

**Specialized Residential - Required Training**

Residential - Type A and Type B (includes Lucia, Fitzhugh and AuGres Care Center)

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

Training Course:	Resource	Frequency	Required by:	BABH Fee
Recipient Rights (due within 30 days of hire)	BABH Provides	Initially within 30 days and annually	MDHHS/BABH	
CPR	BABH Provides	Initially within 30 days and every 2 years	LARA - Licensing	
First Aid	BABH Provides	Initially within 30 days and every 2 years	MDHHS	
Introduction to Residential Services (Includes PCP, Recovery, Self Determination and Customer Service)	BABH Provides or web-based available	Initially within 90 days	MDHHS/BABH	
Working with People 1/Culture of Gentleness (WWPI/COG)	BABH Provides	Initially within 90 days and every 2 years, with annual refresher. *See below	MDHHS	
CPI Non-violent Crisis Intervention (Working with People II)	BABH Provides	Initially within 90 days and every 2 years	MDHHS/BABH	
Advanced CPI Physical Intervention (if applicable)	BABH Provides	Initially within 90 days and annually	BABH	
Basic Health - GHC Based (includes BBP & Arjo Lift) (Prerequisite to Basic Meds)	BABH Provides	Initially	MDHHS/BABH	
Basic Medications - GHC Based	BABH Provides initial; Annual update from BABH Nurses is provider's responsibility to schedule	Initially within 90 days and annually	MDHHS/BABH	
Remedial education if individual is identified as responsible for med errors	BABH Provides	Within 90 days of notification	BABH	
Nutrition and Food Safety	BABH Provides	Initially within 90 days	MDHHS/BABH	
Environmental Emergencies (GHC Curriculum)	BABH Provides or web-based available; Annual update is provider responsibility	Initially within 90 days and annually	MDHHS/BABH	
Bloodborne Pathogens (included in Basic Health)	BABH Provides initial; Annual update is Provider Responsibility or web-based available	Initially within 30 days and annually	MDHHS/MIOSHA	
Cultural Competence/LEP	BABH Provides initial; Annual update is Provider Responsibility or web-based available	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	
Safety/Emergency Procedures (home specific)	Provider Responsibility	Initially	MI Administrative Rules	
Person Centered Planning	BABH Provides initial in GHC Annual update is provider responsibility or web-based available	Initially within 30 days and annually	MDHHS	

Notes

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 (to include PCP, Nursing Care Plans, Behavior Treatment Plans, PT/OT Plans, etc.)	Provider Responsibility	Initially, annually, and updates as necessary	MDHHS	
Provider will in-service Direct Care Staff throughout the year to maintain their group home training and job skills	Provider Responsibility	Regularly	Licensing	

*Licensing requires for direct care staff in licensed settings*

**Note:** With the exception of Recipient Rights, all of the above must be completed within 90 days of hire unless otherwise noted

**MINIMUM TRAINING TO WORK ALONE:**

Recipient Rights, Basic Health, Basic Medications and Medication Administration check-offs, CPR/First Aid, CPI, Training in IPOS, and home-specific Emergency procedures, and current with all updates as applicable.

**FULLY TRAINED:**

In addition to the above, completion of the entire GHC within 90 days of hire, to include the following: Cultural Competence/LEP, Introduction to Residential Services, Working with People I, and Environmental Emergencies

\* **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:** 1/10/18 (changes in red)