**Comprehensive Community Service Program (CCS)**

***Orientation & Continuing Education Training Log***

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| Agency: |  | Position: |  |
| Staff Name: |  | CCS Start Date: |  |

**Select One:**

New Staff Orientation Log (must be completed within 90 days of CCS start date)

20 hours - Staff has at least 6 months of experience providing mental health/substance use services

40 hours - Staff has less than 6 months experience providing mental health/substance use services

*\*Note: If staff does not have at least a bachelor’s degree in a qualifying human service related field, additional training must be completed before completing this training log (see “Rehabilitation Worker Training Log”)*

Annual Continuing Education Log (minimum of 8 hours) for calendar year:

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| --- | --- | --- | --- |
| **Training Topics Required by DHS 36.12** (\* required topic for orientation training) | **Date(s) Occurred** | **Duration (hours)** | **Certificate (Y/N)** |
| \*1. Wisconsin Statute DHS 36: CCS Programs |  |  |  |
| \*2. Policies & Procedures for CCS Services  - WRIC CCS Provider Packet  - WRIC Documentation Expectations  - WRIC Clinical Supervision Expectations |  |  |  |
| \*3. CCS Service Array Descriptions as it relates to staff job responsibilities  - CCS/Medicaid Progress Note Requirements |  |  |  |
| \*4. Applicable parts of Wisconsin State Laws:  - Wisconsin Mandated Reporter  - DHS 48: Children’s Services  - DHS 51: Alcohol, Drug, Developmental Disability, Mental Health Services Act  - DHS 55: Protective Services |  |  |  |
| \*5. Basic Understanding of Federal Laws:  - Civil Rights Act of 1964  - Americans with Disabilities Act of 1990 |  |  |  |
| \*6. Understanding of Confidentiality and Client Record Regulations  - HIPAA (Health Information Portability & Accountability Act)  - DHS 51.30: Confidentiality of Mental Health Records  - DHS 92: Confidentiality of Treatment Records  - 42 CFR Part 2: Substance Use Treatment Confidentiality |  |  |  |
| \*7. Understanding of Patient Rights  - DHS 51.61: Mental Health Patient Rights  - DHS 94: Patient Rights & Grievances |  |  |  |
| \*8. Understanding of Mental Health, Substance Use, and Co-occurring Disorders and current treatment interventions |  |  |  |
| \*8m. Recovery Concepts and Principles that promote consumer hope, healing, empowerment, and connection to their community |  |  |  |

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| **Training Topics Required by DHS 36.12 (cont.)** (\* required topic for orientation training) | **Date(s) Occurred** | **Duration (hours)** | **Certificate (Y/N)** |
| \*9a. Principles & Procedures for providing treatment-based services and interventions related to targeted service populations:  - Children & Youth Services  - Adult Services  - Substance Use/Co-Occurring Services  Includes: methods of assessing needs, appropriate psychosocial treatment interventions, symptom and self-management strategies, relapse prevention |  |  |  |
| \*9b. Trauma Informed/Trauma Responsive Care Principles |  |  |  |
| \*9c. Cultural Competency/Cultural Intelligence Standards of Practice |  |  |  |
| \*10. Non-Violent Crisis Intervention and De-escalation,  Suicide Risk Assessments,  Personal Safety Methods |  |  |  |
| 11. Telehealth/Telemedicine *(\*required if using any telehealth methods)* |  |  |  |
| 12. Human Service Professional Ethics & Boundaries  *(may be completed within the past 2 years)* |  |  |  |
| Other Topic Specific to CCS Role: |  |  |  |
| Other Topic Specific to CCS Role: |  |  |  |
| Other Topic Specific to CCS Role: |  |  |  |
| Other Topic Specific to CCS Role: |  |  |  |
| Other Topic Specific to CCS Role: |  |  |  |
|  | **Total Hours** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Supervisor Signature: |  | Date: |  |
| WRIC Admin. Approval: |  | Date: |  |

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| **Return this form to:** | **When to Return this Form:** |
| [hsinvoices@lacrossecounty.org](mailto:hsinvoices@lacrossecounty.org)  *La Crosse County Human Services*  *300 4th Street North Attn: ISRS QA*  *La Crosse, WI 54601* | - Orientation Training Logs are due within 90 days of starting in CCS  - Annual Continuing Education is due annually, or before  January 31st of the following year |

**Suggested Resources to Complete Required Training Topics:**

There is no official mandated training curriculum or source by the Department of Health Services (DHS). Below is a list of suggested starting resources that could count towards the completion of the required topics.

