

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE POLICY

NUMBER: BA063

NAME: TRAINING AND ATTENDANCE REQUESTS

INITIAL APPROVAL DATE:	12/02/2020	BY: Administrative Committee
(LAST) REVISION DATE:	02/12/2024	BY: CEO
(LAST) REVIEW DATE:	02/15/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACE BY: N/A

I. PURPOSE

Sanilac County Community Mental Health Authority (Sanilac CMH) supports that all staff engage in a program of continuous professional development which improves job specific skills and meets the requirements of the Agency’s contracts, Licensing, State and Federal Grants, and accrediting bodies. Note that there are trainings required for specific positions and tasks.

II. APPLICATION

Populations: **NA**
Programs: **Direct - ALL**
Contracted - ALL

III. STANDARDS

A. TRAINING ATTENDANCE AND REQUESTS

1. All direct CMH staff and provider staff are required to follow training grids published annually. The trainings are to be completed in the frequency and manner designated on the grid. The training will, at a minimum, address cultural competence based on the diversity of our population including military/veteran; person-centered, family-centered, recovery-oriented, evidence-based, and trauma-informed care; primary care/behavioral health integration; and the Agency’s continuity plan. The Agency utilized Relias as the software to assign and track trainings. If the training is not part of Relias, the system is used to document the training with proof scanned into the appropriate staff’s record.
2. Training will be provided on-site whenever there is a generalized need for a specific training, and it is cost effective. When training is provided on-site, employees will not be allowed to attend the same/similar conference within a one-year period from the time it was presented at Sanilac CMH. Trainers are required to provide evidence of qualifications prior to being contracted for the training; expertise can be proven through licensure, certifications, experience, etc. Requests for internal trainings can be made by a staff person by submitting a request to their immediate supervisor.
3. For all internal trainings, employees must submit an approved conference request form to the Data Management Department at least 24 hours prior to the training or by deadline stipulated. All trainings must be approved by a Supervisor and a conference request form must be completed. After registration, should a conflict arise where the employee will be late or absent from the training, they are to notify the Data Management Department as soon as possible. Employees may be asked to leave the training if they are disruptive or inattentive. Employees may also not receive all CEU’s assigned to the course if they are late or miss parts of the session. Staff that do not register may be denied entry.

4. Whenever there are sufficient funds available, the Agency may allow for off-site trainings. For any job-related training such as conference, workshop or special classes attended outside the Agency, a conference leave request along with a copy of conference details or brochure is required three weeks in advance. In general, this will include specific conferences that are provided for a specific targeted population (ACT Conference, Wraparound Conference, etc.). Training must be job specific and approved 15 days in advance by the employee's Supervisor, Officer, CFO, and the CIO. Decisions will be made based on program need, cost analysis, and the professional development needs of the staff requesting the training. Staff will receive an email confirmation for external trainings.
5. Out of state conferences will be limited to exceptional situations in which the Agency's best interests are achieved by employee and/or Board member attendance.
 - All employee requests for an out of state conference will require approval from the employee's immediate Supervisor, Officer and the CEO. Employees will receive full pay for attendance at an authorized out of state conference consistent with those of approved in state conference expenses. Reasonable travel expenses will be paid for by the Agency. Total travel time for an out of state conference will be limited to a maximum of 2 workdays (hours will be based on staff's normal workday) per conference. Special consideration may be given to requests for attendance at out of state conferences in which the employee agrees to pay part of the conference expenses.
 - Board member attendance for an out of state conference will be limited to the Board Chair or designated Board Officer (to be designated by the Board Chair). The Board Chair will be notified by the CEO/EAA of the opportunity to attend a national conference. If a Board Officer is identified, the Agency will complete the conference registration and hotel registration if requested by the Board Officer. Travel arrangements will be completed by the Board Officer and reimbursed by the Agency.

