# TRAINING RECIPROCITY

## for Direct Care Staff

## What is Training Reciprocity

- Required by MDHHS
- Enables training provided by one employer to be accepted by another provider
- Ensures training consistency

MDHHS requires Training Reciprocity participation by all Providers paid through Medicaid

    a.   Reciprocity is the practice of exchanging things with others for mutual benefit

    b.   Training Reciprocity allows training provided at one location to be accepted at another location

         i.   For individuals who may move from one system to another, or are engaged in service delivery for more than one organization

    c.   Training Reciprocity done right ensures standardized quality and consistency of service provision

    d.   Avoids duplication of effort, helping to ensure most reasonable use of scarce public resources

# Focus of Training Reciprocity

## Direct Care Staff



Direct Care staff
  a.  Staff assigned to perform direct responsibilities related to activities of daily living, self-help, etcetera
  b.  Includes CLS staff, Residential staff, Day Program staff, and many others

# Training Reciprocity Process

- Each Organization/Provider entity <u>must</u> participate
- Training Reciprocity requires…
  - Ensuring training meets common criteria
  - Acceptance of new staff who have been trained to criteria

MDHHS requires Each organization/provider entity to participate

    a. Must have system in place to ensure provision of validated training

        i. Validated training is training that has been verified to be developed to a standard (i.e., common) criteria

    b. Must have system in place to accept new staff who have received validated, current, training

    c. Any organization which conducts training must provide access to validated training proof

    d. Training Reciprocity policy does not usurp the ability of employer/supervisor to require an individual to receive additional training if needed or indicated

***Note****:* Regardless of how PIHP/CMHSP 'System' provides new/refresher training to Direct Care staff, Reciprocity requires all training/refresher training first be 'vetted' against STGW Guidelines, with evidence of training provided prior to testing for competency (*note copied from Training Reciprocity Implementation Plan*)

4

## What are the Criteria for Training Reciprocity

■ Training Guidelines

❑ Developed by State Training Guidelines Workgroup

❑ Includes requirements for:
  ❖ Training Content
  ❖ Expected Outcomes
  ❖ Trainer Qualifications

**MACMHB**
**State Training Guidelines Workgroup**
**Training/Curriculum Recommendations**

The intent of this Training Guideline is for the development and presentation of training content. Curricula based on this guideline will contribute to statewide training quality, uniformity, and reciprocity.

Topic:    *Introduction to Human Services and Meeting Special Needs*

**Defining Paragraph** (Vision, Boundaries, Overall Outcome Statement):

Individuals who receive supports and services through the public Mental Health system face 3 main challenges: Developmental Disabilities, Mental Illnesses, and Substance Use Disorders. Included are basic definitions, diagnoses, and causes. Issues pertaining to dual diagnoses and co-occurring disorders are introduced.

**Definitions:**
Content – These are a listing of the areas covered in the subject.
Outcomes/Competencies – These are statements about what participants will be able to do as a result of having participated in the course.
Outline – A suggested approach to meeting Outcomes/Competencies.
These three are interrelated, but not necessarily a one-to-one relationship.

**Content:**

1. Developmental Disabilities, Mental Illnesses, and Substance Use Disorders.
2. Characteristics of individuals who have been diagnosed with a Developmental Disability such as Autism, Cerebral Palsy, Epilepsy, Intellectual Disability, etc.
3. Characteristics of individuals who have been diagnosed with a Mental Illness such as Depression, Bi-Polar Disorder, Schizophrenia, Obsessive Compulsive Disorder (OCD), Post-Traumatic Stress Disorder, etc.
4. Characteristics of individuals who have been diagnosed with a Substance Use Disorder such as Alcohol or Prescription Drug misuse, Illegal Substance use, etc.
5. Characteristics of individuals who have been diagnosed with co-occurring disorders such as a Mental Illness as well as Substance Use Disorder, Developmental Disability as well as Mental Illness, or Developmental Disability as well as Substance Use Disorder.

