

PROGRAM SPECIFIC TRAINING REQUIREMENTS



Procedure Name:	PROGRAM SPECIFIC TRAINING REQUIREMENTS
Procedure Number:	102
Domain:	Training & Education
Approved By:	Rich Petro, Human Resources Director
Created/Written By:	Mckenzie Beyer, Quality Improvement & Training Specialist
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References:	

STATEMENT OF PURPOSE

Family & Children's Center implements a training and development program that enhances the knowledge, skills, and abilities of personnel and prepares personnel to assume their responsibilities.

AREAS OF RESPONSIBILITY

The Quality Improvement and Training Specialist is responsible for updating the Program Specific Training Requirements procedure and the FCC Depot Annual Staff Training & Education Program Requirements page. Exceptions to training requirements must be approved by the President/CEO.

Supervisors are responsible for assuring their staff complete training's on time.

PROCEDURE

FCC supports personnel development and training through a structured program that uses a variety of educational methods. This procedure outlines program specific training requirements.

Accounting- 8 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Diversity Training
8. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
9. Minimum of 1-hour Wellness/Self-Care event/presentation/training

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10. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First day:

1. Agency Orientation Part 1 which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Computer Security, Mandated Reporting, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA- COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid for Youth OR Adult (FCC-YMHFA OR FCC-AMHFA)

Administration–Senior Leadership Team Members- 40 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Diversity Training
8. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
9. Attend quarterly Leadership Development Sessions
10. Minimum of 1-hour Wellness/Self-Care event/presentation/training
11. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Computer Security, Mandated Reporting, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

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Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid for Youth OR Adult (FCC-YMHFA OR FCC-AMHFA)

Administrative Assistant/Clerical Support/Client Services

Specialist/Program Assistant/Office Services Administrator – 8 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time)
4. Introduction to Trauma Informed Care (Relias-one time)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Diversity Training
9. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
10. Minimum of 1-hour Wellness/Self-Care event/presentation/training
11. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Computer Security, Mandated Reporting, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid for Youth OR Adult (FCC-YMHFA OR FCC-AMHFA)

Adult Rehabilitative Mental Health Services (ARMHS)- 20 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)

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2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. CPR & First Aid (required every other year)
9. Behavior Management Skills Training (one time-NEW EMPLOYEES)
10. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH)
12. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
13. Documentation/Communication
14. Diversity Training
15. All training required to maintain Professional Licensure
16. Minimum of 1 hour Wellness/Self-Care event/presentation/training
17. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Adult (FCC-AMHFA)

Community Respite Program- 20 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)

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3. Mental Health First Aid Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. Welcome to Relias (one time-NEW EMPLOYEES)
6. Defensive Driving (Relias-one time-NEW EMPLOYEES)
7. Blood-borne Pathogens (REL-ALL-0-BBPATH)
8. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
9. Diversity Training
10. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
11. CPR & First Aid (required every other year)
12. Behavior Management Skills Training
13. Behavior Management Skills Training Refresher (ANNUALLY)
14. Minimum of 1-hour Wellness/Self-Care event/presentation/training
15. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Youth and/or Adult (FCC-YMHFA and/or FCC- AMHFA)

Community Support Program & STRIVE CCS-Viroqua and WRIC all locations- 20 hours

total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)

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5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Blood-borne Pathogens (REL-ALL-0-BBPATH)
9. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
10. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
11. Assisting with Self-Administration of Medications: The Basics (REL-SRC-0-ASMB)
12. CPR & First Aid (required every other year) *NURSES only need to complete CPR (no First Aid) every other year*
13. Behavior Management Skills Training (one time-NEW EMPLOYEES)
14. Diversity Training
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Assisting with Self-Administration of Medications: The Basics (REL-SRC-0-ASMB)
4. Introduction to Trauma Informed Care (EL-TIC-BH-0)
5. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Adult (FCC-AMHFA)

Day Treatment: Winona, MN – 20 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)

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5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Behavior Management Skills Training
9. Behavior Management Skills Training Refresher (ANNUALLY)
10. CPR & First Aid (required every other year)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH)
12. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
13. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
14. Medication Management (REL-HHS-0-MMCS)
15. Documentation/Communication
16. Diversity Training
17. Minimum of 1-hour Wellness/Self-Care event/presentation/training
18. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2 – topics to be revealed at a later date

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training (one time-NEW EMPLOYEES)

Within 6 months of hire:

1. Mental Health First Aid-Youth (FCC-YMHFA)

Day Treatment: YNC Rochester- 20 Hours total annually to include:

First Year:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)