B. DOCUMENTATION OF TRAININGS

1. All training must be available for review and verification through the employee's training profile in the training software. All trainings conducted during staff meetings need to have a sign in sheet. Items that are reviewed do not need a sign in sheet.
2. For staff internal trainings, documentation will be accomplished with sign in sheets for in-house training. Trainings through Relias do not need to be turned in. The Data Management Department must receive all sign in sheets for entry into the Relias system. The presenter will be responsible for turning in the sign in sheets.
3. For external trainings, staff shall forward documentation including name, date, brief overview, presenter's name, and length of session for their attendance to the Data Management Department after the training. This documentation could be in the form of a copy of a certificate they might receive upon completion of a workshop or class, or a copy of a brochure describing a conference. The Data Management Department will input attendance information into the Relias system. It is the participant's responsibility to submit proof of attendance if they wish to receive credit for the training.
4. A training evaluation form will be completed by participants following non-required in-house training. The facilitator of the training will ensure the approved forms are distributed to participants and collected at the end of the training. The facilitator will forward the completed forms to the Data Management Department. All hard copies of the evaluation sheets will be scanned into a training file.

5. CEU credits are the responsibility of the professional holding the license requiring CEU's. If an employee has not acquired CEU's from training opportunities brought on-site, the employee will be responsible for CEU's necessary for licensure (including cost, travel, and time away from the office).
6. Agency and provider skills and competencies are assessed through credentialing; this is completed by looking at education, licensure, experience, training, etc.
7. When the Agency offers CEUs for a training, the trainer is responsible for going through the application process for approval to offer the CEU. This includes completion of the application, providing any evidence needed, and sending in staff data for the certificates.

C. TRAININGS REQUIRED BY POSITIONS

1. Under the requirements of this section, Sanilac CMH will recognize, at its discretion, equivalent training provided by another state or county mental health agency, if the staff or contract provider provides documentation of successful completion from the agency which provided their training. In situations where the training does not fully meet the requirements of the course, staff may be required to take portions of the core training again to satisfy the requirement.
2. Training may be designated as mandatory by the Administrative Committee, employee's immediate Supervisor or Required Training Grid. Staff will be notified in advance of any training that is mandatory. Decisions about employee requests to attend external trainings that are not mandatory will be made by the Supervisor, Officer, CFO, Data Management Department, and Human Resources Department. Each professional providing children's services that work in the Children's Department must provide evidence of 40 hours of training annually (January – December); this is prorated for staff who do not work the full year. Staff that work for Children's Crisis Mobile and Psychiatry must provide evidence of 24 hours of training annually (January – December). Staff training in this area can include articles, movies, on-line or conference sessions. Documentation must be submitted to the Data Management Department for trainings that are not conducted via Relias or in-house conference.
3. All staff designated as a Specialized Residential Aide that is employed by a contract provider shall satisfactorily complete and maintain competence in Direct Care Staff Training State Approved Curriculum. This includes classes such as (as per [Michigan.gov/LARA 10/20/2020](http://Michigan.gov/LARA)):
 - Introduction to Community Residential Services – Your Role as Direct Care Staff
 - Recipient Rights
 - Working with People – Intro to Human Needs, Values, Principals, and Teaching Strategies
 - Nutrition and Food Service
 - Environmental Emergencies
 - Working with People – Positive Techniques to Address Challenging Behavior
 - Basic Health and Medications
 - Advanced Health and Medications
 - Responding to Life Threatening Situations (CPR/First Aid)
4. Direct care staff or contract providers who are required to implement a goal in an individual's treatment plan (such as an Occupational Therapy, Behavioral or Physical Therapy plan) as part of an Individualized Plan of Service will receive training in the strategies and techniques specific to the plan at the time each IPOS or change is implemented. These trainings are documented in the clinical records.
5. All site-based staff, contracted direct care staff, and all non-medically trained ACT staff will be required to satisfactorily complete the Department of Health and Human Services Basic Medication module of the Group Home Curriculum prior to dispensing any medication. These staff will also be required to attend an annual refresher class on Basic Medications.

Medication Training will include a general in-service that includes information about setting up a work area and needed materials, storage of medication, hand washing, medication identification, infection control, preparation of liquids, identification of person served, medication administration, documentation, disposal of medications, prn medication administration, and completion of incident reports. It must also cover the specific names of drugs, purpose of drug, potential side effects and dosage, route, and time.

IV. ATTACHMENTS

None

V. REFERENCES

None