

# WRIC Comprehensive Community Service Program (CCS) Rehabilitation Worker Training Log

Agency:

Completed Date:

Staff Name:

Clinical Supervisor  
Name:

## Rehabilitation Log Training Log Requirements

*\*A Staff Member may **not** provide CCS related services until this training log is completed in conjunction with all other required credentialing documents. A staff member may begin providing CCS services once WRIC Administration gives a start date.*

### Requirements for Rehabilitation Workers:

1. Staff member is at least 18 years old,
2. Staff member is working under the direct supervision and guidance of a licensed mental health professional or substance use professional to provide mental health and/or substance use services to individuals,
3. Staff member does not hold at minimum a bachelor's degree or state certification in a relevant health, education, or human services profession as described in [DHS 36.10\(2\)\(g\)](#),
4. Staff member has completed at least 30 hours of training in the past 2 years in the topics listed in this document per [DHS 36.10\(2\)\(g\)21](#)
  - *Trainings reported on this log cannot be included as part of the CCS Orientation Training Log*

**\*REQUIRED\*** Attach supportive documentation for each training on the log which may include but is not limited to: training/workshop agendas, certificates of attendance, college course syllabus, link to reading, etc.

### Methods of Training Completion

- **College Course** – Completion of a college course. Need proof of a passing grade. May be a community college, bachelor, master, doctoral level program. 1 credit = 10 hours
- **Online Interactive Training** – Live 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** – Live online training where viewers can see, hear, and ask questions of the presenters

Total Training Hours Completed:

I attest that as a CCS staff member, I have completed all required training topics, and can adequately understand and apply all of the following information reported in this training log.

*\*Misrepresenting training and/or qualifications to provide clinical treatment services within the CCS program may be considered Medicaid fraud under [Wisconsin](#) and/or [Federal](#) statutes and laws.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WRIC Administration: \_\_\_\_\_

Date: \_\_\_\_\_

Return this form to [ISRSProgramSpec@lacrossecounty.org](mailto:ISRSProgramSpec@lacrossecounty.org) once trainings are complete to allow time for review.

| <b>Training Topics Required by DHS<br/>36.10(2)(g)(21)</b><br><i>(* required topic for rehabilitation worker credential)</i> | <b>Name of Training</b> | <b>Date(s)<br/>Occurred</b> | <b>Duration<br/>(hours)</b> | <b>Method of<br/>Completion</b> | <b><i>REQUIRED</i><br/>Proof of Training<br/>Attached</b> |
|--|-------------------------|-----------------------------|-----------------------------|---------------------------------|---|
| <b>*1. Recovery Concepts</b>   |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*2. Consumer Rights</b>   |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*3. Consumer Centered Individual Treatment<br/>Planning</b>   |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*4. Mental Illnesses</b>  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*5. Co-Occurring Mental Health and Substance<br/>Use</b>  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*6. Psychotropic Medications and Their Side<br/>Effects</b>   |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*7. Functional Assessments</b>  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*8. Local Community Resources</b>   |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*9. Adult Vulnerability</b>   |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
| <b>*10. Confidentiality</b>  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |
|  |                         |                             |                             | Choose an item.                 | <input type="checkbox"/>                                  |

Notes:

## **Starter Resource Suggestions to Complete Required Training Topics:**

There is no official mandated training curriculum or source by the Department of Health Services (DHS). Below is a list of suggested starting resources that could count towards the completion of the required topics.

