

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 175
SECTION Personnel		DESCRIPTION Standards for Non-Licensed Staff	
WRITTEN BY Michael K. Vizona, M.B.A. Executive Director	REVISED BY Amy Morrison, BS HR Manager		AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC, CEO

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input checked="" type="checkbox"/> Employment Services Provider Agency	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) services are provided by competent, well-trained individuals knowledgeable about the treatment expectations of the agency.

STANDARDS:

- A. LCCMH staff must present evidence showing they are qualified to provide services, whether or not the provider is required by the State to be licensed. Evidence must meet the requirements of applicable licensure, certification bodies, and LCCMH.
1. All staff complete Recipient Rights training within 30 days of hire. Recipient Rights training must be completed at least annually.
 2. Paraprofessionals providing direct services to persons with developmental disabilities provide documentation of participation in a LCCMH-approved training for direct care staff through the LCCMH Form # 293 New Employee Orientation Checklist.

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 175
SECTION Personnel		DESCRIPTION Standards for Non-Licensed Staff	

3. Personnel files, at a minimum, contain verification of education, two reference checks, training records, and a valid Michigan driver's license or identification card.

REFERENCE:

LCCMH Form #293 New Employee Orientation Checklist

AM:lr

Supersedes: #02/05006 dated 02/03/2005