

BAY-ARENAC BEHAVIORAL HEALTH AUTHORITY POLICIES AND PROCEDURES MANUAL

Chapter: 7	Human Resources		
Section: 3	Education		
Topic: 4	Group Home Curriculum		
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Policy

It is the policy of Bay-Arenac Behavioral Health Authority (BABHA) to develop, implement and maintain a training curriculum specific to individuals providing direct support services. Furthermore, it is the policy of BABHA to design such a training curriculum consistent with the approved curriculum published by the Michigan Department of Health and Human Services (MDHHS) and customized where feasible and appropriate for local training needs.

Purpose

This policy and procedure was established to define a training curriculum for BABHA employees and contracted service providers consistent with MDHHS requirements.

Education Applies to:

- All BABHA Staff
- Selected BABHA Staff, as follows: Horizon Home, North Bay
- All Contracted Providers: Policy Only Policy and Procedure
- Selected Contracted Providers, as follows: Specialized residential providers. Parts of this training will also be made available for staff working with individuals in contracted community living support services, self-determination, peer support services, behavior aide services, ABA technicians, peer supports, club house and vocational programs. Refer to the applicable contracted provider training tables for more information on training requirements per program/service provided. The tables are available at the following links:
<http://babha.org/about/for-providers/> and <https://babh-grouphometraining.azurewebsites.net/SecurePages/wfTest.aspx>

- Policy Only Policy and Procedure
- Other: BABH Human Resource Department and Training Center Staff

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Definitions

N/A

Procedure

BABHA will provide or make available to identified BABHA direct care staff and applicable contract providers, the MDHHS approved “Providing Residential Services in Community Settings”, also known as the Group Home Curriculum (GHC) and the Working with People in a Culture of Gentleness Curriculum.

Approved Group Home Curriculum (GHC)

All employees of Type B specialized residential programs, including those directly employed by BABHA, will complete a MDHHS approved GHC.

Parts of this training will also be made available for staff working with individuals participating in contracted community living support services, self-determination, peer support services, behavioral aide services, ABA services and vocational programs. The entire GHC will be required for any staff working in a specialized residential Adult Foster Care (AFC) home where all of the individuals who reside there are covered by a Type A contract. When an individual covered by a Type A contract resides in a General AFC Home, the Residential Liaison will identify training requirements and communicate this information to the provider and the Staff Development Center. See the contracted provider required training tables available on the BABHA website for more information on training requirements per program/service provided. (<http://babha.org/about/for-providers/>). They are also available on the BABHA Web-Based Training Resource Site. <https://babh-grouphometraining.azurewebsites.net/SecurePages/wfTest.aspx>

The courses included in the Group Home Curriculum are listed below:

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- Basic Health
- Basic Medications
- Crisis Prevention/Non-Violent Crisis Intervention (CPI/WWP II)
- Cultural Competence/LEP (online course available)
- Environmental Emergencies/Fire Safety (online course available)
- Introduction to Residential Services (online course available)
- Nutrition and Food Safety
- Recipient Rights
- Working with People I/Culture of Gentleness

Additional Courses:

- Adult First Aid/CPR
- Crisis Prevention/Non-Violent Crisis Intervention Update (CPI)
- Gentle Teaching Refresher
- Medication Refresher

Frequency requirements for individual classes are indicated on the Training Requirement Tables (available on the BABHA Web-Based Training Resource Site).

Upon hire and on an annual basis thereafter, BABHA’s Community Based RNs will provide medication training to group home staff working in the specialized residential group homes. This training will include:

- The purpose of the medication
- The benefits and risks associated with medication use
- Contraindications of medications
- Side effects of medications
- Missed doses
- Potential implications of diet and exercise when using medications

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- Risks associated with medication use during pregnancy
- The importance of taking medications as prescribed, including the identification of potential obstacles to adherence
- Early signs that medication efficacy is diminishing
- Signs of non-adherence to medication prescriptions
- Potential drug reactions when combining prescription and non-prescription medications

1. Out-of-County Certifications

BABHA supports training reciprocity. Upon request, the transcripts of individuals who have been trained in a MDHHS approved GHC will be reviewed by the Staff Development Center on a case-by-case basis to determine if participation in BABHA training is needed. The need to take CPI Non-Violent Crisis Intervention and Basic Medications will be dependent upon the content of prior training and the length of time since employed in a direct care setting and will be decided on a case-by-case basis. Current (within one year), documented Recipient Rights training provided by another CMHSP may be accepted, as approved by the Recipient Rights office. Students who have not received Recipient Rights training within the previous twelve (12) months must take the BABHA Recipient Rights training.

