

**CLS/SIH/SIPs - Required Training**

(MCSI: SIP/SIAP, Huntington Apartments, Midland Manor, Fifth Street, Westview, MCSI North, Madison)

**Fee Field Legend: X=BABH provides with fee**

Training Course:	Resource	Frequency	Required by:	BABH Fee
Recipient Rights	BABH Provides	Initially within 30 days and annually	MDHHS	
CPR	Provider Responsibility		Encouraged - BABH	X
First Aid	BABH Provides	Initially within 30 days and every 3 years	MDHHS	
Basic Health (site or person specific)	BABH Provides	Initially within 30 days and annually, if necessary	BABH	
Medication Procedures (site or person specific)	BABH provides initially for Lead Trainer Annual update is provider responsibility	Initially* within 90 days and annually	BABH	
Remedial education if individual is identified as responsible for undesirable medication occurrences	Provider Responsibility	Within 90 days of notification	BABH	
CPI Non-violent Crisis Intervention (Working with People II)	BABH Provides (Required if person being supported has a behavior plan)	Initially and every 2 years	BABH	
Bloodborne Pathogens annual update	Provider Responsibility or web-based available	Annually	BABH	
Safety/Emergency Procedures (site or person specific)	Provider Responsibility	Initially	MI Admin Rules	
Cultural Competence/LEP	BABH Provides initial or web-based available; Annual update is provider responsibility	Initially within 90 days and annually	MDHHS	
Corporate Compliance	Provider Responsibility or web-based available	Initially within 90 days and annually	Federal Law	
HIPAA Privacy & Security	Provider Responsibility or web-based available	Initially within 30 days and annually	Federal Law	
Person Centered Planning	Provider Responsibility or web-based available	Initially within 30 days and annually	MDHHS	
Working with People 1/Culture of Gentleness (WWPI/COG)	BABH Provides	If necessary **	MDHHS	
Recovery Principles (included in Introduction to Residential Services)	Provider Responsibility or web-based available	Initially within 90 days and every 2 years	MDHHS	
Trauma Informed Care (included in Working with People)	Provider Responsibility or web-based available	Initially within 90 days and every 2 years	MDHHS	
Training in IPOS	Provider Responsibility	Initially, annually, and updates as necessary	MDHHS	

**Notes**

*Provider will develop its own procedures and BABH will audit; Provider will send its Lead Trainer to Basic Medications*

*Provider will develop med error/remedial education procedure and retrain staff*

**Note:** All of the above must be completed within 90 days of hire (unless otherwise noted) with the exception of Recipient Rights and Training in IPOS .

\*Staff must be trained in medication procedures before passing medications.

**\*\* Provider will determine if WWPI/COG training is necessary based on the individuals' needs as identified in the IPOS.**

New Staff: 2 day WWPI/COG initially within 90 days of hire date and in-person Refresher Class every 2 years

Existing Staff: In-person refresher class every 2 years

All staff: Interim years - provider is responsible for training staff, sign-in sheet required, proof maintained in the home; materials available on web-based training resource site

**Revision Date: 2/9/18 (changes in red)**