



Affiliation Training Requirements
January 2011

Topic	Applies To:	Initial Training	Refresher	Mandated By
Person Centered Planning (PCP) 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 clinical staff Optional for other	DCH MH Code
Recipient Rights	All staff Executive team Providers Student Interns Volunteers	30 days	2 years	MH Code Joint Commission Affiliation
Due Process (Grievance & Appeals) 1. Training for clinical staff or 2. Training for non – clinical staff <i>(posted on Affiliation Website)</i>	All staff Executive team Providers Student Interns Volunteers	90 days	2 years for clinical staff Optional for others	Affiliation
Cultural Competency	All staff Executive team Providers Student Interns	1 year	As needed*	DCH BBA
Limited English Proficiency (LEP)	All staff Executive team Providers Student Interns	1 year	As needed*	DCH BBA
Comprehensive Health & Safety (includes universal precautions, infection control, workplace safety)	All staff Executive team Providers Student Interns Volunteers	60 days	Annually	Medicaid Provider Manual Joint Commission



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Ethics	All staff Executive team	1 year	As needed*	Affiliation
Customer Service/Anti Stigma	Customer Services Staff Recommended for all staff	1 year	Yearly for Customer Services staff As needed*	Affiliation
PI- Quality Improvement / Learning Organization	All staff Executive team	Learning Organization principles imbedded in affiliation staff workgroups PI liaisons will teach new staff	As needed*	Affiliation
Training Toolbox	Group home staff Direct care staff	Prior to working independently w/consumer	Per licensing	Licensing DCH
First Aid & CPR	Direct care staff Optional for others	Prior to working independently w/consumer	Per certificate	Joint Commission Medicaid Provider Manual
Behavior Treatment	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	3 years or as needed*	DCH, MHCR Medicaid Provider Manual
Corporate Compliance and Medicaid Integrity	All staff	When hired	As needed*	DRA

*** Based on job performance/supervisor determination**