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3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Behavior Management Skills Training
9. Behavior Management Skills Training Refresher(ANNUALLY)
10. CPR & First Aid (required every other year)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH)
12. FCC Exposure Control Plan (FCC-ECP) (One time NEW EMPLOYEES)
13. Medication Management (REL-HHS-0-MMCS)
14. Documentation/Communication
15. Diversity Training
16. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
17. Externalizing Disorders: Disruptive Youth (EL-ED-CYF-STARS)
18. Principles of Positive Behavioral Support for Children's Services (EL-PPBS-PPC-0)
19. Minimum of 1-hour Wellness/Self-Care event/presentation/training

Second Year:

1. Behavior Management Skills Training-Refresher Training
2. Documentation/Communication
3. Medication Management (REL-HHS-0-MMCS)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. Diversity Training
6. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
7. Mandated Reporting
8. Handling Food Safely (EL-HFS-COMP-0)
9. Other training as needed as discussed with Supervisor
10. Minimum of 1-hour Wellness/Self-Care event/presentation/training
11. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)

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5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2 – topics to be revealed at a later date

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Complete Handling Food Safely (EL-HFS-COMP-0)
5. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Youth (FCC-YMHFA)

Development- 8 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Diversity Training
9. Minimum of 1-hour Wellness/Self-Care event/presentation/training
10. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
11. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2 – topics to be revealed at a later date

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)

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3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid-Youth OR Adult (FCC-YMHFA OR FCC- AMHFA)

Domestic Abuse Program–20 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Blood-borne Pathogens (REL-ALL-0-BBPATH)
9. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
10. CPR & First Aid (required every other year)
11. Behavior Management Skills Training (one time-NEW EMPLOYEES)
12. A training covering preventing & responding to bullying & harassment in all forms
13. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
14. Diversity Training
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2 – topics to be revealed at a later date

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP) 2. No Hit Zone (FCC-NOHITZONE)
2. Introduction to Trauma Informed Care (EL-TIC-BH-0)
3. Behavior Management Skills Training

Within 6 months of hire:

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1. Mental Health First Aid-Youth and/or Adult (FCC-MHFA-Y and/or FCC- MHFA-A)

Facilities Management- 8 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Blood-borne Pathogens (REL-ALL-0-BBPATH)
9. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
10. Diversity Training
11. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
12. Minimum of 1-hour Wellness/Self-Care event/presentation/training
13. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

PLEASE NOTE THAT SPECIFIC TOPIC REQUIREMENTS MAY BE ADDED

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias ((REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2 – topics to be revealed at a later date

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid-Youth OR Adult (FCC-YMHFA OR FCC- AMHFA)

Healthy Families-40 hours annually for full time employees/determined per individual employee for part time employees including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)

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2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. CPR (including infant) & First Aid (required every other year)
9. Behavior Management Skills Training (one time-NEW EMPLOYEES)
10. Blood-borne Pathogens (REL-ALL-0-BBPATH)
11. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
12. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
13. Diversity Training
14. Must include at least 1 training from Curriculum Dev. listing
15. Must include at least 1 training from Mental Health Enrichment
16. Minimum of 1-hour Wellness/Self-Care event/presentation/training
17. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Youth and/or Adult (FCC-MHFA-Y and/or FCC-MHFA-A)

Family System Specialist Training by 3 months of hire;

1. Infant Care (sleeping, feeding/breastfeeding, physical care of the baby, crying & comforting the baby),

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2. Child Health & Safety (home safety, shaken baby syndrome, SIDS, seeking medical care & well-child visits/immunizations, seeking appropriate childcare, car seat safety and failure to thrive)
3. Maternal & Family Health (family planning, nutrition, pre-natal/post-natal healthcare, pre-natal/post-natal depression and warning signs for when to call the doctor)
4. Behavior Management Skills Training

Family System Specialist Training by 6 months of hire:

1. Healthy Families America Home Visiting Core Training
2. Healthy Families America Assessment Worker Training
3. Pre-natal Training
4. Infant & Child Development (language & literacy development, physical & emotional development, identifying developmental delays and brain development)

Hiawatha Hall- 24 hours annually for staff with less than 4000 hours of experience working with persons with mental illness to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Diversity Training
9. Blood-borne Pathogens (REL-ALL-0-BBPATH)
10. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
11. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
12. Reporting Requirements and Definitions, Prevention and Reporting of Abuse and Maltreatment of Individuals Receiving Treatment
13. Recipient Rights
14. Emergency Procedures (including fire, weather, missing persons, and psychiatric emergencies)
15. CPR & First Aid (required every other year) **NURSES only need to complete CPR every other year**
16. Behavior Management Skills Training (one time-NEW EMPLOYEES)
17. Behavior Management Skills Refresher Training (ANNUALLY)
18. Minimum of 1-hour Wellness/Self-Care event/presentation/training
19. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

