPR First Aid		X X	X X	Before Work With Consumers	Annual- If Red Cross Every 2 Years-If American Heart Association Every 3 years
R 300.1806(2)(f) R 400.14204(f)	4	Safety and Fire prevention		X	X	Before Work With Consumers Independently	Annual & As Changes Occur
R 330. 1806(2)(g) R 400. 14304 (1)(2) MCL 330.1755 (MMHC)	5	Rights of Recipients of Mental Health Services		X	X	Within 30 days- (MMHC)	Annual or As Needed
MCL 330.1717 (MMHC) R 330.1799	6	Person Centered Planning (PCP)		X	X	Before Work With Consumers	Annual & As Changes Occur
R 330. 1806(2)(a) R 330. 1806(2)(b)	7	Introduction to Community Residential Services & The Role of the Direct Support Professional Introduction to the Special Needs of Individuals with Developmental Disabilities or Mental Illness			X	Before Work With Consumers Independently. PCP -Training Unique to Each Persons Diagnosis	Initial Training & Annually per PCP As Changes Occur
R 330 1806(2)(c) R 400.14314 R 400.14204(3)(g) R 400.14310 R 400.14313 R 400.14310(1)(b)	8	<u>Health Interventions</u> Hygiene Infection Control Nutrition, Food preparation, Special diets Signs & Symptoms of Illness Vital Signs			X	Before Work With Consumers Independently	Initial Training & Annually per PCP As Changes Occur
R 400.14312 R 400.14310 R 300. 1806 (2)(e)	9	Medications			X	Before Passing Medications	Initial Training & As Changes Occur per PCP
R 330. 1806(2)(h)	10	Non-Aversive Techniques			X	Before Work With Consumers Independently	Initial Training & As Changes Occur per PCP
R 400.14309 Crisis & R400.14307 MCL 330.1744 (MMHC)	11	Crisis Intervention			X	Before Doing Behavior Treatment Plan	Initial Training & Annual & As Changes Occur

KEY:

MMHC
Michigan
Mental Health
Code

MDCH
MI. Dept. of
Community
Health

MCL
Michigan
Compiled Law

R 300... &
R 400...
Administrative
Rules for
Licensed AFC
Homes

CDC
Centers for
Disease
Control

OSHA
Occupational
Safety and
Health
Administration

MALA
Michigan
Assisted
Living
Association

ORIENTATION & ANNUAL TRAINING TOPICS

References contained in this grid are for specialized residential Adult Foster Care (AFC) small group homes (12 or less), and Residential AFC small group homes (12 or less)

Reference	Topic Order	Topic	Est. Time	CLS Non-Licensed	Special Certification License	Minimum Requirement	Best Practices Frequency
R 400.14204 (3) (a)	1	Reporting Requirements			X	New Employee Orientation	Annual As Needed
R 400.14204 (3) (b)	2	First Aid			X	New Employee Orientation	Every 3 years
R 400.14204 (3) (c)	3	CPR			X	New Employee Orientation	Annual
R 400.14204 (3) (d)	4	Personal Care, Supervision & Protection			X	New Employee Orientation	Annual per PCP
R400.14204 (3) (e)	5	Rights of Recipients of Mental Health Services			X	New Employee Orientation	As Needed Annual Update
R 400. 14204 (3) (f)	6	Safety and Fire Prevention			X	New Employee Orientation	Annual
R 400.14204 (3) (g)	7	Prevention & Containment of Communicable Diseases			X	New Employee Orientation	Annual
MDCH Balanced Budget Act		Limited English Proficiency		X	X	New Employee Orientation	Annual
Federal Law 1996		HIPAA		X	X	New Employee Orientation	Annual
CDC OSHA		Infection Control & Blood Borne Pathogen		X	X	New Employee Orientation	Annual
Deficit Reduction Act MALA MCL330.1754 (3)(b)(MMHC)		False Claims Act Whistleblower		X	X	New Employee Orientation	Annual
MDCH Balanced Budget Act		Cultural Competency		X	X	New Employee Orientation	Annual

Licensing Rules for AFC Large Group Homes-http://www.michigan.gov/documents/dhs/DHS-BCAL-PUB-334_276575_7.pdf

Licensing Rules for AFC Family Homes-http://www.michigan.gov/documents/dhs/BCAL-PUB-0332_281384_7.pdf

Developed by: Karen Bressette- Customer Service Coordinator
Community Mental Health for Central Michigan
989-772-5938
kbressette@cmhcm.org