2. Unacceptable Curricula

BABHA *may* not accept the GHC from another CMHSP if there is evidence that the materials were not presented in a manner consistent with the learning objectives stated in the MDHHS approved GHC.

BABHA does not accept the Tool Box training for the following reasons:

- The training may not support the values and the mission of BABHA.

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- The Toolbox Training does not conform to any standards of care or best practices that the agency may have set for people living in residential settings.
- The Toolbox Training provides site and person-specific training. Since the information taught is not broadly applicable, a staff person trained in the Toolbox for one home or corporation would have to be trained again if they changed employers or work site.

Please note: Exceptions may be made during declared States of Emergency with specific authorization from BABHA.

3. Grandfathering for Group Home Curriculum Courses

For those trained in GHC in the past, meeting current training requirements will be based on the following criteria:

- A. If a person has completed the MDHHS approved GHC more than 10 years from the date of registration and has had more than a 12 month break in employment in a specialized residential setting from the date of registration, they must take the entire curriculum.
- B. If a person has completed the MDHHS approved GHC within 10 years of the date of registration, they may need to take Recipient Rights, Basic Health, Basic Medications and Crisis Prevention/Non-Violent Crisis Intervention (CPI). This will be determined by the submitted transcript or certificates of training and employment history.
 1. If a person has completed the MDHHS approved GHC from a CMHSP within 10 years of the date of registration and has had up to a 6-month break in employment or in passing medications in a specialized residential setting, medication checkoffs by the home manager are required. See the Related Material, “Medication ‘Check-off’ Guidelines and FAQs” for information on other circumstances that may require additional medication checkoffs.
 2. If a person has completed the MDHHS approved GHC from a CMHSP within 10 years of the date of registration and has had more than a 6-month break in

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employment in a specialized residential setting, they may need to take Basic Health. Students will be given the opportunity to test out of Basic Health which includes a written test and a return demonstration of vital signs to be arranged with the Nursing Manager, or designee. If the student does not pass the written test and return demonstration, they will be required to take Basic Health.

3. If a person has completed the MDHHS approved GHC within 10 years of the date of registration and has had more than a 6-month break in employment in a specialized residential setting or in passing medications, the Basic Medications class is required.
 4. If a person has not completed Recipient Rights training within 1 year of the date of registration, they are required to take the Recipient Rights class.
 5. If a person has not completed Crisis Prevention/Non-Violent Crisis Intervention (CPI) within 1 year of the date of registration, they are required to take the initial CPI Class. The CPI Update class is required every two years thereafter. A 30-day grace period past the biennial due date applies. If a person completed CPI Crisis Prevention/Non-Violent Crisis Intervention that included the advanced physical intervention skills, he/she is required to retake CPI at BABHA. Advanced physical intervention skills include the 3rd level risk standing hold/transport, the 1st – 3rd level risk seated hold and the team control position for staff who support adults.
- C. Working with People I/Culture of Gentleness Training is required for all staff of specialized residential settings.
- D. Upon request, the Staff Development Center (SDC) is available to review student transcripts to determine training requirements. However, the provider is required to complete an independent assessment prior to submitting to the SDC for review. The student’s transcript must accompany the completed Registration Form when a review is requested. The resources listed below are available on the BABHA Web-Based Training Resource Site to assist providers with assessment of training needs:

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- Training Requirements Table (Training Requirements Tab)
- Group Home Curriculum Prerequisite Listing (Policies, Procedures and Forms Tab)
- Group Home Curriculum Training Requirements Guideline (Policies, Procedures and Forms Tab)
- Medication ‘Check-off’ Guidelines and FAQs (Policies, Procedures and Forms Tab)

4. Time Frame for Completion

Recipient Rights must be completed within the first 30 days of employment and annually thereafter. If Recipient Rights training is not completed within 30 days of hire, the employee shall be removed from the home schedule until the employee attends the GHC Recipient Rights class. The in-person Recipient Rights class is required for the following provider types: CLS In-home, CLS/SIH/SIP, CLS Behavior Aides, ABA Technicians, Direct Support Providers, Peer Support, Self Determination, and Vocational providers. The GHC in its entirety must be completed within 90 days of hire, where applicable. See the contracted provider required training tables for more information on training requirements per program/service provided.

