

## SELF D TRAINING GRID

FI must perform annual criminal background checks, and ensure that all individuals who are providing services to beneficiaries pursuant to this Agreement meet the following criteria:

1. Are at least 18 years of age;
2. Are able to prevent the transmission of communicable diseases;
3. Are able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed;
4. Are in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, not an illegal alien);
5. If transporting beneficiaries, ensure that individuals have an appropriate and valid driver's license under State law, and perform primary source verification of State driving infractions prior to service provision and annually thereafter;
6. Complete required trainings as listed in the grid below.

| Required Trainings  | Initial                      | Ongoing  | Source  | Online Training Acceptable  |
|---|------------------------------|--|---|---|
| Corporate Compliance  | Within 30 days of hire       | Annually   | Medicaid Integrity Program (MIP)<br>Deficit Reduction Act (DRA) | Y   |
| HIPAA   | Within 30 days of hire       | Annually   | 45 CFR 164.308(a)(5)(i) &<br>45 CFR 164.503.(b)(1)              | Y   |
| Recipient Rights  | Within 30 days of hire       | Annually   | MH Code: 330.1755(5)(f)<br>SUD admin rules: R<br>325.14302      | Y - refresher class only.   |
| First Aid   | Within 60 days of hire       | As required per the training program (usually every 2-3 years) | Medicaid Provider Manual 2.4 & 18.12                            | N   |
| Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)  | Within 30 days of hire       | Annually   | MIOSHA R 325.70016  | Y - with opportunity for supervised practice and Q&A with a knowledgeable trainer must be included. |
| Training in Individual Plan(s) of Service of customers served, including customer-specific emergency procedures   | prior to delivery of service | when plans are updated or amended                              | Medicaid Provider Manual 15.2.C.                                | N   |
| Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP-approved curriculum if restrictive interventions included)<br><b>*Only as necessary to implement individual person-centered plans*</b> | Within 60 days of hire       | Annually   | MDHHS Master Contract Attachment P.1.4.1 and R 330.1806         | N   |

The following trainings must only be completed by Self-Determination employees ***if required by the employer:***

| Optional Trainings          | Suggested Initial Training Timeframe                                      | Suggested Ongoing Training Timeframe | Online Training Acceptable (Y/N) |
|-----------------------------|---|--------------------------------------|----------------------------------|
| Cultural Competency         | Within 6 months of hire   | Annually                             | Y                                |
| CPR (MDHHS Approved only)   | Within 60 days of hire  | As required per the training program | N                                |
| Limited English Proficiency | Within 6 months of hire   | N/A                                  | Y                                |
| Medication Administration   | Within 90 days of hire or prior to working independently with customer(s) | N/A                                  | N                                |