**Central Wisconsin Health Partnership**

**CCS Orientation Training Checklist – 30 Initial Hours (Rehabilitation Workers)**

[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. Consumer Confidentiality |  |  |
| Notes: | | |
| 2. Consumer Rights  3. Mental illness, and Co-occurring mental illness and substance Abuse |  |  |
| Notes: | | |
| 4. Recovery Concepts and Principles |  |  |
| Notes: | | |
| 5. Functional Assessment |  |  |
| Notes: | | |
| 6. Consumer-Centered Individual Treatment Planning |  |  |
| Notes: | | |
| 7. Psychotropic Medications and Side Effects |  |  |
| Notes: | | |
| 8. Local Community Resources |  |  |
| Notes: | | |
| 9. Adult Vulnerability |  |  |
| Notes: | | |