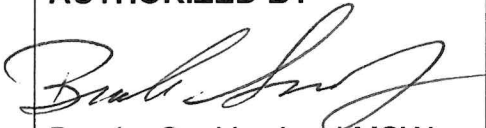


**LAPEER COUNTY COMMUNITY MENTAL HEALTH**

**Date Issued 04/15/2008**

**Date Revised 03/20/12; 11/16/12; 09/15/14; 08/24/15; 12/20/16, 12/12/17; 11/26/18, 4/10/2020; 3/12/24**

<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 002	<b>SUBJECT</b> 10
<b>SECTION</b> Training and Travel		<b>DESCRIPTION</b> Staff Development/Ongoing Training	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Amy Morrison, BS Human Resources Supervisor & Kelly North, MBA Human Resources Assistant	<b>AUTHORIZED BY</b>  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 type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) provides a comprehensive staff development and training program adapted to meet the needs of staff and the agency as a whole.

**STANDARDS:**

- A. All staff positions require initial training and ongoing training.
- B. Certain training requirements must be met to fulfill clinical privileging and credentialing requirements. These training hours may be obtained through in-service training, online training, independent study, and/or conferences and workshops.

CHAPTER Human Resources	CHAPTER 05	SECTION 002	SUBJECT 10
SECTION Training and Travel		DESCRIPTION Staff Development/Ongoing Training	

**PROCEDURES:**

- A. The HR department reviews, implements, and maintains the required training grid on an ongoing basis.
1. The training grid details all LCCMH training requirements, including the frequency, who is required to take the training, and who assigns the training.
  2. The training grid includes trainings required in the Michigan Department of Health and Human Services (MDHHS) and Region 10 Prepaid Inpatient Health Plan (PIHP) contract, Medicaid Standards, Administrative Rules, Commission on the Accreditation of Rehabilitation Facilities (CARF) Standards, and Certified Community Behavioral Health Clinic (CCBHC) requirements.
  3. Many of the required trainings are available online through the agency's Learning Management Software.
  4. Trainings for LCCMH are on a calendar year, but all trainings are due by September 30 each year.
    - a. The Learning Management Software sends automatic reminders 30 days before each training is due and frequently when the training is past due. Supervisors have the ability to review their staff's training completion.
    - b. Staff failing to complete their required trainings on time have a meeting with their assigned supervisor or Chief Clinical Officer (CCO) to discuss a plan to complete the lapsed training and prevent late trainings in the future.
    - c. No staff receive renewed privileging and credentialing without completion of their trainings.
    - d. The Chief Executive Officer provides direction to supervisors/CCO if further progressive discipline is needed for staff not in compliance with the training requirements.

CHAPTER Human Resources	CHAPTER 05	SECTION 002	SUBJECT 10
SECTION Training and Travel		DESCRIPTION Staff Development/Ongoing Training	

5. Training results and trends are compiled and are shared with the Management Team as necessary.
- B. The HR department assigns all staff training through the agency's learning management software.
1. This software maintains an ongoing training transcript for all staff members as well as contracted staff who are directly privileged and credentialed by the agency.
  2. Staff are encouraged to maintain their training transcript in the learning management software by uploading completed trainings.
- C. Supervisors are responsible for meeting with assigned LCCMH staff, employment service providers, and independent contractors to provide an annual performance evaluation which includes staff development goals and objectives. Ongoing training may be identified and assigned to specific staff through this process to enhance skills.
- D. Staff, employment service providers, and independent contractors may request or be requested to attend other trainings. Staff use the Training Registration/Overnight Travel (TRO) Form to request outside conferences and workshops (see LCCMH Policy 05.002.05 Training Registration/Overnight Travel).
- E. In order to document attendance at agency in-service trainings, all staff are asked to sign an attendance sheet. It is the responsibility of the person leading the in-service to have the attendance sheet available and to submit the form to HR department at the end of each in-service session.
- F. Surveys may be conducted to evaluate in-service training, rate the effectiveness of the training, and develop future trainings.
- G. Monitoring staff development is a sub-function of the Quality Council.
1. At the end of each fiscal year, an annual report of the year's staff training and development activities are included in the Quality Council Annual Report.

CHAPTER Human Resources	CHAPTER 05	SECTION 002	SUBJECT 10
SECTION Training and Travel		DESCRIPTION Staff Development/Ongoing Training	

2. In addition to a summary of the past year's activities, the report includes any recommendations for the next year.

**REFERENCES:**

Annual Training Grid  
LCCMH Training Registration/Overnight Travel Policy 05.002.05

AM & KN:lr

-----  
This policy supersedes  
#04/08017 dated 04/15/2008.  
-----