

# CWN Minimum Training Requirements Contract Providers

## Source Document Key

1. BALANCED BUDGET ACT (BBA)
2. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)
3. DEFICIT REDUCTION ACT (DRA)
4. MICHIGAN DEPT. OF HEALTH AND HUMAN SERVICES (MDHHS)
5. MICHIGAN ADMINISTRATIVE CODE
6. MICHIGAN MENTAL HEALTH CODE
7. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)
8. CODE OF FEDERAL REGULATIONS (CFR)

## Renewal Key:

**I = Initially**

**A = Initially + Annually**

**2 = Initially and Every Two Years**

TRAINING	TIMELINE TO COMPLETE	REQUIREMENT SOURCE	Professional Services	Medical Professional	Aide Level Staff	Case Holder <sup>1</sup>	Individual/Group Therapist
Advanced Directives	Within first 90 days	1				I	I
Appeals and Grievances	Within first 90 days	1, 4, 6	A	A		A	A
CAFAS and/or PECFAS	Within first 90 days	4				2	2
Corporate and Regulatory Compliance	Within first 90 days	1, 3	A	A	A	A	A
First Aid	Within first 30 days	5	A		2		
CPR	Within first 30 days	5	A		2 <sup>2</sup>		

<sup>1</sup> Case managers, supports coordinators, home based staff, wraparound

<sup>2</sup> If licensed setting only

TRAINING	REQUIREMENTS	SOURCE	Professional Services	Medical Professional	Aide Level Staff	Case Holder <sup>1</sup>	Individual/Group Therapist
Cultural Competency and Diversity	Within 90 days	4,6,8	A	A	A	A	A
Environmental Safety	Within 90 days	5,6	I	I	I	I	I
Blood Borne Pathogens/Infection Control	Within 30 days	5,6,7	A	A	A	A	A
HIPAA Privacy and Security	Within 30 days	2,4,5,8	A	A	A	A	A
Limited English Proficiency (LEP)	Within 90 days	1,4	A	A	A	A	A
Medication Administration	Within 90 days	5			I – If necessary		
Non-Physical Interventions	Within 90 days	8			I-if necessary	I	I
Person/Family Centered Planning	Within 30 days	4,6,8	A	A	A	A	A
Recipient Rights	Within 30 days	4,5,8	A	A	A	A	A
Trauma Informed Services	Within 90 days	4	A	A	A	A	A
Culture of Gentleness	Within 90 days	4			A-if necessary		

<sup>1</sup> Case managers, supports coordinators, home based staff, wraparound  
Created FY18  
Updated 5/29/2018 EK