No staff shall work alone in a specialized residential group home until trained in the following: Recipient Rights, Introduction to Residential Services, Working with People I/Culture of Gentleness, Environmental Emergencies, Basic Health, Basic Medications and medication administration checkoffs, CPR/First Aid, CPI Crisis Prevention/Non-Violent Crisis Intervention, training in the individual plan of service (IPOS), home-specific emergency procedures and is current with all updates as applicable. No staff shall be involved (in any manner) in the distribution of medications, until they have successfully completed Basic Medications and medication administration checkoffs. See the contracted provider required training tables for more information on training requirements per program/service provided.

Provider staff who do not meet the annual requirement for Recipient Rights Training shall not work alone until the Recipient Rights Training is completed.

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All new hires who have not completed CPI Crisis Prevention/Non-Violent Crisis Intervention training within the last 12 months are required to take the initial CPI class. The CPI Update class is required every two years thereafter. A 30-day grace period past the due date applies. Staff who do not meet the biennial requirement are required to complete the initial CPI class.

5. Course Content

Course content and learning objectives are identified by MDHHS in the “Providing Residential Services in Community Settings” Group Home Curriculum (GHC) and the State Training Guidelines. BABHA may, at times, add courses or subject matter to the GHC (e.g., Cultural Competence, Recovery Concepts, etc.).

6. Criteria for Passing

With the exception of Recipient Rights, CPI and Basic Medications classes, a student must score 80% on their post-test to pass a class. A passing grade of 100% is required for Recipient Rights and CPI Crisis Prevention/Non-Violent Crisis Intervention and 88% is required to pass Basic Medications. If a student fails the test the first time, he/she may take it one additional time. Failure to pass the test a second time will require that the student re-take the class. If the failed class is a pre-requisite to any other class(es), the student must pass the pre-requisite class before moving on to the other courses. See the Related Material, “Group Home Curriculum Prerequisites Listing” for more information regarding prerequisites.

BABHA will make reasonable accommodations as requested, to assist students as needed. Documentation supporting the need for accommodation may be required.

In certain circumstances, remedial education for staff who make medication errors will be required. Please consult BABHA’s Agency Manual, Policy and Procedures, C07-S03-T07, Remedial GHC Training for Undesirable Medication Occurrences.

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BABHA reserves the right to fail a student who is excessively inattentive or disruptive in class. See the related materials document, “Standards of Classroom Conduct” for more information. In these cases, students will receive one verbal warning and their home manager will be contacted. The student will be asked to leave class if the disruptive behavior continues.

7. Certificates/Transcripts

Upon successful completion of all classes in the GHC, a Group Home Curriculum Completion Certificate will be issued to the employer. The GHC Completion Certificate is issued when the entire curriculum is completed within 90 days. . Student transcripts and completion certificates are available to the provider via the Web-Based Training Resource Site at the transcripts tab. Students may request copies of the group home curriculum certificate and their transcript by emailing staffdevelopment@babha.org.

Please note: Centrain or Toolbox training courses are not recorded on the BABHA transcript and do not take the place of group home curriculum classes for the purpose of qualifying for a Group Home Curriculum Completion Certificate.

Upon request by the student or employer, copies of the GHC transcript will be provided. Transcripts are provided for hired employees. Employers requesting a transcript of a potential employee are required to provide a Record Release form signed by the potential employee.

8. Prerequisites

Students are required to be proficient in class material prior to taking subsequent class(es). See the Related Material, “Group Home Curriculum Prerequisites Listing” for more information on requirements.

9. Classroom Expectations

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BABHA has established standards for classroom conduct which will be provided to each student by the employer and reviewed. See the Attachment, “Standards of Classroom Conduct” for more information.

10. Registration

All students must have a BABHA “Staff Development Training Registration” form completed and on file at the Staff Development Center prior to beginning any class.

The form may be e-mailed or faxed to the Staff Development office. It must be submitted 7 days prior to the scheduled class. Registrations are processed in the order that they are received. Each Registration Form must be fully completed, including the specific dates (month) during which the training is desired. Registration Forms that are incomplete and non-specific will be returned to the sender and the request will not be processed. Telephone registrations for classes will not be accepted. Late registrations, up to the day before the scheduled training, may be accepted if room is available in the requested course. When the registration is processed, a training confirmation form that includes the student’s schedule will be emailed to the provider. The registration form is available at the Policies, Procedures and Forms tab on the Web-based Training Resource Site.