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20 hours annually for staff with at least 4000 hours of experience working with persons with mental illness to include:

1. Diversity Training
2. Blood-borne Pathogens (REL-ALL-0-BBPATH)
3. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
4. Reporting Requirements and Definitions, Prevention and Reporting of Abuse and Maltreatment of Individuals Receiving Treatment
5. Recipient Rights
6. Emergency Procedures (including fire, weather, missing persons, and psychiatric emergencies)
7. CPR & First Aid (required every other year) **NURSES only need to complete CPR every other year**
8. Behavior Management Skills Training- Initial during first year of hire and refresher training annually thereafter

75% of the required hours of annual training must come from one or more of the following topics:

1. Psychiatric Emergencies
2. Behavior Management
3. Problems & Needs of Clients with Mental Illness
4. Psychotropic Medication and Its Side Effects;
5. Assessment & Individual Treatment Plans
6. Statutes & Rules
7. Characteristics, Assessment & Treatment of Clients with Special Needs
8. Universal Precautions (covered by Blood-borne Pathogens)

30 hours, every 2 years, of behavior management

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within the first 72 hours of work or within 30 days prior to the first week of employment and annually thereafter:

PROGRAM SPECIFIC TRAINING REQUIREMENTS



1. Reporting Requirements and Definitions, Prevention and Reporting of Abuse and Maltreatment of Individuals Receiving Treatment
2. Recipient Rights
3. Emergency Procedures (including fire, weather, missing persons, and psychiatric emergencies)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Adult (FCC-AMHFA)

Human Resources- 8 hours total annually to include:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Diversity Training
9. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
10. One-time completion of Customer Relations (CR101)
11. Minimum of 1-hour Wellness/Self-Care event/presentation/training
12. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Computer Security, Mandated Reporting, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

PROGRAM SPECIFIC TRAINING REQUIREMENTS



1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid for Youth OR Adult (FCC-YMHFA OR FCC-AMHFA)

Integrated Solutions- 20 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Youth Focused (one time-NEW EMPLOYEES)
4. Behavior Management Skills Training (one time-NEW EMPLOYEES)
5. Behavior Management Skills Refresher Training (ANNUALLY)
6. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
7. No Hit Zone (one time-NEW EMPLOYEES)
8. Welcome to Relias (one time-NEW EMPLOYEES)
9. Defensive Driving (Relias-one time-NEW EMPLOYEES)
10. CPR & First Aid (required every other year)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH)
12. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
13. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
14. Diversity Training
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Beginning second year calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire:

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Youth (FCC-YMHFA)

***Integrated Solutions Employees** must also complete specific CCS training's.

Intensive Tracking/Adult Support Program- 20 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. CPR & First Aid (required every other year)
9. Behavior Management Skills Training (one time-NEW EMPLOYEES)
10. Blood-borne Pathogens (REL-ALL-0-BBPATH)
11. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
12. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
13. Urinalysis training, breathalyzer administration
14. Diversity Training
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Youth (FCC-YMHFA)

Matty's Place- 20 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. CPR (including infant) & First Aid (required every other year)
9. Behavior Management Skills Training (one time-NEW EMPLOYEES)
10. Blood-borne Pathogens (REL-ALL-0-BBPATH)
11. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
12. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
13. Documentation/Communication
14. Diversity Training
15. Forensic Interview Training
16. Minimum of 1-hour Wellness/Self-Care event/presentation/training
17. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP) – One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA- COMP)
2. No Hit Zone (FCC-NOHITZONE)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Youth (FCC-YMHFA)

Outpatient counseling– 20 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Diversity Training
9. Blood-borne Pathogens (REL-ALL-0-BBPATH)
10. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
11. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
12. Behavior Management Skills Training (one time-NEW EMPLOYEES)
13. Ethics & Boundaries (every 2 yrs.)
14. All training required to maintain Professional Licensure
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

PROGRAM SPECIFIC TRAINING REQUIREMENTS



Within 6 months of hire:

1. Mental Health First Aid-Adult and Youth as needed (FCC-MHFA-A AND FCC-MHFA-Y)

Revenue Cycle Management- 8 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Diversity Training
9. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
10. Minimum of 1-hour Wellness/Self-Care event/presentation/training
11. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid Youth OR Adult (FCC-YMHFA OR FCC-AMHFA)