Also check out the [WRIC Vendor Sharepoint Site](https://lacrossecountyorg.sharepoint.com/sites/WRICVendor/) Training Resources Library for additional resources and training videos.To request access to this website, consult with your agency leadership and/or email [CCSsups@lacrossecounty.org](mailto:CCSsups@lacrossecounty.org)

* UW-Green Bay - CCS Core Curriculum *(covers most required topics for 13 hours of training)*
  + Access Directions:

1. Go to: [Self-Paced Trainings - Behavioral Health Training Partnership - UW-Green Bay (uwgb.edu)](https://www.uwgb.edu/behavioral-health-training-partnership/online-training/)
2. Click “Register Now”
   * 1. Complete the “Participant Information” by filling in all your information, using your work email, address, and phone number.
     2. For question, “Are you employed by a member county?,” select “yes.”
     3. For question, “Are you contracted with a member county?”, select “yes”
     4. For question, “Member County Contracted With,” select “La Crosse”
     5. Click “Next”
3. “Registration Options”
   * 1. Check “Member Fee, Employed/Contracted with a Member County”
     2. Click “Next”
4. “Web-based Courses”
   * 1. Check “CCS Web-based Course”
     2. Click “Next”
5. “Order Details” (should have 2 items shown: “Member Fee & CCS Web-based Course)
   * 1. Confirm: There should be a $0.00 cost to you
     2. Click “Submit”
6. Once a registration is submitted, the Behavioral Health Training Partnership receives a confirmation email. They then manually assign a username and password to the course, and email that information to you.  It may take them up to a week to manually process registrations.  Please follow the instructions that they send regarding next steps for registering for the web-based CCS core curriculum