**Note: trainings reported on this log cannot be used for the CCS Orientation Training log.**

| <b>Training Topics Required by DHS<br/>36.10(2)(g)</b> | <b>Suggested Resources</b>  |
|--|---|
| *1. Recovery Concepts                                  | Complete: <a href="#">Recovery Orientated Care</a> [0.5hr]<br>Complete: <a href="#">Empowering Wellness in Mental Health: Helping People with Lifestyle Changes</a> [1.0 hr]<br>Complete: <a href="#">Ending Stigma with Recovery Messaging</a><br>Complete: <a href="#">Tour of Motivational Interviewing</a> [4.0 hr]   |
| *2. Consumer/Client Rights                             | Review: <a href="#">Disability Rights Wisconsin</a><br>Review: <a href="#">Client Rights Office Wisconsin DHS</a><br>Read: <a href="#">DHS 51.61</a><br>Read: <a href="#">DHS 94</a>  |
| *3. Consumer-Centered Treatment Planning               | Review: <a href="#">Person-Centered Planning   Wisconsin Department of Health Services</a> [2.0 hr]<br>Complete: <a href="#">Shared Decision Making</a> [0.5 hr]  |
| *4. Mental Illness                                     | Online: <a href="#">Mental Health 101   CAMH</a> [0.25 hr per module]<br>Review: <a href="#">Mental Health Conditions NAMI</a><br>Online: <a href="#">Mental Health Training Network (mhttcnetwork.org)</a><br>Online: <a href="#">Mindspring Mental Health Alliance Events</a><br>Online: <a href="#">Wisconsin Public Psychiatry Network Teleconference</a>   |
| *5. Co-Occurring Mental Health and Substance Use       | Watch: <a href="#">Introduction to Co-Occurring Disorders</a> [0.75 hr]<br>Online: <a href="#">Co-Occurring Disorders</a><br>Online: <a href="#">Mindspring Mental Health Alliance Events</a><br>Online: <a href="#">Introduction to Substance Use Disorders</a> [2.0 hr]<br>Review: <a href="#">National Institute on Drug Abuse (NIDA)</a><br>Online: <a href="#">Substance Abuse &amp; Mental Health Services Practitioner Training   SAMHSA</a> |
| *6. Psychotropic Medications and Side Effects          | Watch: <a href="#">Psychotropic Medications and Their Side Effects</a> [1.0 hr]   |
| *7. Functional Assessments                             | Watch: <a href="#">Functional Behavioral Assessments</a> [0.25]<br>Watch: <a href="#">Functional Assessments: Observing, Listening, and Asking Meaningful Questions</a> [0.15]<br>Watch: <a href="#">Age Appropriate Functional Soft Skill Assessments</a> [0.15]<br>Watch: <a href="#">Social Skills: SOAR Life Skills for Adults with Disabilities</a> [0.25]   |
| *8. Local Community Resources                          | Review: <a href="#">Great Rivers 2-1-1 - Great Rivers 211</a><br>Review: <a href="#">Couleecap Inc</a><br>Review: <a href="#">Coulee Recovery Center</a><br>Review: <a href="#">Independent Living Resources</a><br>Review: <a href="#">REACH Center</a><br><br>Review: <a href="#">Jackson County Services</a><br>Review: <a href="#">La Crosse County Services</a><br>Review: <a href="#">Monroe County Services</a>                              |

|                                |  |
|--------------------------------|--|
| <p>*9. Adult Vulnerability</p> | <p>Watch: <a href="#">Vulnerable Adults</a> [0.25]<br/> Review: <a href="#">Wisconsin Adult Protective Services (DHS)</a> [0.25]<br/> Review: <a href="#">Abuse and Neglect - Disability Rights Wisconsin</a> [0.25]</p>   |
| <p>*10. Confidentiality</p>    | <p>Watch: <a href="#">HIPAA Staff Training</a> [1.0 hr]<br/> Online: <a href="#">HIPAA Awareness Training</a><br/> Online: <a href="#">Wisconsin - Mandated Reporter training</a> [1.0 hr]<br/> Review: <a href="#">HIPAA</a><br/> Read: <a href="#">DHS 51.30</a><br/> Read: <a href="#">DHS 92</a></p> |
| <p>Various Topics:</p>         | <p>UW-Green Bay: <a href="#">Self-Paced Trainings - Behavioral Health Training Partnership</a><br/> Wisconsin Voices for Recovery:<br/> <a href="https://wisconsinvoicesforrecovery.org/resources-and-training/">https://wisconsinvoicesforrecovery.org/resources-and-training/</a></p>                  |