

# Sanilac County Community Mental Health Mandatory Training Requirements 2025

Name of Training	Frequency	Target Audience	Format	Description	Requirement Source
<b>American Society of Addiction Medicine (ASAM) Continuum Assessment</b>	Initial Only	All Care Managers & Clinical/Care Managers providing services to Adults	ONLINE Region 10 MIX System	ASAM CONTINUUM allows clinicians and non-clinicians to assess patients with addictive, substance-related and co-occurring conditions through computer-guided, structured interviews. This assessment tool is the exclusive Substance Use Disorder services for adults.	PIHP SUD Contract Section II(Y-Z)
<b>Assertive Community Treatment (ACT)</b>	Initial (within 6 months of hire) & Annual	All professionally licensed staff working in the ACT program (including professional staff, peer support specialists, and the physician and nurse working directly with the ACT program.)	IN-PERSON, EXTERNAL	The ACT 101 course (initial requirement) is a training that addresses ACT (a therapeutic set of intensive clinical, medical, and psychosocial services provided by a mobile multi-disciplinary treatment team) as an evidence-based practice. Annual ACT trainings are taken via Assertive Community Treatment Association (ACTA) or MDHHS approved. A variety of courses are available that meet this requirement.	Medicaid Provider Manual: Section 4 & 4.3; SCCMHA Policy BC001
<b>ABA Behavior Technician (RBT: Autism Training)</b>	Initial only	ABA Technician, Skill Building Coordinator	ONLINE Relias Course	This training includes modules designed to be used by staff to provide appropriate care for individuals with behaviors. (40 hour curriculum)	Medicaid Provider Manual Section: 18.12.A.
<b>Boundaries</b>	Initial Only	All staff	ONLINE Relias Course	Understand the concept of boundaries, comprehend the difference between boundary crossings and boundary violations, identify a practical decision making model for healthy boundaries in clinical practice, define the personal risk factors that might contribute to non-healthy boundary violations.	Sanilac CMH Management Team
<b>CAFAS, PECFAS, &amp; DECA</b>	Initial (plus Booster Training every other year)	Required for all Care managers, Clinical/Care Manager, and their supervisors, providing direct service to children/adolescents with SED.	IN-PERSON	Training on the CAFAS subscales (designed for ages 7-18) allows staff to assess a youth's day-to-day functioning across critical life domains and determine whether functioning improves over time. Training on PECFAS allows staff to assess a child age 4-7 years old. Training on DECA allows staff to assess an infant and young children 1 month to 47 months, with suspected serious emotional disturbance.	Medicaid Provider Manual Section: 3.3 & 17.1.B; MDHHS CAFAS & PECFAS Guidance
<b>Care Manager Assistant Technician Series</b>	Initial Only	Care Manager Assistant Techs	ONLINE Relias Course	This training includes modules designed to be used by staff assisting clinicians/care managers to provide appropriate care and whole person perspective for individuals.	Sanilac CMH Management Team
<b>Case Management</b>	Initial & every other year	All Care Managers, Clinical/Care Managers, & Care Manager Assistant Tech	ONLINE Relias Course	This training provides information related to the core requirements and is applicable to the target population served. Core Requirements: assessment, documentation, & monitoring.	Medicaid Provider Manual Section: 13.1 & 13.3; SCCMHA Policy BC012
<b>Children's Diagnostic &amp; Treatment Specific Training</b>	Annual	All staff who work with children age 0-18 years old. *	VARIES	Information regarding identifying and treating the needs of minors and their families. Training could be composed of the following: conferences/lectures, self-taught programs/readings, videos, and In-Services. *40 Hours Annually if serving an SEDW child with Wraparound Services. *24 Hours annually if not serving an SEDW child.	MI Administrative Code R330.2125; Medicaid Provider Manual. Section: 7.1
<b>Clerical Customer Service Training</b>	Initial & Annual	All Clerical Staff	ONLINE Relias Course	This plan is intended for ALL Clerical staff to enhance their understanding of Customer Service.	Sanilac CMH Management Team
