

CLASS DESCRIPTIONS

Classes listed below have been reviewed and approved by the Michigan Department of Community Health and CMHS of Muskegon County. Classes are designed to provide trainees with information, values, and skills needed to assist people who have a Developmental Disability or a Mental Illness. Please refer to your CMHS contract or State licensing regulations to determine which classes your employees should complete.

INTRODUCTION TO WORKING WITH PEOPLE WHO HAVE DD/MI (3.5 hours)

An introduction to roles and guiding principles that form the basis of the job of providing services to people who have a Developmental Disability or a Mental Illness. Topics include basic human needs and definitions of Mental Illness and Developmental Disability, creating a culture of gentleness, basic human needs, and understanding vulnerabilities of the people we serve due to a Developmental Disability and/or Mental Illness. Also available online via Netsmart University entitled "*Michigan Intro to Working With People Who Have DD/MI*".

ROLE OF STAFF AS TRAINER/COACH (2.5 hours)



Covers the basic skills staff will need when providing services to persons with a Developmental Disability and/or Mental Illness. Topics include gentle, effective, influential, and positive teaching methods such as: the solidarity posture; interdependence; establishing trusting relationships; planning and facilitating functional activities; and moving beyond stereotypical thinking.

PREVENTING DISEASE TRANSMISSION IN THE WORKPLACE (2.5 hours)

The OSHA Bloodborne Pathogen Standards and Infection Control practices forms the basis of this American Red Cross class. Topics include HIV, Hepatitis, Tuberculosis, and how to prevent disease transmission through the use of Universal Precautions, vaccines, and Exposure Control Plans. Updates available.

RECIPIENT RIGHTS (3.5 hours)

This class includes information on basic rights for individuals receiving mental health services, definitions and examples of abuse and neglect, reporting procedures, and the Michigan Mental Health Code. Updates available.

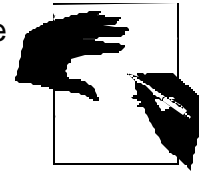


HEALTH (6 hours)

Information on the function of the different body systems, infection control, bathing, oral care, vital signs, seizures, and related health issues.

DOCUMENTATION\CHARTING (2 hours)

Trainees learn the content of consumer charts and the guidelines for documentation. Also available online via Netsmart University entitled "*Michigan Documentation For Direct support Professional*".



NUTRITION & FOOD SAFETY (3 hours)

Information on basic nutrition, food safety, and consumer choice. Also available online via Netsmart University entitled "*Michigan Nutrition and Food Safety*".

MEDICATION ADMINISTRATION (6 hours)

Information on uses of medications, physician's orders, the 5R's of administration, storage, preparation, documentation, disposal, and how to address medication errors. Updates available.



CPR/ FIRST AID (6 hours)

This is the American Red Cross Workplace CPR and First Aid course. Updates available.

POSITIVE TECHNIQUES FOR CHALLENGING BEHAVIORS (3 hours)

This class covers understanding human behavior, behavioral diagnostics, and behavior analysis concepts, building positive supports, gentle teaching, and implementing written behavior programs for challenging behaviors.

PERSON-CENTERED PLANNING/SELF-DETERMINATION (2 hours)

This class describes how the individual has the right to direct the planning for services, supports, and treatment to meet his/her dreams and goals. Also covered is what Person Centered Planning, Self-Determination, and Wellness Recovery Action Planning (WRAP) are about, the processes involved, and staff's roles in dreaming with the individual, focusing on building on strengths, remaining positive, and advocating. Updates available. Also available online via Netsmart University entitled "*Person Centered Planning - Basic Concepts and Guidelines*".

FIRE SAFETY & MANAGING ENVIRONMENTAL EMERGENCIES (3 hours)

This class focuses on staff responsibility for maintaining a safe environment in the home and community along with making consumers part of the safety team. Topics include fire prevention, destination training, severe weather emergencies, poison prevention, and transportation safety. Also available online via Netsmart University entitled “*Fire Safety and Environmental Emergencies*”.

NAPPI: NON-ABUSIVE PSYCHOLOGICAL AND PHYSICAL INTERVENTION (19.5 hours)

This is a nationally recognized program which teaches staff to assess, prevent, and if necessary as a last resort, physically manage violent behavior. Emphasis is placed on staff and consumer safety and learning skills to avoid confrontations, generate cooperation, build trusting relationships and a quality life for consumers using least restrictive/least forceful techniques. Updates available monthly.



LIFTING, FEEDING, AND RANGE OF MOTION (2 hours)

Presents skills and empathy training regarding lifting & transferring, feeding techniques, and ROM.

CULTURAL COMPETENCE/LEP (3 hours)

Focus is on cultural competence as it pertains to mental health services. Trainees will learn the definition of cultural competence, why it is important, and how to provide culturally competent services by incorporating gentle teaching principles. Accommodations for people with Limited English Proficiency will also be covered. Also available online (two separate courses) via Netsmart University entitled “*Cultural Competence for LBHA and Limited English Proficiency (LEP)*”.

WELLNESS AND RECOVERY (3 hours)

Learning outcomes for trainees are to learn the indicators of recovery oriented services; the five stages of recovery; ways to help when individuals experience hallucinations, delusions, depression, or mania; the warning sign of suicide risk and ways to respond; and wellness tools for consumers to use that promote recovery.

PCP FACILITATOR SKILLS (6 hours)

This class is open to people who facilitate Person-Centered Planning meetings. Trainee will learn how to conduct a PCP pre-meeting; how to keep the meeting focused on consumer goals; how to insure participation, handle conflicts, creatively brainstorm to resolve problems, ways to help consumers articulate their hopes, dreams and goals; and how to write measurable goals and action steps.

WHEELCHAIR LIFTS & TIEDOWNS (2 hours)

This training will use manufacturer's training videos and skill demonstrations to help trainees learn how to safely use lifts and secure a wheelchair and passenger for transport. TRAINEES SHOULD DRESS FOR THE WEATHER AS SKILL DEMOS WILL BE CONDUCTED OUTSIDE IN THE PARKING LOT BESIDE THE TRAINING CENTER.

MEDICATION ADMINISTRATION UPDATE (1.5 hours)

This training reviews the five R's of administering medication. Trainees must have previously completed the 6 hour *Medication Administration* training as a pre-requisite.

COMMUNICATING WITH PEOPLE WHO ARE NON-VERBAL COMMUNICATORS (1.5 hour)

Designed for staff who work with consumers who have receptive and/or expressive communication difficulties. Trainees will learn how to sign twenty basic signs consumers commonly use. They will also learn ways to promote communication skills for consumers who are nonverbal or have a communication disorder.

PERSON-CENTERED PLANNING/SELF DETERMINATION UPDATE (1.5 hours)

Offered as one option for providing ongoing training on current best practice guidelines for PCP/SD.

INTRODUCTION TO CORPORATE COMPLIANCE (1 hour)

Informs about laws and agency policies to abide by to prevent fraud, abuse, and other unethical practices. Also available online via Netsmart University entitled "*Corporate Compliance*".

INTRODUCTION TO HIPAA (1 hour)

Describes information transactions capability and how to ensure the privacy and security of client information as indicated by law. Also available online via Netsmart University entitled "*HIPAA Series: Behavioral Confidentiality and Privacy for the Behavioral Healthcare Providers*".