State Training Guideline Workgroup (STGW) Training 'Guidelines' can be found on ImprovingMIpractices.org website

They provide standardized requirements for such things as:
  - Training Content
  - Expected Outcomes
  - Trainer Qualifications

# Benefits of Training Reciprocity

➢ Ensures standardized training
➢ Allows acceptance of training provided elsewhere
➢ First step toward professional recognition
➢ Training transferable anywhere within Michigan

1. Training Reciprocity Benefits

    a. For Employer:
        i. ensures all staff are trained to the same standards
        ii. allows acceptance of transferring employees with only minimal need to verify credentials and validate ability

    b. For Staff:
        i. Standardized training is first step to professional recognition
        ii. Training will transfer to any Medicaid provider throughout the state

## Training Reciprocity Options for Training

■ Utilize your already existing training
- ❑ After ensuring they meet specific criteria
  ~ or ~
■ Utilize www.ImprovingMIpractices.
- ❑ Training currently being evaluated:
  - ❖ Limited English Proficiency
  - ❖ Cultural Competency
  - ❖ Infection Control

1. Utilize already existing training mechanisms that meet reciprocity requirements
   a. Reciprocity requirements are identified within Guidelines* developed by State Training Guidelines Workgroup
   b. All mandatory required training* (*as found on STGW Training Grid) will need to be vetted (compared) against these Guidelines to be considered for reciprocity

2. Or, utilize www.ImprovingMIpractices.org
   a. Free of charge to all State of Michigan residents
   b. Some training currently being vetted, and will be ready for use very soon to include:
      i. Limited English Proficiency
      ii. Cultural Competency
      iii. Infection Control

## Utilize your already existing training

1. Gather existing mandatory required training materials (identified on STGW Training Grid)
2. Compare (vet) training tools to applicable Guidelines to ensure all requirements met
3. Utilize 'vetted' existing training materials

'Vetting' Tools will soon be found on ImprovingMIpractices.org website.
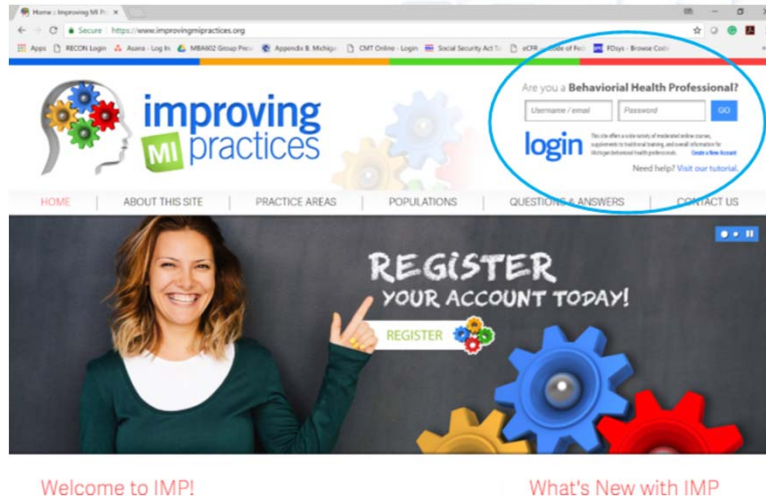
## Utilize www.ImprovingMIpractices.org

✓ Free to Register… Free to Use

✓ Hundred's of Free online courses

✓ Single-point Transcript system

✓ Accessible anywhere

ImprovingMIpractices.org Benefits

    a.   For Employer:
- i. Single-point Transcript system
- ii. Over 200 free courses for all staff
- iii. Over 60 free CEU granting courses for professional staff

    b.   For Staff:
- i. Complete cloud-based system accessible anywhere
- ii. Ability to upload self-reported training received elsewhere
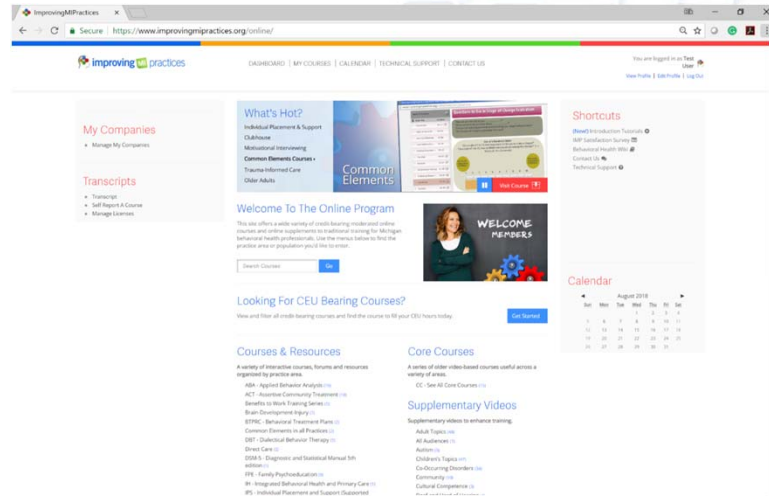- iii. Ability to self-enroll in hundreds of training opportunities

# Register to Use IMP



Initial login screen for www.improvingMIpractices.org...

