**WRIC Comprehensive Community Service Program (CCS)**

***Rehabilitation Worker Training Log***

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| --- | --- | --- | --- |
| Agency:  |       | Completed Date:  |       |
| Staff Name: |       | Clinical Supervisor Name: |       |

**Rehabilitation Log Training Log Requirements**

*\*A Staff Member may* ***not*** *provide CCS related services until this training log is completed in conjunction with all other required credentialling documents. A staff member may begin providing CCS services once WRIC Administration confirms the staff member is credentialled.*

**Requirements for Rehabilitation Workers:**

1. Staff member is at least 18 years old,
2. Staff member is working under the direct supervision and guidance of a licensed mental health professional or substance use professional to provide mental health and/or substance use services to individuals,
3. Staff member does not hold at minimum a bachelor’s degree or state certification in a relevant health, education, or human services profession as described in [DHS 36.10(2)(g)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.10%282%29%28g%2921.),
4. Staff member has completed at least 30 hours of training in the past 2 years in the topics listed in this document per [DHS 36.10(2)(g)21](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.10%282%29%28g%2921.)
	* *Trainings reported on this log cannot be included as part of the CCS Orientation Training Log*

Methods of Training Completion

* **Coaching/Mentoring** – live in-person coaching from another staff member or supervisor to learn tasks relevant to the work being provided
* **College Course** – completion of a secondary education course with a passing grade. May be a community college, bachelor, master, doctoral level program. [Converting College Credits to Hours of Training (wisconsin.gov)](https://dcf.wisconsin.gov/cclicensing/entry-level-training/convert-credits)
* **Online Interactive Training** – online training that requires interaction (e.g. quizzes, interactive activities throughout, simulations, competency test at the end, etc), not just a text-based presentation
* **Reading** – reading source material (e.g. books, policies, handbooks, etc)
* **Training/Conference** – attended a live in-person training
* **Video/Video Recording of a Presentation** – watch a training video
* **Webinar** – online live training where viewers can see, hear, and ask questions of the presenters

Please attach supportive documentation which may include but is not limited to: training/workshop agendas, certificates of attendance, continuing education credit documentation, college course syllabus, transcripts, etc.

|  |  |  |
| --- | --- | --- |
| Total Training Hours Completed:  |       |  |
|  I attest that as a CCS staff member, I have completed all required training topics, and can adequately understand and apply all of the following information reported in this training log.*\*Misrepresenting training and/or qualifications to provide clinical treatment services within the* *CCS program may be considered Medicaid fraud under* [*Wisconsin*](https://www.dhs.wisconsin.gov/oig/index.htm) *and/or* [*Federal*](https://oig.hhs.gov/fraud/) *statutes and laws.* |
| Employee Signature:  |  | Date:  |       |
| Supervisor Signature:  |  | Date: |       |
| WRIC Administration:  |  | Date: |       |

Return this form to ISRSQA@lacrossecounty.org

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Training Topics Required by DHS 36.10(2)(g)(21)** (\* required topic for rehabilitation worker credential) | **Name of Training** | **Date(s) Occurred** | **Duration (hours)** | **Method of Completion** | **Certificate or Course Content Attached** |
| \*1. Recovery Concepts  |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*2. Consumer Rights   |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*3. Consumer Centered Individual Treatment Planning |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*4. Mental Illnesses |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*5. Co-Occurring Mental Health and Substance Use |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*6. Psychotropic Medications and Their Side Effects |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*7. Functional Assessments |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*8. Local Community Resources |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|  |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*9. Adult Vulnerability |  |       |       | Choose an item. | [ ]  Yes [ ]  No |
|       |       |       | Choose an item. | [ ]  Yes [ ]  No |
| \*10. Confidentiality |       |       |       | Choose an item. | [ ]  Yes [ ]  No |
|       |       |       | Choose an item. | [ ]  Yes [ ]  No |

Notes:

**Starter Resource Suggestions 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.

**Note: trainings reported on this log cannot be used for the CCS Orientation Training log**

|  |  |
| --- | --- |
| **Training Topics Required by DHS 36.10(2)(g)** | **Suggested Resources**  |
| \*1. Recovery Concepts | Watch: [Culturally Competent Care in Recovery Oriented Settings](https://www.youtube.com/watch?v=L7E9B_k7S8k)Review: [Recovery and Recovery Support | SAMHSA](https://www.samhsa.gov/find-help/recovery) |
| \*2. Consumer/Client Rights | Review: [Disability Rights Wisconsin](https://disabilityrightswi.org/)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) |
| \*3. Confidentiality | Watch: [HIPAA Staff Training](https://www.youtube.com/watch?v=esjio0Q5dfo) Online: [Wisconsin - Mandated Reporter training](http://wcwpds.wisc.edu/mandatedreporter/)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) |
| \*4. Consumer-Centered Treatment Planning | Review: [Person-Centered Planning | Wisconsin Department of Health Services](https://www.dhs.wisconsin.gov/pcp/index.htm) |
| \*5. Mental Illness | 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: [Mindspring Mental Health Alliance Events](https://www.eventbrite.com/o/mindspring-mental-health-alliance-19159213217) Online: [Wisconsin Public Psychiatry Network Teleconference](https://www.dhs.wisconsin.gov/wppnt/index.htm)Online: [Substance Abuse & Mental Health Services Practitioner Training | SAMHSA](https://www.samhsa.gov/practitioner-training) |
| \*6. Substance Use | Review: [National Institute on Drug Abuse (NIDA)](https://nida.nih.gov/)Online: [Addiction Training Network (attcnetwork.org)](https://attcnetwork.org/)Online: [Substance Abuse & Mental Health Services Practitioner Training | SAMHSA](https://www.samhsa.gov/practitioner-training) |
| \*7. Co-Occurring Mental Health and Substance Use | Watch: [Introduction to Co-Occurring Disorders](https://www.youtube.com/watch?v=FoJTXgyeCpw)Online: [Mindspring Mental Health Alliance Events](https://www.eventbrite.com/o/mindspring-mental-health-alliance-19159213217) (see resources from #5 and #6 above) |
| \*8. Psychotropic Medications and Side Effects | Watch: [Psychotropic Medications and Their Side Effects](https://www.youtube.com/watch?v=7zeMlH2boMg) |
| \*9. Functional Assessments | Watch: [Functional Behavioral Assessments](https://www.youtube.com/watch?v=RF6kzyJs_O4)Watch: [Functional Assessments: Observing, Listening, and Asking Meaningful Questions](https://www.youtube.com/watch?v=ujuyNlUQrZc)Watch: [Age Appropriate Functional Soft Skill Assessments](https://www.youtube.com/watch?v=80CbI_yiCG0) Watch: [Social Skills: SOAR Life Skills for Adults with Disabilities](https://www.youtube.com/watch?v=jrK-dolcjvw&list=PLmevLF0wVE7BgI4mLAu3NovMjlpD90ebH&index=5)  |
| \*10. Adult Vulnerability  | Watch: [Vulnerable Adults](https://www.youtube.com/watch?v=TZTQhg8pvr8)Review: [Wisconsin Adult Protective Services (DHS)](https://www.dhs.wisconsin.gov/aps/pros.htm) Review: [Abuse and Neglect - Disability Rights Wisconsin](https://disabilityrightswi.org/resource-center/abuse-neglect/) |
| \*11. Local Community Resources | Review: [Great Rivers 2-1-1 - Great Rivers 211](https://www.greatrivers211.org/gr211/)Review: [Couleecap Inc](https://www.couleecap.org/) Review: [Coulee Recovery Center](https://www.couleerecovery.org/)Review: [Independent Living Resources (ilr.org)](https://ilr.org/)Review: [REACH Center](https://reachcenterlacrosse.org/)Review: [Jackson County Services](https://www.co.jackson.wi.us/dhhs) Review: [La Crosse County Services](https://lacrossecounty.org/)Review: [Monroe County Services](https://www.co.monroe.wi.us/departments/human-services)  |
| 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/>  |

**Appendix:** **Staff Degrees & Qualifications Expanded Definitions**

A rehabilitation worker does not hold at minimum a bachelor’s degree or state certification in a relevant health, education, or human services profession as described in [DHS 36.10(2)(g)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%2036.10%282%29%28g%2921.). Below is a list of generally accepted degrees and credentials:

 (**15)** Bachelor’s Degrees: *Other professionals shall have at least a bachelor's degree in a relevant area of education or human services*

Generally Accepted Human Service Fields in Medicaid Behavioral Health Treatment Programs:

|  |  |  |
| --- | --- | --- |
| Child Development | Health Administration | Psychology |
| Community Mental Health | Health Education | Social Work |
| Chemical Dependence | Nursing | Sociology |
| Criminal Justice | Nutrition | Special Education |
| Education | Pastoral Counseling | Vocational Counseling |

\*Note: review additional qualifying professions, degrees, and credentials included under descriptions 1-22

\*\*Note 2: other bachelor’s degrees may be considered. A copy of college transcripts and potentially course syllabi are requested to be submitted for review. The administrative review process will look to ensure topics from the rehabilitation log are covered adequately by course content.

**(14)** Master’s Degrees: *Shall have a master's degree and coursework in areas directly related to providing mental health services including master's in clinical psychology, psychology, school or educational psychology, rehabilitation psychology, counseling and guidance, counseling psychology or social work*

|  |  |
| --- | --- |
| Psychology | Counseling |
| Clinical Psychology | Marriage and Family Therapy |
| Education/School Psychology | Social Work |
| Counseling Psychology |  |
| Rehabilitative Psychology |  |

**(17)** Therapeutic Specialists: in specific areas of therapeutic assistance, such as recreational and music therapists, shall have complied with the appropriate certification or registration procedures for their profession as required by state statute or administrative rule or the governing body regulating their profession.

|  |  |  |
| --- | --- | --- |
| Art Therapy | Drama Therapy | Prevention Specialist |
| Dance Therapy | Music Therapy | Physical Therapy |
| Dietician | Occupational Therapy | Recreational Therapy |

\*Note: degrees/specialties listed are regulated by Wisconsin Department of Safety & Professional Services [dsps.wi.gov](http://www.dsps.wi.gov) \*\*Note: review additional qualifying professions and credentials included under descriptions 1-22