<b>Corporate Compliance/Ethical Codes of Conduct (SCCMH Policy) &amp; Sanilac County CMHA Compliance Training</b>	Initial & Annual	All staff	ONLINE Relias Course	Training on the Sanilac CMH Corporate Compliance/Ethical Codes of Conduct policy, Information regarding general laws and regulations governing compliance issues in the health care organization (two trainings).	PIHP Contract; CARF 1.A.6 & 1.A.7; 42 CFR 438.608(iv); PIHP SUD Contract Section V(D) & V(U)6.c; SCCMHA Policy BA021 & BA032

<b>CPR/First Aid</b>	As needed to maintain current certification at all times	Techs/Aides/CSM Assistant, Peer Support, Care Managers, Clinical/Care Managers, Respite, RN, Mental Health Assistant, Med Drop/Transportation staff and any key staff identified by direct supervisor.	IN-PERSON	This course offers certification in cardiopulmonary resuscitation, rescue and basic life support techniques. Information regarding emergency preparedness/first aid. CPR/FA must be obtained via an approved MDHHS/LARA training provider.	CARF: 2.F.2.c(5), 2.F.2.c(6), 3.E.21, & 3.E.27; Medicaid Provider Manual Section: 2.4, 4.1.A, 14.5.A, 15.2, & 18.12.A, MDHHS Behavioral Health Code Charts and Provider Qualifications - Qualification Crosswalk
<b>Cultural Competency/ Diversity</b>	Initial & Annual	All staff	ONLINE Relias Course	This course provides information about the many different aspects of diversity in the workplace. It takes staff beyond tolerating or accepting diversity, towards embracing differences and understanding what each person can bring to an organization to make it even better.	PIHP Contract Section: E(9) & B.3.k.viii, CARF: 2.A.24.b; PIHP SUD Contract Section: V(R), CC.7; 42 CFR 438.206 (C.2); SCCMHA Policy BA102; CCBHC BH Handbook 2.C.7, 3.B.6, & 8.A.7.
<b>Customer Service</b>	Initial Only	All Customer Services Staff	IN-PERSON/ONLINE	Customer services staff receives training to welcome people and to possess current working knowledge or know where in the organization detailed information can be obtained.	MDHHS Customer Service Standards; PIHP SUD Contract CC.9, Attachment F
<b>DCH Classes (Group Home Curriculum)</b>	Initial	Direct Care Staff in Specialized Residential Settings	IN-PERSON and SELF-STUDY	This training includes modules designed to be used by people providing direct care in community and residential settings. This training is intended to help you provide the best services and most effective support possible. Classes include: Introduction to Residential Services, Recipient Rights, Working with People, Basic Health, Introduction to Medications (Basic Medications), Nutrition and Food Service, Environmental Emergencies, & Working with People	MI Administrative Code R330.1806; MDHHS Behavioral Health Code Charts and Provider Qualifications - Qualification Crosswalk
<b>Emergency Preparedness/ Safety</b>	Initial & Annual	All staff	ONLINE - Relias Course	This course assists employees in identifying workplace hazards that could cause an emergency, and provides information about reporting emergencies, carrying out emergency responsibilities, evacuation procedures, and how to respond to emergency situations quickly and effectively.	CARF 1.H.4.a-b; Medicaid Provider Manual Section: 2.4.9.17, 14.5.A, & 18.12.A; MI Administrative Code R330.2807(5); SCCMHA Policy BA006
<b>Evidence Based Practices</b>	As Assigned	Clinical Supervisors, Care Managers, Clinicians, RNs, Physicians	ONLINE/IN-PERSON	Evidence-based practices are interventions for which there is scientific evidence consistently showing that they improve client outcomes.	CARF 1.I.8.d, 2.A.5, & 2.A.24; CCBHC Handbook 2.C.7, 2.C.11, & 8.A.7.1
<b>Fire Extinguisher Training</b>	Initial Only	All Staff	ONLINE - Relias Course	In this module, you will review a how-to video as well as a document for using a fire extinguisher. After reviewing both, you will learn how to operate a fire extinguisher.	Sanilac CMH Management Team
<b>GAIN I-Core Assessment (Global Appraisal of Individual Needs)</b>	Initial Only	All Care Managers & Clinical/Care Managers serving Children	ONLINE - Chestnut Health System Platform	The GAIN is a comprehensive and standardized bio-psychosocial assessment tool for use with adolescents, young adults and adults. The exclusive. This assessment tool is the exclusive Substance Use Disorder assessment tool for adolescents.	PIHP SUD Contract Section II(AA)
