



<b>Prevention of Workplace Violence</b>	Within 30 days of hire	Annually	<sup>5</sup> MDHHS PIHP Contract and <sup>1</sup> R 330.1806(2)	x					x	x					
<b>Person Centered Planning</b>	Within 90 days of hire	Every 3 years	<sup>5</sup> MDHHS PIHP Contract B.3.K.iii, <sup>4</sup> Michigan Mental Health Code, <sup>6</sup> Code of Federal Regulations, <sup>13</sup> MDHHS CMHSP Contract Attachment C.3.3.1		x	x	Strongly Recommended	x	x	x			x	x	x
<b>Recipient Rights</b>	Within 30 days of hire	Annually	<sup>4</sup> MH Code: 330.1755(5)(f), <sup>12</sup> SUD Admin rules: R 325.14302 & <sup>2</sup> AFC Licensing R 400.14204(3e), <sup>13</sup> MDHHS CMHSP Contract Attachment C.6.3.2.3A	x	x	x	x	x	x	x	x (initially)	x (initially)	x	x	x
<b>Role of Direct Service Workers/Working with People</b>	Within 90 days of hire or prior to working independently or as lead staff	N/A	<sup>1</sup> Specialized Residential Licensing Rules R 330.1806(2), <sup>4</sup> Michigan Mental Health Code, <sup>6</sup> Code of Federal Regulations			x	Strongly Recommended								
<b>Self-Determination</b>	Within 90 days of hire	Every 3 years	<sup>5</sup> MDHHS PIHP Contract B.3.K.iv, MDHHS CMHSP Contract Attachment C.3.3.4, <sup>7</sup> Balanced Budget Act						x	x					x
<b>Training specific to the Person's Plan</b>	Prior to working with the individual	Annually and when changes are made to the person's plan.	<sup>1</sup> Specialized Residential Licensing Rules R 330.1806(1), <sup>4</sup> Michigan Mental Health Code, <sup>6</sup> Code of Federal Regulations	x	x	x	x	x					x	x	x
<b>Trauma Informed Care</b>	Within 90 days of hire	Every 3 years	<sup>5</sup> MDHHS PIHP Contract N.9	x	x	x	Strongly Recommended	x	x	x	x (every two years)	x (every two years)	x	x	x

\* Due Process training is included as part of the Recipient Rights training. A separate Due Process training is required for Primary clinicians, Access/UM staff, Customer Service, Service Supervisors of previously listed staff

**References**

- [1Certification of Specialized Programs Offered in Adult Foster Care Home to Clients with Mental Illness or Developmental Disability. OFFERED IN ADULT FOSTER CARE HOME TO CLIENTS WITH MENTAL ILLNESS OR DEVELOPMENTAL DISABILITY](#)
- [2Licensing Rules for Adult Foster Care Small Group Homes](#)
- [3General Industry Safety and Health Standard Part 554. Bloodborne Infectious Disease](#)
- [4Michigan Mental Health Code](#)
- [5FY21 MDHHS PIHP Contract](#)
- [6Code of Federal Regulations](#)
- [7Balanced Budget Act](#)
- [8Health Insurance Portability and Accountability Act \(HIPAA\)](#)
- [9Defecit Reduction Act](#)
- [10Michigan Administrative Codes](#)
- [11Medicaid Provider Manual](#)
- [12Mental Health and Substance Abuse Services Recipient Rights](#)
- [13FY21 MDHHS CMHSP](#)

**\*\*BACB registered behavior tech training** (40 hours) as outlined on the BACB Registered Behavior Technician tasklist. Training conducted by a professional experienced in BHT services (BCBA, BCaBA, QBHP). This includes training in the following areas: Behavioral Management , Assessment, Skill Acquisition, Behavioral Reduction , Documentation and Reporting, 3 hours of training in professional conduct, ethics, and scope of practice