**Comprehensive Community Service Program (CCS)**

***Rehabilitation Worker Training Log***

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| Agency:  |       | Position:  |       |
| Staff Name: |       | Completed Date: |       |
| Supervisor: |       |  |  |

**A Rehabilitation Worker is a staff member who is:**

* at least 18 years old
* 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
* 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/code/admin_code/dhs/030/36/iv/10/2/g)
* has completed at least 30 hours of training in the past 2 years in the topics listed below:

***\*Note: A staff member may not begin providing CCS related services until this training log is completed.***

*\*\*Note: Additional training is required to complete the CCS Orientation Log. Trainings used for this training log cannot be used for the CCS Orientation Training Log.*

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| **Training Topics Required by DHS 36.10(2)(g)(21)** (\* required topic) | **Date(s) Occurred** | **Duration (hours)** | **Certificate (Y/N)** |
| \*1. Recovery Concepts |       |       |       |
| \*2. Consumer/Client Rights |       |       |       |
| \*3. Confidentiality |       |       |       |
| \*4. Consumer-Centered Treatment Planning |       |       |       |
| \*5. Mental Illness |       |       |       |
| \*6. Substance Use |       |       |       |
| \*7. Co-Occurring Mental Health and Substance Use |       |       |       |
| \*8. Psychotropic Medications and Side Effects |       |       |       |
| \*9. Functional Assessments |       |       |       |
| \*10. Adult Vulnerability  |       |       |       |
| \*11. Local Community Resources |       |       |       |
|  | **Total Hours** |       |  |

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| --- | --- | --- | --- |
| 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 *La Crosse County Human Services**300 4th Street North Attn: ISRS QA**La Crosse, WI 54601* | - Rehabilitation Worker training logs must be submitted before providing any CCS services to consumers |

**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.

Additional Resources are also referenced on the *CCS Orientation Training Log*, however trainings reported on this log cannot be used for the CCS Orientation Training log (cannot use the same training for both training logs).

Trainings and/or College Course Completed within the Past 2 Years:

* Any trainings completed within the past 2 years can be used to cover the topics above.
* Proof of completion must be submitted (e.g. attendance certificate, school transcript [formal or informal]) along with a general description of the training or class (e.g. course syllabus, summary of the topics/themes covered).
* College courses must be completed with a passing grade in order to count for training hours. If the course covers multiple topics, the credit hours may be divided up among the various topics. To calculate the training hours from credits, we use the standards established by our partners at Wisconsin Department of Children and Families ([Converting Credits to Hours of Training (wisconsin.gov)](https://dcf.wisconsin.gov/cclicensing/entry-level-training/convert-credits)
	+ - Technical Colleges: 1 credit = 18 hours
		- Colleges (quarter system): 1 credit = 9 hours
		- Four-Year Universities (semester system): 1 credit = 15 hours

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| **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/>  |

*\*Reminder: trainings reported on the rehabilitation log cannot be used for the CCS Orientation Training log*