<b>Grievance &amp; Appeals</b>	Initial & Annual	Supervisors, Care Managers, Clinical/Care Managers, RN's, Mental Health Assistant, Dr's, & Care Manager Assistant Tech	ONLINE - Relias Course	Review of Sanilac County Community Mental Health policies, and procedures of Grievance and Appeals	42 CFR 438.228 & 42 CFR 438 - Subpart F; MI Mental Health Code 330.1755; SCCMHA Policy BA040 & RR035
<b>HIPAA</b>	Initial & Annual	All staff	ONLINE	Overview of HIPAA, the HIPAA privacy rule, and HIPAA security risk	42 CFR 438.224; 45 CFR - Subchapter C; CARF 1.E.1, 1.E.3, & 1.K.1, 2.G.1, 1.A.9; MI Administrative Code R500.551(d) & R500.557; MDHHS Contract 14.0 & 15.8; PIHP SUD Contract Section I.G-H & IV.C-E; SCCMHA Policy BA032 & BA153
<b>Home &amp; Community Based Safety</b>	Initial & every other year	All Care Managers, Clinical/Care Managers, Community based techs/CSM Assistant, Peer Support, & On Call Personal	IN-PERSON/ONLINE	Overview of safety issues related to keeping staff safe in the community and when visiting the homes of individuals served.	CARF 1.H.4-8
<b>Human Trafficking</b>	Initial and every 3 years	All Clinicians, Care Managers and Home Based Therapists	ONLINE	The goal of this course is to provide healthcare staff with critical steps to recognize and respond to human trafficking.	MCL 333.16148; Administrative Rule 338.2929; Administrative Rule 338.2961(4)

<b>Implicit Bias Training</b>	Initial & Annual; within 6 months for New Hires	All staff	ONLINE/IN-PERSON	This training will help employees better understand health equity and health disparities, factors that contribute to health inequities, populations that are most affected, the impact of health inequities, and how employees can improve the health equity for individuals served. <i>Note: Training must be live &amp; interactive with one hour per license cycle for Professionally Licensed Staff <u>ONLY</u> which may or may not be offered by the agency on a reoccurring basis.</i>	MI Administrative Code R338.7001a, R338.7002, R338.7002a, & R338.7004; PIHP SUD Contract Section V(D); CCBHC BH Handbook 2.C.7
<b>Individual Specific IPOS Training</b>	Initial & any change in IPOS (face to face with CSM w/ in 30 days of hire or IPOS change)	All Direct Service Staff	IN-PERSON	Staff will review the individual's IPOS for specific information regarding the person's medications, health and safety/emergency procedures, and the special needs of the individual served.	Medicaid Provider Manual Section:4,5,3.B.9, 14.5,15.2,18.10, & 18.12; MDHHS Behavioral Health Code Charts and Provider Qualifications - Qualification Crosswalk; CARF 2.A.16 & 2.A.22; SCCMHA Policy BC029
<b>Infant Mental Health Certification, Level 2 or above</b>	Ongoing	Homebased staff serving infants age 0-3 must be trained in infant mental health interventions – Endorsement Level 2 by the Michigan Association of Infant Mental Health.	VARIES	Endorsement in IMH provides a set of competencies for professional development in the infant and family field. Training assures that persons are providing culturally sensitive, relationship-focused services promoting IMH standards.	Medicaid Provider Manual Section: 1.2, 3.24, & 7.1
<b>Information Technology Security/Phishing</b>	Initial & Annual	All staff	ONLINE	Threats to organizations include ransomware attacks and hacking, but the human error also plays a role. Employee education ensures a workforce follows best practices, limiting the threat to an organization and creating a culture of security awareness.	Sanilac CMH Management Team; CARF 1.J.5
<b>IS Orientation</b>	Initial only	All staff	IN-PERSON	Orientation to information systems at Sanilac CMH	Sanilac CMH Management Team, & CARF 1.J.3-5
<b>Level 1 Authorizations</b>	Initial & every other year	Individuals who complete Level I Authorizations on behalf of the PIHP, and staff who process denials (which includes all Care Managers, Clinical/Care Managers, & Care Manager Assistant Tech)	ONLINE/IN-PERSON	Authorization of services will occur as part of the Individualized Plan of Service (IPOS), IPOS Amendment or Periodic Review process for individuals receiving services.	Through Directive of Region 10; Sanilac CMH Management Team; 42 CFR 438.210
<b>Limited English Proficiency</b>	Initial & Every Three Years	All staff. Excludes Janitors.	ONLINE	Procedures for working with individuals with limited English abilities; training on terminology used in association with the limited English.	MDHHS Contract Section 15.7; PIHP SUD Contract Section II(AA), V(Q); 42 CFR 438.10a & c; CCBHC BH Handbook 2.C.7 & 8.A.7
