

# WRIC Comprehensive Community Service Program (CCS) Continuing Education Training Log

Agency:

Position:

Staff Name:

Calendar Year:

## Continuing Education Orientation Training Log Requirements

Each CCS staff member must complete **at least 8 hours** of continuing education each year they provide services to CCS members. These trainings must be from 1/1-12/31 of the calendar year. The training topics must build on the CCS orientation topics to increase the knowledge and skills of staff. Staff members may count continuing education hours required for other programs or certifications (e.g. DSPS renewal, DHS 35/outpatient clinic requirements, etc).

### **For WRIC CCS, ethics and boundaries training must be included in continuing education hours.**

- For providers who are regulated by a Department Safety Professional Services (DSPS) licensing board, a professional ethics and boundaries training must be completed in accordance with the appropriate licensing board. In general, this is 4 hours of ethics and boundaries training every two years. List the last ethics and boundaries training taken for licensing if it was not in this calendar year (this will not count towards the required 8 hours as this was completed in a different year).
- For providers who are not regulated by a DSPS licensing board, at least 2 hours of professional ethics and boundaries training must be completed every year as part of continuing education in a live/in-person equivalent environment.

**\*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
- **In-Service** – An internal agency training or staff development
- **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 [ISRSPProgramSpec@lacrossecounty.org](mailto:ISRSPProgramSpec@lacrossecounty.org) on the dates below. Logs can be submitted as soon as the 8hrs of training is complete.

9/1 – First submission with any completed trainings, proof and any details for future trainings. Signatures not needed.

12/31 – Final submission with all completed trainings 8+hrs, proof and signatures.

**If training logs are NOT finalized by 1/31 of the following calendar year, vendors may be placed on hold payment until all corrections are submitted and approved by WRIC.**

Training Topics under DHS 36.12 <i>(select an option)</i>	Name of Training	Date(s) Occurred	Duration (hours)	Method of Completion	<b>REQUIRED</b> Proof of Training Attached
*Professional Ethics & Boundaries				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>
Choose an item.				Choose an item.	<input type="checkbox"/>

Notes:

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

Also check out the [WRIC Sharepoint Site](#) Training Resources Library for additional resources and training videos.

<b>Training Topics Required by DHS 36.12</b>	<b>Suggested Resources</b>
CCS Program Information Relevant to Job Duties	Sharepoint: <a href="#">CCS Program Overview</a> Read: <a href="#">CCS Consumer Handbook</a> Read: <a href="#">WRIC Documentation Expectations</a> Read: <a href="#">WRIC Clinical Supervision Expectations</a> Sharepoint: <a href="#">Policies &amp; Procedures</a> Sharepoint: <a href="#">Progress Notes &amp; Billing</a>
Wisconsin State Laws:	Read: <a href="#">DHS 48 – Children’s Services</a> , Watch: <a href="#">DHS 48 - Overview</a> (13m) Read: <a href="#">DHS 51 - Alcohol, Drug, Mental Health Services Act</a> Watch: <a href="#">DHS 51 - Overview</a> (16m) Read: <a href="#">DHS 55 – Protective Services</a> Watch: <a href="#">DHS 55 - Overview</a> (14m) Sharepoint: <a href="#">Policies &amp; Procedures</a>
Mandated Reporting:	Online: <a href="#">Wisconsin - Mandated Reporter training</a>
Confidentiality and Client Record	Read: <a href="#">DHS 92</a> , Read: <a href="#">42 CFR Part 2</a> Sharepoint: <a href="#">Policies &amp; Procedures</a>
Client/Patient Rights	Review: <a href="#">Client Rights Office Wisconsin DHS</a> Read: <a href="#">DHS 51.61</a> Read: <a href="#">DHS 94</a> Sharepoint: <a href="#">Policies &amp; Procedures</a>
Mental Health/Substance Use Disorders & Treatment Intervention Methods	Review: <a href="#">Mental Health Conditions NAMI</a> Online: <a href="#">Serious Mental Illness - SMI Adviser</a> Online: <a href="#">Wisconsin Public Psychiatry Network Teleconference</a> Review: <a href="#">National Institute on Drug Abuse (NIDA)</a> Online: <a href="#">Addiction Training Network (attcnetwork.org)</a> Online: <a href="#">Mindspring Mental Health Alliance Events</a> Online: <a href="#">Substance Abuse &amp; Mental Health Services Practitioner Training</a> Sharepoint: <a href="#">Clinical Topics &amp; Interventions</a>
Trauma Informed/Trauma Responsive Care Principles	Watch: <a href="#">Putting Humanity Back In Human Services</a> (1h23m) Online: <a href="#">National Child Traumatic Stress Network</a> Online: <a href="#">The 12 Core Concepts for Understanding Traumatic Stress: An Online Interactive Course</a> Watch: <a href="#">Remembering Trauma</a> (part 1 & 2, 48m) Watch: <a href="#">How Experiences Build Brain Architecture</a> (parts 1-3, 5m) Online: <a href="#">OCMH Trauma-Informed Care Training</a> Watch: <a href="#">Adverse Childhood Experiences (ACEs): Impact on brain, body and behavior</a> (6m)

<p>Cultural Competency/Cultural Intelligence Standards of Practice</p>	<p>Watch: <a href="#">Intersection of Cultural Competence &amp; Trauma (1h30m)</a>  Online: <a href="#">Improving Cultural Competency for Behavioral Health Professionals (hhs.gov)</a>  Online: <a href="#">Cultural Competency Training – LGBTQ+</a></p>
<p>Non-Violent Crisis Intervention and De-escalation, Suicide Risk Assessments</p>	<p>Watch: <a href="#">Mental Health De-escalation (39m)</a>  Complete: <a href="#">Suicide Severity Rating Scale</a></p>
<p>Telehealth/Telemedicine</p>	<p>Watch: <a href="#">Tele-mental health 101 (47m)</a>  Watch: <a href="#">Tele-mental Health Tips: Don'ts and Do's (5m)</a>  Watch: <a href="#">Treating co-occurring mental health and addiction during COVID-19: Considerations for telehealth   Rogers Behavioral Health (1h32m)</a></p>
<p>Human Service Professional Ethics &amp; Boundaries  <i>**Continuing education training for ethics &amp; boundaries must have a live/in-person equivalent component</i></p>	<p><a href="#">Ethics and Boundaries Courses   Continuing Education at University of Wisconsin-Eau Claire</a>  <a href="#">Ethics and Boundaries Program Specialties – Continuing Education</a>  <a href="#">Ethics and Boundaries - WISCONSIN CONNECT</a></p>