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

***Orientation Training Log***

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| --- | --- | --- | --- |
| Agency: |  | Position/Title: |  |
| Staff Name: |  | CCS Start Date: |  |

**Orientation Training Log Requirements**

*\*If staff does not have at least a bachelor’s degree in a qualifying human services related field, 30 hours of additional training must be completed* ***before*** *completing this training log (see “Rehabilitation Worker Training Log”)*

**New Staff Orientation Log must be completed within 90 days of CCS start date.**

Select One Option:

40 hours - Staff has less than 6 months experience providing psychosocial rehabilitative treatment services to individuals with mental health/substance use disorders.

20 hours - Staff has at least 6 months experience providing psychosocial rehabilitative treatment services to individuals with mental health/substance use disorders. This experience is documented in a resume or reference letter from previous employer.

*\*Psychosocial Rehabilitative* ***experience*** *is defined as directly providing medical and remedial services and supportive activities provided to or arranged for a consumer authorized by a mental health professional to assist individuals with mental disorders or substance-use disorders to achieve the individual's highest possible level of independent functioning, stability and independence and to facilitate recovery as per DHS 36.03(22).*

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

* **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

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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 Required by DHS 36.12**  (\* required topic for orientation training) | **Name of Training** | **Date(s) Occurred** | **Duration (hours)** | **Method of Completion** | **Certificate or Course Content Attached** |
| \*1. Wisconsin Statute DHS 36: CCS Programs | *UW Green Bay: CCS Orientation* |  | 1.25 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*2. Policies & Procedures for CCS Services |  |  |  | Choose an item. | Yes  No |
| *WRIC CCS Provider Packet* |  | 1.5 | Reading | Yes  No |
| *WRIC Documentation Expectations* |  | 1.5 | Reading | Yes  No |
| *WRIC Training & Supervision Expectations* |  | 1.5 | Reading | Yes  No |
| \*3. CCS Service Array Descriptions as it relates to staff job responsibilities |  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*4. Applicable parts of Wisconsin State Laws:  - Wisconsin Mandated Reporter Laws  - DHS 48: Children’s Services  - DHS 51: Alcohol, Drug, Developmental Disability, Mental Health Services Act  - DHS 55: Protective Services | *UW Green Bay: CCS Orientation* |  | 0.25 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*5. Basic Understanding of Federal Laws:  - Civil Rights Act of 1964  - Americans with Disabilities Act of 1990 | *UW Green Bay: CCS Orientation* |  | 0.25 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*6. Understanding of Confidentiality and Client Record Regulations  - HIPAA (Health Information Portability & Accountability Act)  - DHS 51.30: Mental Health Records  - DHS 92: Confidentiality of Treatment Records  - 42 CFR Part 2: Substance Use Confidentiality | *UW Green Bay: CCS Orientation* |  | 0.25 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*7. Understanding of Patient Rights  - DHS 51.61: Mental Health Patient Rights  - DHS 94: Patient Rights & Grievances | *WRIC Client Rights & Grievance Overview* |  | 0.25 | Reading | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*8. Understanding of Mental Health, Substance Use, and Co-occurring Disorders and current treatment interventions | *UW Green Bay: CCS Orientation* |  | 6.0 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |

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| **Training Topics Required by DHS 36.12 (cont.)** (\* required topic for orientation training) | **Name of Training** | **Date(s) Occurred** | **Duration (hours)** | **Method of Completion** | **Certificate or Course Content Attached** |
| \*8m. Recovery Concepts and Principles that promote consumer hope, healing, empowerment, and connection to their community | *UW Green Bay: CCS Orientation* |  | 0.5 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*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 | *UW Green Bay: CCS Orientation* |  | 3.5 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*9b. Trauma Informed/Trauma Responsive Care Principles |  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*9c. Cultural Intelligence/Culturally & Linguistically Appropriate Services (CLAS) Standards of Practice |  |  |  | Choose an item. | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*10. Non-Violent Crisis Intervention and De-escalation,  Suicide Risk Assessments,  Personal Safety Methods | *UW Green Bay: CCS Orientation* |  | 1.0 | Online Interactive Training | Yes  No |
|  |  |  | Choose an item. | Yes  No |
| \*11. Additional Training Relevant to a Specific Position *(see next page)* | *(see next page)* | *(see below)* | *(see below)* | *(see below)* |  |
| 12. Telehealth/Telemedicine  *(\*required if using any telehealth methods)* |  |  |  | Choose an item. | Yes  No |
| \*13. Human Service Professional Ethics & Boundaries  -*minimum of 2 hours of interactive learning*  *-may be completed within the past 2 years* |  |  |  | Choose an item. | Yes  No |

**Additional Training Relevant to a Specific Position (Training Requirement #11)**

* Check the box next to the service arrays that the staff member will be providing.
* Topics associated with each category must be completed as part of the initial orientation to qualify for Medicaid billing to the specified service array(s).
* Training time in these categories are considered part of the total 20/40 hour minimum requirement.

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| **Training Topics Required (cont.)**  (\* required topic for orientation training) | | **Name of Training** | **Date(s) Occurred** | **Duration (hours)** | **Method of Completion** | **Certificate or Course Content Attached** |
|  | **Individual Skills Development & Enhancement: *(additional)*** | | | | | |
| \*Basic Functional Assessments, Age-Appropriate Skills Assessments relevant to Scope of Service |  |  |  | Choose an item. | Yes  No |
| Other Training Relevant to Position: |  |  |  | Choose an item. | Yes  No |
|  | **Wellness Management & Recovery Services: *(additional)*** | | | | | |
| \*Advanced training/certification in providing treatment-based services and interventions related to targeted service populations (e.g. evidence-based models, curriculum, etc) |  |  |  | Choose an item. | Yes  No |
| Other Training Relevant to Position: |  |  |  | Choose an item. | Yes  No |
|  | **Psychoeducation: *(additional)*** | | | | | |
| \*Family Psychoeducation Methods, Curriculum, or Certification |  |  |  | Choose an item. | Yes  No |
| Other Training Relevant to Position: |  |  |  | Choose an item. | Yes  No |
|  | **Medication Management: *(additional)*** | | | | | |
| \*Drug Administration Course |  |  |  | Choose an item. | Yes  No |
| \*Medication Administration Record Keeping (e.g. MAR, Medication Consent, etc) |  |  |  | Choose an item. | Yes  No |
| Other Training Relevant to Position: |  |  |  | Choose an item. | Yes  No |

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.

* **Wisconsin State Standard: UW-Green Bay - CCS Core Curriculum** *(covers most 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. Scroll Down to “Comprehensive Community Services Orientation Course”
3. Click “Register”
   * 1. County Staff Employees: Select the “Member Fee, Employed with a Member County”
     2. Contracted Agencies: Select the “Contracted with a Member County” option
     3. Complete the “Participant Information” by filling in all your information, using your work email, address, and phone number.
4. 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
5. Once Completed, the training hour break out is as follows:
   * 1. DHS 36: 1.25 hours
6. Applicable State Laws: 0.25 hours
7. Confidentiality: 0.25 hours
8. Mental Health Disorders: 6.25 hours
9. (8m) Recovery Principles: 0.5 hours
10. (9a) Treatment Principles: 3.5 hours
11. Suicide Risk Assessment: 1.0 hour

**Other Recommended Training Resources**

|  |  |
| --- | --- |
| **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),  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) |
| \*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: [WRIC Client Rights](https://lacrossecounty.org/docs/default-source/human-services/grievance-procedure-brochure.pdf?sfvrsn=f2ea46f6_2)  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 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) |
| \*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) (SAMHSA) |