<b>Medication Administration</b>	Initial & Annual	Tech/Aids/CSM Assistant, Med Drop/Transportation, ACT staff, and any key staff identified by direct supervisor.	IN-PERSON/Self-Study ONLINE	Medication Administration training covers the basics of administering medications.	CARF 1.H.4 & 2.E.1.a; MDHHS Behavioral Health Code Charts and Provider Qualifications - Qualification Crosswalk; SCCMHA Policy BC071
<b>MichiCANS</b>	Initial & Annual	All staff who work with children age 0-18 years old. *	Certification through MichiCANS TCOM - University of Kentucky	The MichiCANS is an information integration tool designed to explore and communicate the needs and strengths of the child/youth and family. This approach allows staff to listen to the experiences of the child and family. Together, the child, family, and care team can prioritize action steps and track changes.	Sanilac CMH Management Team, Region 10, & MDHHS
<b>Military Cultural Competence</b>	Initial & Annual	Care Managers, Clinical/Care Managers, RN's, Mental Health Assistant, Dr's, Care Manager Assistant Tech, Peer Support	ONLINE	This course will provide you with an introduction to military culture. You will learn about the overall structure of the military, the core values of the primary branches, and the unique experiences of specific sub-populations within the military.	CCBHC BH Handbook 2.C.11, 8.A.7, & 8.D.11.5
<b>New Employee Orientation</b>	Initial only	All staff	IN-PERSON	New employees at SCCMH receive a variety of training and information to acquaint them with the agency.	Sanilac CMH Management Team, CARF 1.1.6
<b>OASIS Training</b>	Initial; Per new module or staff request	All staff that use OASIS for their job	IN-PERSON	Training on our Protected Health Information system for individuals served. This will include but not limited to accessing, navigating, & complete mandatory documents for individuals served.	Sanilac CMH Management Team

<b>Peer Support Specialist/Youth Peer Support Specialist or Parent Support Partner Certification</b>	Initial	Peer Support Specialist, Youth Peer Support Specialist, Parent Support Partner, Recovery Coach	IN-PERSON	This certification is designed to support children and adults with serious emotional disturbance who are receiving services within the public mental health system through an intervention-based, skill development approach.	Medicaid Provider Manual 3.21; CARF Manual 2.A.30-32; MDHHS Behavioral Health Code Charts and Provider Qualifications - Qualification Crosswalk; CCBHC BH Handbook 8.A.5-6
<b>Person Centered Planning 101</b>	Initial & every other year	All staff. Excludes Janitors.	ONLINE	This course reviews the Person Centered Planning process, including the philosophy, methods, and implementation.	MDHHS Contract Attachment, C3.3.1; CCBHC BH Handbook 2.C.7 & 8.A.7; SCCMHA Policy BC029
<b>Person Centered Planning v.2</b>	Initial only	All Care Managers & Clinical/Care Managers	ONLINE	This course offers an understanding of the PCP philosophy, methods, and implementation. Information on Person-Centered Planning and facilitation.	MDHHS Contract Attachment, C3.3.1; Sanilac CMH Management Team; CCBHC BH Handbook 2.C.7 & 8.A.7; SCCMHA Policy BC029
<b>Physical Intervention (Nonviolent Crisis Intervention (CPI)/Proactive Intervention</b>	Initial & Every Other Year	All Staff Providing Direct Services	IN-PERSON	This course provides information and techniques regarding strategies used when working with individuals with challenging behaviors, including de-escalation techniques and positive behavior supports.	CARF 2.F.2-3; 42 CFR 485.910(f);
<b>Primary Care/ Behavioral Health Integration</b>	Initial & Annual	Care Managers, Clinical/Care Managers, RN's, Mental Health Assistant, Dr's, Care Manager Assistant Tech, Peer Support	Online	This modules helps staff become familiar with various models and configurations of integrated care. You will learn about the costs, benefits, and goals of integrated care systems.	CCBHC BH Handbook 2.C.7 & 8.A.7.1
<b>Recipient Rights</b>	Initial & Annual	All staff	IN-PERSON	Information on Recipient Rights including confidentiality, abuse and neglect.	CARF Manual 1.E.I.i & 1.K.1; MI Administrative Code R330.1806(2)(g); Medicaid Manual 2.4 & 14.5.A; PIHP SUD Contract Section V(D); SCCMHA Policy RR006
<b>Recovery Overview</b>	Initial only	All Staff	ONLINE	This module provides an introduction to the concept of recovery & wellness. The intent is to introduce new employees to the recovery & wellness module.	Sanilac CMH Management Team; CCBHC BH Handbook 2.C.7 & 8.A.7