11. Cancellation of GHC

Individual courses of the GHC may be canceled when less than 6 students are enrolled. A decision to cancel courses is made 7 calendar days before the class date. The Staff Development Center will notify providers via email.

Inclement Weather: In-person GHC class is automatically cancelled if Delta College or SVSU are closed or delayed by 7:00 a.m. due to winter road conditions. If only the public schools are closed, classes will be held as scheduled. Virtual classes will be held as scheduled regardless of Delta/SVSU closures or delays.

12. Web-based Training Resource

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The Web-based Training Resource provides contracted specialized residential providers with training materials that are consistent with those used in the in-classroom GHC courses at the Staff Development Center. The materials on the site that are labeled “GHC” are to be used in an in-person capacity by a qualified professional within the Provider Corporation. All other materials on the site are available to all contracted providers of BABHA.

A. Trainer Qualifications for GHC Modules

Identified GHC trainers must meet the minimum qualifications based on the Trainer Qualifications Table. See the Attachment.

B. Competency Testing for GHC Modules

Testing will be administered according to the same prerequisites as the GHC classroom coursework.

Testing is completed electronically via a testing application.

Scoring requirements match that of the in-classroom GHC training. Students will be given two chances to pass the test. If both attempts are failed, the provider will require the student to retake the class.

Students may use their materials and notes when taking the tests.

Providers may contact the Staff Development Center to request access to the web-based training resource site.

Attachments

N/A

Related Forms

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Record Release Form (BABH Web-based Training Resource Site)
Group Home Curriculum Registration Form (Staff Development Resources on Intranet and BABH Web-based Training Resource Site)

Related Materials

Group Home Curriculum Prerequisites Listing (BABH Web-based Training Resource Site)
Group Home Curriculum Training Requirements Guideline (BABH Web-based Training Resource Site)
Medication ‘Check-off’ Guidelines and FAQs (BABH Web-based Training Resource Site)
Standards of Classroom Conduct (BABH Web-based Training Resource Site)
Training Plan (Medworxx)
Trainer Qualifications Table (BABH Web-based Training Resource Site)

References and/or Legal Requirements

Mid-State Health Network CMHSP Minimum Training Requirements Table (Exhibit E)
MDHHS Licensing Rules for Adult Foster Care Small Groups Homes (12 or Less)
MDHHS Certification Rules for Specialized Programs offered in Adult Foster Care Homes to Clients with Mental Illness or Developmental Disability

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SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Wolber	J. Pinter	04/23/09	Revision	Updated to include Horizon Home staff, clarify testing standards, time frames and student behavior expectations.
M. Wolber	J. Pinter	06/24/09	Revision	Updated to include new abbreviated Medication class
P. Carlson	Rebecca Smith	02/23/11	Revision	Updated to clarify Horizon home staff training requirements
L. Zagorski	Rebecca Smith	04/10/13	Revision	Updated to better define grandfathering of previously trained group home staff.
L. Zagorski	Rebecca Smith	08/01/13	Revision	Updated to clarify previous Recipient Rights training and registration process
T. Dilley E. Wollner	Rebecca Smith	12/01/14	Revision	Updated to reflect change in training requirements and added information on the Web-based GHC Resource and CPI requirements
T. Dilley	Rebecca Smith	05/31/16	Revision	Triennial Review – updated to current practice.
Rebecca Smith T. Dilley	Rebecca Smith	01/16/17	Revision	Revised – change in training requirements for Horizon Home employees, changed the name of CPI and added WWPI/Culture of Gentleness training as required
T. Dilley	Rebecca Smith	12/15/17	Revision	Revised to current practice – Recipient Rights no longer a prerequisite for all classes
T. Dilley	Rebecca Smith	5/7/18	Revision	Revised to identify specific training modules and associated timeframes.
T. Dilley	Rebecca Smith		Revision	Tri-ennial Review – updated to current practice
T Dilley	Rebecca Smith	10/1/19	Revision	Revised to identify classes that are required in order for a staff of a specialized residential group home to work alone.
T. Dilley	Jennifer Lasceski	4/6/22	Revision	Tri-ennial Review – update to current practice.

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Chapter: 7	Human Resources		
Section: 3	Education		
Topic: 4	Group Home Curriculum		
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