

### **Staff Training Indicators**

The CMHPSM feels that staff training is a critical component in the provision of safe, quality services to consumers. Providers must have in place a system to track and monitor staff training, and to ensure that staff attend all required trainings within the appropriate timeframe.

Staff Training data is reported quarterly. It is calculated by dividing the number of staff on the payroll on the last day of the reporting quarter who have been employed for the designated amount of time (see categories below) and are trained in accordance with contract requirements, divided by the total number of staff on the payroll on the last day of the reporting quarter who have been employed for the designated amount of time.

Include all direct care staff working in the specific provider setting, including supervisors who have regular direct contact with consumers.

Two Staff Training categories are required:

1. Percentage of staff working 90 days - 12 months
2. Percentage of staff working more than 12 months (report **ONLY** those staff working longer than 12 months)

The provider is required to provide an explanation on the quarterly reporting form whenever data above falls below 100%. Licensed setting providers must report staff training data for each licensed home separately.