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

***Continuing Education Training Log***

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| --- | --- | --- | --- |
| Agency: |  | Position: |  |
| Staff Name: |  | Calendar Year: |  |

**Continuing Education Orientation Training Log Requirements**

Each CCS staff member must complete **at least 8 hours** of continuing education each year they provide services to CCS members. The training topics must build on the CCS orientation topics to increase the knowledge and skills of staff. Staff members may count continuing education hours required for other programs or certifications (e.g. DSPS renewal, DHS 35/outpatient clinic requirements, etc).

**For WRIC CCS, ethics and boundaries training must be included in continuing education hours.**

* For providers who are regulated by a Department Safety Professional Services (DSPS) licensing board, a professional ethics and boundaries training must be completed in accordance with the appropriate licensing board. In general, this is 4 hours of ethics and boundaries training every two years.
* For providers who are not regulated by a DSPS licensing board, at least 2 hours of professional ethics and boundaries training must be completed every year as part of continuing education in a live/in-person equivalent environment.

When possible, 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, etc.

Methods of Training Completion

* **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)
* **In-Service** – an internal agency training or staff development
* **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, policy handbooks, etc)
* **Training/Conference** – attended a live in-person training
* **Video/Video Recording of a Presentation** – watching a training video
* **Webinar** – online live training where viewers can see, hear, and ask questions of the presenters

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| --- | --- | --- | --- | --- | --- |
| Total Training Hours Completed: | |  |  | | |
| I attest that as a CCS staff member, I can adequately understand and apply all of the following information: | | | | | |
| Employee Signature: |  | | | Date: |  |
| Supervisor Signature: |  | | | Date: |  |
| WRIC Administration: |  | | | Date: |  |

Return this form to [ISRSQA@lacrossecounty.org](mailto:ISRSQA@lacrossecounty.org)

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| --- | --- | --- | --- | --- | --- |
| **Training Topics under DHS 36.12 *(select an option)*** | **Name of Training** | **Date(s) Occurred** | **Duration (hours)** | **Method of Completion** | **Certificate or Course Content Attached** |
| \*Professional Ethics & Boundaries |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Choose an item. |  |  |  | Choose an item. | Yes  No |
| Total Hours | | |  | | |

Notes:

**Starter Resource Suggestions to Complete Required Training Topics:**

Also check out the [WRIC Sharepoint Site](https://lacrossecountyorg.sharepoint.com/sites/WRICCCS/Trainings%20%20Resources/Forms/AllItems.aspx) Training Resources Library for additional resources and training videos.

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| --- | --- |
| **Training Topics Required by DHS 36.12** | **Suggested Resources** |
| CCS Program Information Relevant to Job Duties | Sharepoint: [CCS Program Overview](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/CCS%20Program%20Overview?csf=1&web=1&e=ef4irL)  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: [Progress Notes & Billing](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Progress%20Notes%20%26%20Billing?csf=1&web=1&e=KVcMMH) |
| Wisconsin State Laws: | Read: [DHS 48 – Children’s Services](https://docs.legis.wisconsin.gov/statutes/statutes/48),  Watch: [DHS 48 - Overview](https://www.youtube.com/watch?v=fygwonHMAO0)  Read: [DHS 51 - Alcohol, Drug, Mental Health Services Act](https://docs.legis.wisconsin.gov/statutes/statutes/51/61)  Watch: [DHS 51 - Overview](https://www.youtube.com/watch?v=MTID4rALr0Q&t=1s)  Read: [DHS 55 – Protective Services](https://docs.legis.wisconsin.gov/statutes/statutes/55)  Watch: [DHS 55 - Overview](https://www.youtube.com/watch?v=AU3HTDP5rOU)  Sharepoint: [Policies & Procedures](https://lacrossecountyorg.sharepoint.com/:f:/r/sites/WRICVendor/Training%20Library/Policies%20%26%20Procedures?csf=1&web=1&e=rYOMYW) |
| Mandated Reporting: | Online: [Wisconsin - Mandated Reporter training](http://wcwpds.wisc.edu/mandatedreporter/) |
| Confidentiality and Client Record | 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) |
| Client/Patient Rights | 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) |
| Mental Health/Substance Use Disorders  & Treatment Intervention Methods | 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/)  Online: [Mindspring Mental Health Alliance Events](https://www.eventbrite.com/o/mindspring-mental-health-alliance-19159213217)  Online: [Substance Abuse & Mental Health Services Practitioner Training](https://www.samhsa.gov/practitioner-training) 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) |
| 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) |
| 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 Resources | SAMHSA](https://minorityhealth.hhs.gov/cultural-and-linguistic-competency)  Online: [Improving Cultural Competency for Behavioral Health Professionals (hhs.gov)](https://thinkculturalhealth.hhs.gov/education/behavioral-health)  Online: [Cultural Competency Training – LGBTQ+](https://www.wisconsin.edu/student-behavioral-health/cultural-competency-training-lgbtq/?_sm_au_=itV505s5qRQMSn05BLQtvK7BJGKjp) |
| Non-Violent Crisis Intervention and De-escalation, Suicide Risk Assessments | 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) |
| Telehealth/Telemedicine | 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) |
| Human Service Professional Ethics & Boundaries  *\*\*Continuing education training for ethics & boundaries must have a live/in-person equivalent component* | 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) |