**Central Wisconsin Health Partnership**

**CCS Orientation Training Checklist – 20 or 40 Hours of Orientation Training**

[www.cwhpartnership.org/ccs-orientation.html](http://www.cwhpartnership.org/ccs-orientation.html)

**Provider Name: Agency Name and Address:**

**Date: Phone: Email:**

The "Selected Resources" offered are not meant to be an exhaustive list.  There are various methods that can be used to satisfy the orientation and training requirements including but not limited to: literature review, webinars, in-person training and workshops, and various on-line resources and forums. Providers are encouraged to go beyond the resources offered in this document.  The amount and depth of your orientation and training should be based on your level of knowledge, experience, and skill in any given area, as well as what your responsibilities are as a CCS staff member.

When possible, please attach supportive documentation which may include but is not limited to: training/workshop agendas, certificates of attendance, or continuing education credit documentation.

Copies of this form and related documentation should be given to and reviewed by the Service Director in each of the counties you are/will be providing CCS services in.

**Orientation Requirements (DHS 36.12):**

* At least 40 hours of documented orientation training within 3 months of beginning employment for each staff member who has less than 6 months experience providing psychosocial rehabilitation services\* to children or adults with mental disorders or substance-use disorders.
* At least 20 hours of documented orientation training within 3 months of beginning employment with the CCS for each staff member who has 6 months or more experience providing psychosocial rehabilitation services\* to children or adults with mental disorders or substance-use disorders.
* At least 40 hours of documented orientation training for each regularly scheduled volunteer before allowing the volunteer to work independently with consumers or family members
* In addition to the 40 or 20 hours of documented orientation training referenced above, **peer specialists** and **rehabilitation workers** must receive 30 hours of training during the past two years (prior to beginning employment with the CCS) on the following topics: recovery concepts, consumer rights, consumer-centered individual treatment planning, mental illness, co-occurring mental illness and substance abuse, psychotropic medications and side effects, functional assessment, local community resources, adult vulnerability, and consumer confidentiality (DHS 36.10(2)(g) 20 and 21).

*\* Medical and remedial services and supportive activities provided to or arranged for a consumer by a comprehensive community services program 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 (DHS 36.03(22)).*

As a CCS staff member, you shall be able to apply all of the following:

|  |  |  |
| --- | --- | --- |
| **Required Categories** | **Method** | **Date Completed and Amount of Time Invested** |
| 1. Parts of Chapter 36 pertinent to the services you provide. |  |  |
| Notes: |
| 2. CCS policies and procedures pertinent to the services you provide.3. Job responsibilities for staff members and volunteers. |  |  |
| Notes: |
| 4. Applicable parts of chs. 48, 51 and 55, Stats., and any related administrative rules. |  |  |
| Notes: |
| 5. **The basic provisions of civil rights laws** including the Americans with disabilities act of 1990 and the civil rights act of 1964 as the laws apply to staff providing services to individuals with disabilities |  |  |
| Notes: |
| 6. Current standards regarding documentation and the provisions of HIPAA, s. 51.30, Stats., ch. DHS 92 and, if applicable, 42 CFR Part 2 regarding confidentiality of treatment records. |  |  |
| Notes: |
| 7. The provisions of s. 51.61, Stats., and ch. DHS 94 regarding **patient rights**. |  |  |
| Notes: |
| 8. Current knowledge about mental disorders, substance-use disorders and co-occurring disabilities and treatment methods. |  |  |
| Notes: |
| 8m. **Recovery concepts and principles** which ensure that services and supports promote consumer hope, healing, empowerment and connection to others and to the community; and are provided in a manner that is respectful, culturally appropriate, collaborative between consumer and service providers, based on consumer choice and goals and protective of consumer rights. |  |  |
| Notes: |
| 9. **Current principles and procedures for providing services to children and adults with mental disorders, substance-use disorders and co-occurring disorders**. including recovery-oriented assessment and services, principles of relapse prevention, psychosocial rehabilitation services, age-appropriate assessments and services for individuals across the lifespan, trauma assessment and treatment approaches, including symptom self-management, the relationship between trauma and mental and substance abuse disorders, and culturally and linguistically appropriate services. |  |  |
| Notes: |
| 10. **Techniques and procedures for providing non–violent crisis management for consumers**, including verbal de–escalation, methods for obtaining backup, and acceptable methods for self–protection and protection of the consumer and others in emergency situations, suicide assessment, prevention and management. |  |  |
| Notes: |
| 11. Training that is specific to the position for which each employee is hired. |  |  |
| Notes: |