


<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 175
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Standards for Non-Licensed Staff	
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**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 will be provided by competent, well-trained individuals knowledgeable about the treatment expectations of the agency. LCCMH Staff, Employment Service Providers, and Independent Contractors must present evidence they are qualified to provide services, whether or not the provider is required by the State to be licensed.

**STANDARDS:**

- A. All LCCMH service providers must provide evidence of staff training, which meets the requirements of applicable licensure and certification bodies and LCCMH. This documentation will include:
  1. All staff will complete Recipient Rights training within 30 days from the date they begin to provide services. Recipient Rights training must be completed at least annually.
  2. Para professionals providing direct services to persons with developmental disabilities will provide documentation of participation in a LCCMH-approved

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training for direct care staff through the New Employee Orientation Checklist (Form #293).

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

**REFERENCE:**

New Employee Orientation Checklist LCCMH Form #293

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This policy supersedes  
#02/05006 dated 02/03/2005.  
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