

REQUIRED CORE CURRICULUM TRAINING

Reference	Topic Order	Topic <i>* Equivalent unit in "Providing Residential Services in Community Settings" 1995 DMH Group Home Curriculum</i>	Non-Licensed Settings	Special Certification License	Minimum Requirement For Training Deadlines	Best Practices/ Frequency for Training
Section 1 & 2 are for the "Qualified Trainers" Topics should be taught in order 3 - 11	1 & 2	CenTrain Planning, Design & Correspondence Trainer Resources		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	Before Work With Consumers	Every 2 Years
R 300.1806(2)(f) R 400.14204(f) R 400.14318(1-6)[400.15318(1-6)] MCL 333.1803 (MMHC)	4	Safety and Fire prevention <i>*Environmental Emergencies: Preventing, Preparing and Responding</i>	X	X	Before Work With Consumers Independently	Annual & As Changes Occur
R 330. 1806(2)(g) R400. 14304(1)(2)[400.15304(1)(2)] R 400.14311(1-7) R 400.15311(1-7) MCL 330.1755 (MMHC)	5	Rights of Recipients of Mental Health Services <i>*ORR Group Home Training Curriculum (Revised 7/09) Must be used for initial training</i>	X	X	Within 30 days- (MMHC)	Annual or As Needed
MCL 330.1717 (MMHC) R 330.1799	6	Person Centered Planning (PCP) <i>* Introduction to Community Residential Services/Your Role as Direct Care Staff</i>	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 <i>* Introduction to Community Residential Services/Your Role as Direct Care Staff</i>		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, Vital Signs, Infection Control, Signs & Symptoms of Illness Nutrition, Food preparation, Special diets <i>*Basic Health and Medications *Nutrition and Food Service</i>		X	Before Work With Consumers Independently	Initial Training & Annually per PCP As Changes Occur
R 400.14312(1-7)[400.15312(1-7)] R 400.14309(1-8) [400.15309(1-8)] R 400.14310 R 300. 1806 (2)(e)	9	Basic Medication Administration <i>*Basic Health and Medications</i>		X	Before Passing Medications	Initial Training & As Changes Occur per PCP
R 330. 1806(2)(h) R400.14307(1-4) R 400.15307(1-4) R 400.14308(1-2)[400.15308(1-2)] R400.14309Crisis400.15309 MCL330.1744 (MHC)	10	Positive Approaches/Challenging Behaviors/Non-Aversive Techniques & Crisis Intervention <i>*Working with People: Introduction *Working with People: Positive Techniques to Address Challenging Behaviors</i>		X	Before Work With Consumers Independently & Before implementing a Positive Behavior Support or Behavior Treatment Plan	Initial Training & As Changes Occur per PCP

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

Reference	Topic Order	Topic	Est. Time	Non-Licensed CLS/ Respite	Special Certification License	Minimum Requirement	Best Practices Frequency
R 400.14204 (3) (a)	1	Reporting Requirements			X	New Employee Orientation	As Needed
R 400.14204 (3) (b)	2	First Aid		X	X	New Employee Orientation. & Every 2 years	Every 2 years
R 400.14204 (3) (c)	3	CPR			X	New Employee Orientation & Every 2 Years	Every 2 years
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 with in 30 days of hire	As Needed
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

REQUIRED TRAINING-TRAINER QUALIFICATIONS

Consumer Trainer assists the Trainer as an auxiliary resource to share their unique perspective and/or recovery experience to support the training provided.

Topic	Trainer Qualifications	Delivered by: Consumer or Trainer
CPR	Completion of Instructor Training with Red Cross, or American Heart Association	Consumer or Trainer with a current Instructor card
First Aid	Completion of Instructor Training with red Cross or American heart Association	Consumer or Trainer with a current instructor card
Safety and Fire Prevention	Adequate knowledge of residential setting, persons served and any special needs related to environmental safety issues, Agency Policies and procedures, location, use, and operation of safety equipment. Completion of GHC, familiar with all materials in the 2008 curriculum	*Consumer or Trainer
Rights DD/MI	Must be obtained from a Qualified Rights Advisor at Community Mental Health for Central Michigan	Rights Advisor *Consumer trainer to assist
Person Centered Planning PCP	Knowledge of each individual who lives in this home and their person centered plan Completion of GHC, familiar with all materials in the 2008 curriculum	Consumer when possible should train new staff on their own plan
Role of DSP & Intro. To DD/MI	One year work experience in a residential setting, completion of GHC, familiar with all materials in the 2008 curriculum, knowledge of persons served and any needs related to their diagnosis. Qualified trainer will present information on DD & MI.	Trainer *Consumer
Health Interventions Hygiene Infection Control Food Preparation Nutrition Special Diets Signs & Symptoms of Illness Measuring Vital Signs	Knowledge of each individual and PCP. Completion of GHC. One year of work experience in a residential setting. Knowledge of all medical equipment used, and can demonstrate proper operation. Previous CNA, food prep, home health aide training would be very helpful and may decrease the need for one year of on the job experience. Interest in health, exercise, nutrition, and fitness helpful but not necessary.	Trainer with assistance from each *consumer
Medications	Minimum of one year experience passing medications with no/minimal med. errors. Completion of GHC. Detail oriented & knowledgeable of all medications and policies/procedures related to medication administration.	Trainer with assistance from each *consumer
Non Aversive Techniques	One year work experience in a residential setting. Completion of GHC, knowledge of each individual and PCP, demonstrates effective communication skills, good role model for staff and consumers.	Trainer with assistance from each *consumer
Crisis Intervention PI	Detail oriented: Techniques must be taught exactly with out modification. Physically able to demonstrate techniques. Philosophy driven with emphasis on avoidance and protection. Teaching skills - ability to talk while demonstrating techniques.	Trainer
KEY: GHC CENA	GHC-1995 Group Home Curriculum -"Providing Residential Services in Community Settings: A Training Guide" CNA- Certified Nurse Aide	