Click on 'Create a New Account' in the upper right of login screen if you are first time user, then enter the requested information on next page

# IMP start page for Staff



Start page once you log in… Explore this site and find over 200 free training opportunities as well as over 60 CEU granting courses

# IMP start page for Managers
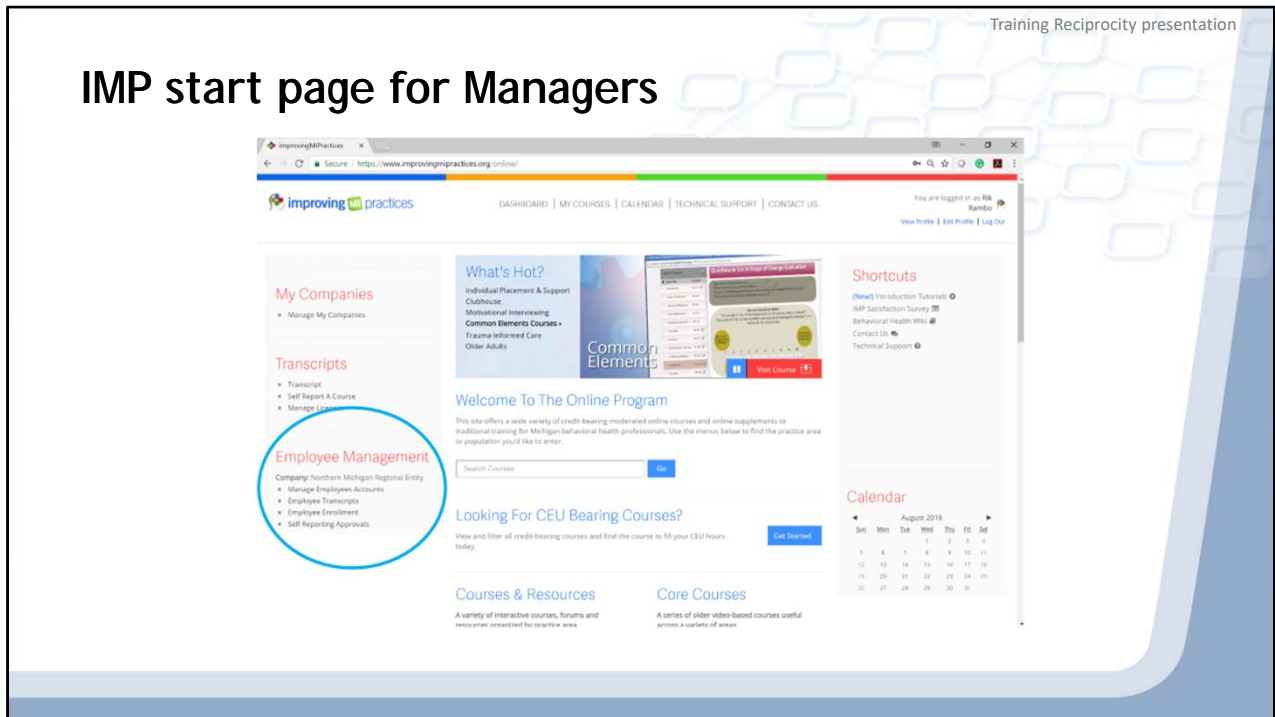


**\*Register organization with ImprovingMIpractices**
   *Each organization only needs to do this once.*

1. Identify **IMP manager**(s) that will manage IMP training accounts for your organization
2. If IMP manager(s) do not already have a user account set up on improvingMIpractices website:
   a. Have IMP manager(s) Go to **www.improvingMIpractices.org**
   b. Click on <**Create a New Account**> in upper right corner of the screen below the <GO> button. This takes you to a "Welcome to ImprovingMIPractices!" screen
   c. Enter the requested 'PROFILE DETAILS' and 'USER DETAILS' information, and then click on <**Create my new account**> button in lower left corner of the screen.

3. Call IMP technical support to setup your company profile:
   a. Call **(517) 940-8813** between 9am-12pm and ask them to set up your company as a training site. Be prepared to provide name(s) of IMP manager(s)
      IMP technical support can setup a new user account for your company's IMP manager(s) if your identified IMP manager(s) have not already done so

   ***\* Instructions copied from Training Reciprocity Implementation Plan***

# Training Reciprocity Timeline...

■ Guideline development & updates will be completed by August 31st

■ Vetting tools (for comparing training against Guidelines) will be ready for use September 1$^{st}$

■ Training Reciprocity will be ready to begin rollout early September

■ Full implementation expected around April of 2019

# QUESTIONS?

Please contact your CMHSP representative with any questions, comments, or concerns regarding the Training Reciprocity effort.