Safe Visitation- 12 hours annually including:

1. Agency Orientation Part 1 (one time-NEW EMPLOYEES)
2. Agency Orientation Part 2 (one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult Focused (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
 1. Trauma Informed Care Training (1 Hour annually after 1st year)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Car Seat Safety Training
9. CPR (including infant) & First Aid (required every other year)
10. Behavior Management Skills Training (one time-NEW EMPLOYEES)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH)
12. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
13. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
14. Diversity Training
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Effective Communication (Relias-one time-NEW EMPLOYEES)
17. Working with Difficult People (Relias-one time-NEW EMPLOYEES)
18. Working with Parents: Communication, Education & Support (Relias-one time-NEW EMPLOYEES)
19. Developmental Stages: Birth to 5-Years Old (Relias-one time-NEW EMPLOYEES)
20. Developmental Stages: School Age through Adolescence (Relias-one time-NEW EMPLOYEES)
21. Early Childhood Safety & Injury Prevention (Relias-one time-NEW EMPLOYEES)
22. Social and Emotional Development in Early Childhood (Relias-one time-NEW EMPLOYEES)
23. Positive Behavior Support for Children (Relias-one time-NEW EMPLOYEES)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2
2. Safe Visitation Monitor Training
 1. Standards for Supervised Visits
 2. Intervention/Ending Visits
 3. Mandated Reporting
 4. Child Protection
 5. Effects of Abuse on Children
 6. Family Violence and Children
 7. Battering

PROGRAM SPECIFIC TRAINING REQUIREMENTS



Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Adult (FCC-YMHFA)

Stepping Stones- 20 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Blood-borne Pathogens (REL-ALL-0-BBPATH)
9. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
10. CPR & First Aid Certification (required every other year)
11. Behavior Management Skills Training (one time-NEW EMPLOYEES)
12. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
13. Diversity Training
14. Training Related to Child Welfare
15. Forensic Interview Training
16. OCVS Helping Crime Victims: Crime Victims' Rights, Crime Victim Compensation, the SAFE Fund, and Safe at Home (required for new employees within first 6 months and then every three years after that)
17. Minimum of 1-hour Wellness/Self-Care event/presentation/training
18. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

PROGRAM SPECIFIC TRAINING REQUIREMENTS



Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. Behavior Management Skills Training

Within 6 months of hire:

1. Mental Health First Aid-Y (FCC-YMHFA)
2. OCVS Helping Crime Victims: Crime Victims' Rights, Crime Victim Compensation, the SAFE Fund, and Safe at Home

Treatment Foster Care/Host Home Program/Independent Living-24 hours annually

including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Adult or Youth (one time-NEW EMPLOYEES)
4. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
5. No Hit Zone (one time-NEW EMPLOYEES)
6. Welcome to Relias (one time-NEW EMPLOYEES)
7. Defensive Driving (Relias-one time-NEW EMPLOYEES)
8. Behavior Management Skills Training
9. Behavior Management Skills Refresher Training (ANNUALLY)
10. CPR (including infant) & First Aid (required every other year)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH)
12. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
13. Diversity Training
14. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
15. Minimum of 1-hour Wellness/Self-Care event/presentation/training
16. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees- First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



5. Blood-borne Pathogens (REL-ALL-0-BBPATH)
6. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES

Within 2-3 months after hire:

1. Attend Agency Orientation Part 2

Within 3 months of hire

1. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
2. No Hit Zone (FCC-NOHITZONE)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)

Within 6 months of hire:

1. Mental Health First Aid-Youth (FCC-YMHFA)

Youth Home: WI- 24 hours annually including:

1. Agency Orientation Part 1(one time-NEW EMPLOYEES)
2. Agency Orientation Part 2(one time-NEW EMPLOYEES)
3. Mental Health First Aid Youth (one time-NEW EMPLOYEES)
4. Behavior Management Skills Training (one time-NEW EMPLOYEES)
5. Behavior Management Skills Refresher Training (ANNUALLY)
6. Introduction to Trauma Informed Care (Relias-one time-NEW EMPLOYEES)
7. No Hit Zone (one time-NEW EMPLOYEES)
8. Welcome to Relias (one time-NEW EMPLOYEES)
9. Defensive Driving (Relias-one time-NEW EMPLOYEES)
10. CPR & First Aid (required every other year)
11. Blood-borne Pathogens (REL-ALL-0-BBPATH) ANNUALLY
12. FCC Exposure Control Plan (Relias- one time- NEW EMPLOYEES)
13. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP) ANNUALLY
14. Medication Management for Children's Services for Paraprofessionals (Relias- one time-NEW EMPLOYEES) ANNUALLY
15. Medication Management Information for Weston YH Staff (Relias- one time- NEW EMPLOYEES)
16. Therapeutic Boundaries (Relias- one time- NEW EMPLOYEES)
17. Overview of Substance Use Disorders: Part 1 (Relias- one time- NEW EMPLOYEES)
18. Positive Behavior Support for Children (Relias- one time- NEW EMPLOYEES)
19. Trauma and Substance Use (Relias- one time- NEW EMPLOYEES)
20. Cultural Issues in Mental Health Treatment for Paraprofessionals (Relias- one time- NEW EMPLOYEES)
21. Best Practices for Working with LGBTQ Children and Youth (Relias- one time- NEW EMPLOYEES)
22. Working in a Team (Relias- one time- NEW EMPLOYEES)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



