



**Performance Improvement PI Training Subcommittee
Regional Training Chart
August 4, 2004**

Required Training – Widely Applicable				
TOPIC	APPLIES TO:	INITIAL TRAINING Time Frame/Trainer	REFRESHER Time Frame/Trainer	MANDATED BY
PERSON-CENTERED PLANNING Includes: Crisis Planning, PCP facilitation	all employees, executive team, board members, all contract providers, student interns, volunteers	30 days/designated staff or consultant	1 year/designated staff or consultant	DCH contract, BBA
RECIPIENT RIGHTS Includes: HIPAA & Confidentiality	all employees, executive team, board members, all contract providers, student interns, volunteers	30 days/RR Officer	2 yrs or as assessed/RR officer	MH Code, DCH contract, HIPAA
GRIEVANCE & APPEAL Includes: LDR process for S/A & MH	all employees, executive team, board members, all contract providers, student interns, volunteers	90 days/designated staff or consultant	2 yrs/designated staff or consultant	Affiliation
CULTURAL COMPETENCE & LEP	all employees, executive team, all contract providers, student interns	1 year/designated staff or consultant	2 yrs/designated staff or consultant	DCH contract, BBA
COMPREHENSIVE HEALTH & SAFETY Includes: Universal Precautions, Bloodborne Pathogens, Infection Control, Workplace Safety	all employees, executive team, all contract providers, student interns, volunteers	60 days/designated staff or consultant	1 year/supervisor	MA Chapter III, JCAHO
TOPIC	APPLIES TO:	INITIAL TRAINING Time Frame/Trainer	REFRESHER Time Frame/Trainer	MANDATED BY
JOB SPECIFIC	all employees, executive team,	Based on individual need	Per staff development	JCAHO

	board members, all contract providers, student interns, volunteers		plan	
ETHICS & CUSTOMER SERVICE & ANTI-STIGMA	all employees, executive team	1 year/designated staff or consultant	As assessed	Affiliation
PI 1: LEARNING ORGANIZATION, PROBLEM SOLVING, CONFLICT RESOLUTION	all employees, executive team	1 year/designated staff or consultant	As assessed	Affiliation
PI 2: OUTCOMES & DATA	all employees, executive team	1 year/designated staff or consultant	As assessed	Affiliation
Recommended Training – More Narrowly Applicable				
TOPIC	RECIPIENT	INITIAL TRAINING Time Frame/Trainer	REFRESHER Time Frame/Trainer	MANDATED BY
TRAINING TOOLBOX, CPR, FIRST AID	Group home staff	Prior to 1st contact w/ consumer/supervisor or designated trainer	Per licensing	Licensing, DCH
FIRST AID & CPR	Direct Care staff	Prior to 1st contact w/ consumer/supervisor	Per certificate	MA Chapter III, JCAHO
BEHAVIOR MANAGEMENT	Implementers of plan	Prior to 1st contact w/ consumer/designated staff or consultant	Per PCP	DCH
MED ADMINISTRATION	If part of job duties	Prior to 1st contact w/ consumer/designated staff or consultant	1 yr/designated staff	JCAHO
POPULATION SPECIFIC: MI Child/Adolescent	CDTSP Staff	24 Hrs. annually child specific training	N/A	DCH