<b>Risk Assessment, Suicide/Overdose Prevention, Suicide Response</b>	Initial & Annual	Care Managers, Clinical/Care Managers, RN's, Mental Health Assistant, Dr's, Care Manager Assistant Tech, Peer Support	Online	This module provides specific evidence-based and research-informed interventions that directly target suicidal thoughts and behaviors	CCBHC BH Handbook 2.C.7 & 8.A.7
<b>Self Determination/ Choice Voucher</b>	Initial only	Care managers, Clinical/Care Managers, Care Manager Assistant Tech, Supports coordinators, & Clinical Supervisors	ONLINE	This module provides an overview of the self-determination and choice voucher process, including definitions, payment models, an overview of the four core components, program and budget management, eligibility criteria, etc.	Sanilac CMH Management Team; SCCMHA Policy BC014
<b>Sexual Harassment</b>	Initial & Annual	All Staff	ONLINE	The main objective of this course is to inform you about sexual harassment, so that your awareness of this issue will help prevent it.	Sanilac CMH Management Team; SCCMHA Policy BA092
<b>Supervisory Training</b>	As Assigned	All Supervisors	ONLINE/IN-PERSON	Courses will be assigned in areas relating to supervision. Course content varies.	Sanilac CMH Management Team
<b>Transition &amp; Discharge Planning</b>	Initial only	All Care Managers, Clinical/Care Managers, & Care Manager Assistant Tech	ONLINE	This module is designed to acquaint you with the Transition & Discharge process and the types and functions of documentation needed to implement it. In this module, you will learn the four types of documentation, their functions, and their usage.	Sanilac CMH Management Team; SCCMHA Procedure DC1086
<b>Transportation Techniques</b>	Initial only	All staff who regularly transport individuals served	ONLINE	This module provides information about transporting individuals served and passengers with special needs. Restraint devices, accessibility and road emergencies are also discussed.	CARF 1.H.13.g; SCCMHA Procedure DA1086

<b>Trauma</b>	Initial & every other year	All staff. Excludes Janitors.	ONLINE/IN-PERSON	This course provides information on understanding what trauma is and the principles of trauma informed care, know the impact of trauma in the different populations of individuals served, know strategies to mitigate the impact of the trauma, and understand retraumatization.	CARF 3.I.19 & 3.P.14; MDHHS Contract Attachment C6.9.7.1; PIHP SUD Contract Section II(GG); CCBHC BH Handbook 2.C.7, 2.C.11, & 8.A.6-7; SCCMHA Policy BA142
<b>Universal Precautions/ Bloodborne Pathogens/ Infection Control/ Communicable Disease</b>	Initial & Annual	All staff	ONLINE	This course provides information on bloodborne pathogens, including protection, prevention, reporting, infection control, & communicable diseases. Provides information that helps increase employee awareness and knowledge of bloodborne pathogens and to further promote safety, protection and prevention practices.	CARF 1.H.4, 1.H.12; Medicaid Manual Sections 4.6.A.4, 5.3.G 14.5.A, & 18.12.A.; MI Administrative Code 330.2807; MDHHS Behavioral Health Code Charts and Provider Qualifications - Qualification Crosswalk; 29 CFR 1910.1030g(2); PIHP SUD Contract Section VII(P); SCCMHA Policy BA006
<b>Violence in the Workplace</b>	Initial & every other year	All staff	ONLINE	This course provides information on the prevention of workplace violence, prevention and response to critical incidents and safety management, understanding of alternative interactions to de-escalate a situation.	CARF Manual: 1.H.4; SCCMHA Policy BA006 & BA163
<b>Wraparound Facilitator Training</b>	Initial MDHHS three day Facilitator Training within 90 days of hire & two MDHHS Wraparound trainings annually	Wraparound Facilitator & Wraparound Supervisor	IN-PERSON	These courses ensure proficiency in facilitation the Wraparound process and the fidelity of the Wraparound model. **All SEDW Wraparound enrolled providers will attend additional training (16 hours) related to provision of support to children/youth and their families served in the waiver annually as required by MDHHS.	Medicaid Provider Manual Section 3.31.B

\*\*Any certificate sent in that is not on the Training Grid is saved to the certificate file for the respective year and is uploaded to Relias as an "External Course."