23. Mandated Reporter Training: Level 5-Wisconsin Mandated Reporter Relias Training- (WMR-0-FCC) ANNUALLY
24. Reasonable and Prudent Parenting Standard Training (Relias- one time- NEW EMPLOYEES)
25. Documentation/Communication-ANNUALLY
26. Fire Safety
27. Diversity Training
28. Minimum of 1-hour Wellness/Self-Care event/presentation/training
29. Beginning second calendar year of employment & annually thereafter-Trauma Informed Care Training (min. 1 hour)

New Employees-First Day:

1. Agency Orientation which includes: Agency Overview, Human Resources Information, Privacy & Confidentiality, Ethics & Boundaries, Mandated Reporting, Computer Security, Training & Education Overview, and Relias Learning Management System
2. Welcome to Relias (REL-HR-0-WRLMS)
3. Defensive Driving (EL-DD-COMP-0)
4. Blood-borne Pathogens (REL-ALL-0-BBPATH)
5. FCC Exposure Control Plan (FCC-ECP)- One time- NEW EMPLOYEES
6. Reasonable and Prudent Parenting Standard Training – One time- NEW EMPLOYEES

Within 1 month after hire:

1. Authorization to Monitor Self-Administration of Medication Certification (FCC-MA-RESYH)
2. Documentation/Communication
3. Mandated Reporter Training: Level 5-Wisconsin Mandated Reporter Relias Training (WMR-0-FCC)
4. Medication Management for Children's Services for Paraprofessionals (REL-HHS-0-MMCS)
5. Medication Management Information for Weston YH Staff Only (FCC-

3 months of hire:

1. Behavior Management Skills Training
2. CMS Fraud, Waste and Abuse Compliance Training (FCC-CMS-FWA-COMP)
3. Introduction to Trauma Informed Care (EL-TIC-BH-0)
4. No Hit Zone (FCC-NOHITZONE)
5. Attend Agency Orientation Part 2

Within 6 months of hire

1. Best Practices for Working with LGBTQ Children and Youth (REL-HHS-0-CSBPWCY)
2. Working in a Team (REL-ALL-0-WTEAM)
3. Mental Health First Aid-Youth (FCC-YMHFA)

PROGRAM SPECIFIC TRAINING REQUIREMENTS



4. Fire Safety (FCC-FS)
5. Cultural Issues in Mental Health Treatment for Paraprofessionals (EL-CIMHT-PPHB-GADMH)
6. CPR & First Aid (FCC-N-CPRFA)
7. Therapeutic Boundaries (REL-HHS-0TB)
8. Overview of Substance Use Disorders: Part 1 (REL-HHS-0-OSUDPART1)
9. Positive Behavior Support for Children (REL-HHS-0-PBSC)
10. Trauma and Substance Use (REL-BH-0-ADD2)
11. Minimum of 1-hour Wellness/Self-Care event/presentation/training

All FCC Supervisors are required to attend an initial Supervisor Orientation as well as a Leadership Foundations Training then attend on-going quarterly Leadership Development sessions.

Required training should be met before exceeding the annual hourly requirement. You must have your Supervisor's pre-approval to complete training above the annual hour requirement for your program/job position.

Total hours needed for annual staff development are prorated the first year of employment based on hire dates in June or later in the calendar year (EXCEPT FOR YOUTH HOME EMPLOYEES). Example: if an employee is required to obtain 20 hours of staff development per year and was hired in June, the employee would only need 10 hours of staff development for that first partial year. However, the required trainings for that program should be met by the end of the year (i.e. First Aid, CPR, Behavior Management etc.).

GETTING HELP

For questions or further clarifications regarding program specific training requirements, please contact your Supervisor or the Quality Improvement and Training Specialist at 608-785-0001.