



Affiliation Staff Training Requirements  
October 2008

Topic	Applies To:	Initial Training	Refresher	Mandated by
Person Centered Planning ( <a href="#">PCP</a> ) 1. training for facilitators or 2. training for non-facilitators ( <i>posted on Affiliation Website</i> )	All staff Board Members Executive team Providers Student Interns Volunteers	30 days	Annually for staff	DCH MH Code
<a href="#">Recipient Rights</a>	All staff Board Members Executive team Providers Student Interns Volunteers	30 days	2 years	MH Code DCH HIPAA
Due Process ( <a href="#">Grievance &amp; Appeals</a> ) 1. Training for clinical staff or 2. Training for non-clinical staff ( <i>posted on Affiliation Website</i> )	All staff Board Members Executive team Providers Student Interns Volunteers	90 days	2 years	Affiliation
Cultural Competency (affiliation curriculum for initial training exists; no affiliation curriculum for refresher)	All staff Executive team Providers Student Interns	1 year	2 years	DCH BBA
Limited English Proficiency ( <a href="#">LEP</a> ) ( <i>posted on Affiliation Website</i> )	All staff Executive team Providers Student Interns	1 year	Annually	DCH BBA
Comprehensive Health & Safety (includes universal precautions, infection control, workplace safety)	All staff Executive team Providers Student Interns Volunteers	60 days	Annually	MA Ch. III Joint Commission



Affiliation Staff Training Requirements  
October 2008

Topic	Applies To:	Initial Training	Refresher	Mandated by
Job Specific	All staff Board Members Executive team Providers Student Interns Volunteers	As needed	As needed*	Joint Commission
<b>Ethics</b> <i>(no affiliation curriculum)</i>	All staff Executive team	1 year – when developed	As needed*	Affiliation
<b>Customer Service/Anti Stigma</b>	All Staff Executive team	1 year	As needed*	Affiliation
PI– Quality Improvement / Learning Organization	All staff Executive team	Learning Organization principles imbedded in affiliation staff workgroups <i>PI liaisons will teach new staff</i>	As needed*	Affiliation
Training Toolbox/CPR/First Aid	Group home staff Direct care staff	Prior to working independently w/consumer	Per licensing	Licensing DCH
First Aid & CPR	Direct care staff	Prior to working independently w/consumer	Per certificate	Joint Commission MA Ch. III
Behavior Management	Implementers of plan	Prior to working independently w/consumer	Per PCP	DCH
Med Administration <i>(posted on Affiliation Website)</i>	If part of job duties	Prior to working independently w/consumer	Annually	Joint Commission
Deficit Reduction Act (DRA) <i>(posted on Affiliation Website)</i>	All staff	When hired	As needed*	DRA
The Crisis Prevention Institute (CPI)	Implementers of plan	When hired	Every 2 years	Affiliation



Affiliation Staff Training Requirements  
October 2008

Topic	Applies To:	Initial Training	Refresher	Mandated by
	Authors of plans <i>Optional for others</i>			
<b>Population Specific/ Job Specific:</b>				
MI Child/Adolescent (Each county arranges own- no affiliation curriculum)	Any staff working w/children	24 Hours - Annually	NA	DCH
Co-Occurring Disorders (Co-occurring workgroup developing curriculum)	Appropriate clinical staff - when regional curriculum developed Current – 20 hours for CAC (certified addictions counselor)	1 year - when affiliation curriculum developed	Annually	Affiliation
Parent Management Training – Oregon	Staff working with children and families	As needed	As needed*	Affiliation
Multi-Family Group / Family Psycho education	Staff working with family groups	As needed	2 years	Affiliation
Assertive Community Treatment (ACT)	ACT staff	When hired	Annual medication training	DCH
Supported Employment	Job Coaches	When hired	As needed*	DCH
Peer Supports	Peer Support Staff	When hired	As needed*	DCH

*\* Based on job performance/supervisor determination*