

**Vocational Providers - Required Training  
(AOI, Do-All, New Dimensions)**

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	Provider Responsibility	Initially within 30 days and every 3 years	MDHHS	X
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	BABH Provides	Initially within 90 days and every 2 years	BABH	
Bloodborne Pathogens	Provider Responsibility or web-based available	Initially within 30 days and annually	MDHHS/MIOSHA	
Cultural Competence/LEP	Provider Responsibility or web-based available	Initially within 90 days and annually	BABH	
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 (site and/or person specific)	Provider Responsibility	Initially	MI Admin Rules	
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	Provider Responsibility or web-based available	Initially within 90 days and every 2 years	MDHHS	
Trauma Informed Care	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: 1/10/18 (changes in red)**

Changes effective 2/1/18