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| **Training Topics Required by DHS 36.12** | **Suggested Resources** |
| \*1. Wisconsin Statute DHS 36: CCS Programs | [Read: DHS 36 CCS](http://docs.legis.wisconsin.gov/code/admin_code/dhs/030/36.pdf)  Review: [www.dhs.wisconsin.gov/ccs](https://www.dhs.wisconsin.gov/ccs/index.htm)  Sharepoint: [CCS Program Overview](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/CCS%20Program%20Overview?csf=1&web=1&e=ef4irL) |
| \*2. Policies & Procedures for CCS Services  - WRIC CCS Provider Packet  - WRIC Documentation Expectations  - WRIC Clinical Supervision Expectations | Read: [CCS Consumer Handbook](https://lacrossecounty.org/docs/default-source/human-services/ccs-consumer-handbook.pdf?sfvrsn=5b41d3b5_4)  [Read: WRIC CCS Provider Packet](https://lacrossecounty.org/docs/default-source/human-services/provider-packet.pdf?sfvrsn=f90118a0_6)  [Read: WRIC Documentation Expectations](https://lacrossecounty.org/docs/default-source/human-services/documentation-expectations.pdf?sfvrsn=9f317e0_4)  [Read: WRIC Clinical Supervision Expectations](https://lacrossecounty.org/docs/default-source/human-services/clinical-supervision-expectations-(2022).pdf?sfvrsn=737bbaaa_2)  Sharepoint: [Policies & Procedures](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Policies%20%26%20Procedures?csf=1&web=1&e=rYOMYW)  [Sharepoint: WRIC Program Documents](https://lacrossecountyorg.sharepoint.com/sites/WRICVendor/Contract%20Documents/Forms/AllItems.aspx) |
| \*3. CCS Service Array Descriptions as it relates to staff job responsibilities | Read: [Forward Health CCS Service Array – Covered Services](https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Display.aspx?ia=1&p=1&sa=12&s=2&c=61&nt=Covered+Services)  Read: [Forward Health: CCS Non-Covered Services](https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Display.aspx?ia=1&p=1&sa=12&s=2&c=8&nt=Noncovered+Services)  Read: [Definition of Medical Necessity DHS 101.03(96m)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/101/101/03/96m)  Read: [Forward Health Documentation Requirements](https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Display.aspx?ia=1&p=1&sa=12&s=1&c=3&nt=Medical+Records)  Read: [Forward Health Billing Requirements](https://www.forwardhealth.wi.gov/WIPortal/Subsystem/KW/Display.aspx?ia=1&p=1&sa=12&s=4&c=13&nt=Claim+Submission+for+Comprehensive+Community+Services)  Sharepoint: [CCS Services Array](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/CCS%20Services%20Array?csf=1&web=1&e=fGbFZw)  Sharepoint: [Progress Notes & Billing](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Progress%20Notes%20%26%20Billing?csf=1&web=1&e=KVcMMH) |
| \*4. Applicable parts of Wisconsin State Laws:  - Wisconsin Mandated Reporter  - DHS 48: Children’s Services  - DHS 51: Alcohol, Drug, DD, MH Services Act  - DHS 55: Protective Services | Online: [Wisconsin - Mandated Reporter training](http://wcwpds.wisc.edu/mandatedreporter/)  Read: [DHS 48 – Children’s Services](https://docs.legis.wisconsin.gov/statutes/statutes/48),  Read: [DHS 51 - Alcohol, Drug, Developmental Disabilities, Mental Health Services Act](https://docs.legis.wisconsin.gov/statutes/statutes/51/61)  Read: [DHS 55 – Protective Services](https://docs.legis.wisconsin.gov/statutes/statutes/55)  Sharepoint: [Policies & Procedures](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Policies%20%26%20Procedures?csf=1&web=1&e=rYOMYW) |
| \*5. Basic Understanding of Federal Laws:  - Civil Rights Act of 1964  - Americans with Disabilities Act of 1990 | Watch: [ADA & the Civil Rights Act Summary](https://www.youtube.com/watch?v=Y_HybqJW2II)  Sharepoint: [Policies & Procedures](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Policies%20%26%20Procedures?csf=1&web=1&e=rYOMYW) |
| \*6. Understanding of Confidentiality and Client Record Regulations  - HIPAA  - DHS 51.30: Mental Health Records  - DHS 92: Confidentiality of Treatment Records  - 42 CFR Part 2: Substance Use Treatment | Review: [HIPAA](https://www.dhs.wisconsin.gov/hipaa/index.htm),  Read: [DHS 51.30](https://docs.legis.wisconsin.gov/statutes/statutes/51/30)  Read: [DHS 92](https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/92),  Read: [42 CFR Part 2](https://www.ecfr.gov/cgi-bin/text-idx?node=pt42.1.2)  Sharepoint: [Policies & Procedures](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Policies%20%26%20Procedures?csf=1&web=1&e=rYOMYW) |
| \*7. Understanding of Patient Rights  - DHS 51.61: Mental Health Patient Rights  - DHS 94: Patient Rights & Grievances | Review: [Client Rights Office Wisconsin DHS](https://www.dhs.wisconsin.gov/clientrights/index.htm)  Read: [DHS 51.61](https://docs.legis.wisconsin.gov/statutes/statutes/51/61)  Read: [DHS 94](https://docs.legis.wisconsin.gov/code/admin_code/dhs/030/94)  Sharepoint: [Policies & Procedures](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Policies%20%26%20Procedures?csf=1&web=1&e=rYOMYW) |
| \*8. Understanding of Mental Health, Substance Use, and Co-occurring Disorders and current treatment interventions | Review: [Mental Health Conditions NAMI](https://www.nami.org/About-Mental-Illness/Mental-Health-Conditions)  Online: [Serious Mental Illness - SMI Adviser](https://smiadviser.org/)  Online: [Mental Health Training Network (mhttcnetwork.org)](https://mhttcnetwork.org/)  Online: [Wisconsin Public Psychiatry Network Teleconference](https://www.dhs.wisconsin.gov/wppnt/index.htm)  Review: [National Institute on Drug Abuse (NIDA)](https://nida.nih.gov/)  Online: [Addiction Training Network (attcnetwork.org)](https://attcnetwork.org/)  Watch: [Everything you think you know about addiction is wrong (Johann Hari)](https://www.youtube.com/watch?v=PY9DcIMGxMs)  Online: [Mindspring Mental Health Alliance Events](https://www.eventbrite.com/o/mindspring-mental-health-alliance-19159213217)  Online: [Substance Abuse & Mental Health Services Practitioner Training | SAMHSA](https://www.samhsa.gov/practitioner-training) |
| \*8m. Recovery Concepts and Principles that promote consumer hope, healing, empowerment, and connection to their community | Watch: [Person Centered Planning: Wisconsin's Model](https://www.dhs.wisconsin.gov/pcp/model.htm)  Review: [Recovery and Recovery Support | SAMHSA](https://www.samhsa.gov/find-help/recovery) |
| \*9a. Principles & Procedures for providing treatment-based services and interventions related to targeted service populations:  - Children & Youth Services  - Adult Services  - Substance Use/Co-Occurring Services  Includes: methods of assessing needs, appropriate psychosocial treatment interventions, symptom and self-management strategies, relapse prevention | *\*May be agency specific based on target populations served and unique treatment offerings/curriculum/programming provided.*  *Considerations for evidence-based treatment models (e.g. FFT, IPS, CBT, etc), behavior intervention curricula (e.g. Circles, positive reinforcement models) peer support methods (e.g. WRAP), recovery models (e.g. Matrix model), skills training programs (e.g. Soft Skills to Pay the Bills, Tackling the Tough Skills, Independent Living Skills inventory), etc.*  Sharepoint: [Clinical Topics & Interventions](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Clinical%20Topics%20%26%20Interventions?csf=1&web=1&e=sYMlUr) |
| \*9b. Trauma Informed/Trauma Responsive Care Principles | Review: [Trauma Informed Care](https://www.dhs.wisconsin.gov/resilient/trauma-informed-practices.htm)  Watch: [Putting Humanity Back In Human Services](https://vimeo.com/showcase/8619944/video/545992863)  Online: [National Child Traumatic Stress Network](https://learn.nctsn.org/)  Online: [The 12 Core Concepts for Understanding Traumatic Stress: An Online Interactive Course](https://learn.nctsn.org/enrol/index.php?id=94)  Watch: [Remembering Trauma](https://www.cctassifilms.org/child-trauma/)  Watch: [How Experiences Build Brain Architecture](https://www.youtube.com/watch?v=VNNsN9IJkws&list=PL0DB506DEF92B6347) (parts 1-3)  Online: [OCMH Trauma-Informed Care Training](https://children.wi.gov/Pages/CollectiveImpactTeams/TICWorkshops.aspx)  Watch: [Adverse Childhood Experiences (ACEs): Impact on brain, body and behavior](https://www.youtube.com/watch?v=W-8jTTIsJ7Q&list=PLBe58MGY5HIFappSvJ8QUv2YdAMDJuAU8) |
| \*9c. Cultural Competency/Cultural Intelligence Standards of Practice | Watch: [Intersection of Cultural Competence](https://www.youtube.com/watch?v=6r_YIrUjPC0) & Trauma  Online: [Cultural Competency Training – LGBTQ+](https://www.wisconsin.edu/student-behavioral-health/cultural-competency-training-lgbtq/?_sm_au_=itV505s5qRQMSn05BLQtvK7BJGKjp)  Online: [Improving Cultural Competency for Behavioral Health Professionals (hhs.gov)](https://thinkculturalhealth.hhs.gov/education/behavioral-health)  Review: [Cultural Competency Training Resources | SAMHSA](https://www.samhsa.gov/certified-community-behavioral-health-clinics/section-223/cultural-competency/resources) |
| \*10. Non-Violent Crisis Intervention and De-escalation,  Suicide Risk Assessments,  Personal Safety Methods | Watch: [Mental Health De-escalation](https://player.vimeo.com/video/740782522)  Complete: [Suicide Severity Rating Scale](https://cssrs.columbia.edu/training/training-options/)  Review: [Suicide Prevention Resource Center | SAMHSA](https://www.samhsa.gov/suicide-prevention-resource-center-sprc) |
| 11. Telehealth/Telemedicine *(\*required if using telehealth methods)* | Watch: [Tele-mental health 101](https://www.youtube.com/watch?v=3A74lXLTABw)  Watch: [Tele-mental Health Tips: Don'ts and Do's](https://www.youtube.com/watch?v=K4unpA1Se5I&list=PLBe58MGY5HIFappSvJ8QUv2YdAMDJuAU8&index=20)  Watch: [Treating Co-occurring Mental Health and Addiction: Considerations for telehealth](https://rogersbh.org/resources/treating-co-occurring-mental-health-and-addiction-during-covid-19-considerations-telehealth) |
| 12. Human Service Professional Ethics & Boundaries  *(may be completed within the past 2 years and*  *align with any HS/DSPS professional credentials)* | Read: [Ethical Standards for Human Service Professionals](https://www.nationalhumanservices.org/ethical-standards-for-hs-professionals)  Read: [Social Work Code of Ethics (NASW)](https://www.socialworkers.org/About/Ethics/Code-of-Ethics/Code-of-Ethics-English)  Read: [Counselor Ethical & Professional Standards (ACA)](https://www.counseling.org/knowledge-center/ethics)  Read: [Peer Support Specialist Code of Ethics (NAADC)](https://www.naadac.org/ncprss-code-of-ethics) |
| Various Topics: | UW-Green Bay: [Self-Paced Trainings - Behavioral Health Training Partnership](https://www.uwgb.edu/behavioral-health-training-partnership/online-training/)  Wisconsin Voices for Recovery: <https://wisconsinvoicesforrecovery.org/resources-and-training/>  Various: [Mindspring Mental Health Alliance Events](https://www.eventbrite.com/o/mindspring-mental-health-alliance-19159213217)  Various: [Resources for Rogers Behavioral Health Video Series](https://rogersbh.org/resources) |
| Medication Management Services: | Watch: [“What Medication management providers need to know”](https://www.youtube.com/watch?v=4-R3aa48dD0) |
| Other Topic Specific to CCS Role: |  |