

WRIC Comprehensive Community Service Program (CCS) Orientation Training Log

Agency:

Position/Title:

Staff Name:

CCS Start Date:

Orientation Training Log Requirements

If staff does not have at least a Bachelor's degree in a qualifying human services related field or a Peer/Parent Peer Specialist certification, 30 hours of additional training must be completed **before completing this training log (see "Rehabilitation Worker Training Log"). Trainings used on the Rehabilitation Worker Training Log can't be used on this log.**

New Staff Orientation Log must be completed within 90 days of CCS start date.

Mark applicable hours:

- 40 hours - Staff has less than 6 months experience providing psychosocial rehabilitative treatment services to individuals with mental health/substance use disorders.
- 20 hours - Staff has at least 6 months experience providing psychosocial rehabilitative treatment services to individuals with mental health/substance use disorders. Send experience documented in a resume.

Psychosocial Rehabilitative **experience is defined as directly providing medical and remedial services and supportive activities provided to or arranged for a consumer 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 as per DHS 36.03(22).*

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 as soon as the trainings are completed to allow time for review. If log is not finalized on due date your agency will be placed into a hold payment status until it is complete.

Training Topics Required by DHS 36.12 <i>(* required topic for orientation training)</i>	Name of Training	Date(s) Occurred	Duration (hours)	Method of Completion	<i>REQUIRED</i> Proof of Training Attached
*1. Wisconsin Statute DHS 36: CCS Programs	<i>UW Green Bay: CCS Orientation</i>		1.25	Online Interactive Training	<input type="checkbox"/>
*2. Policies & Procedures for CCS Services	<i>CCS Consumer Handbook</i>		1.5	Reading	<input type="checkbox"/>
	<i>WRIC Documentation Expectations</i>		1.5	Reading	<input type="checkbox"/>
	<i>WRIC Training & Supervision Expectations</i>		1.5	Reading	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*3. CCS Service Array Descriptions as it relates to staff job responsibilities				Choose an item.	<input type="checkbox"/>
*4. Applicable parts of Wisconsin State Laws: - Wisconsin Mandated Reporter Laws - DHS 48: Children’s Services - DHS 51: Alcohol, Drug, Developmental Disability, Mental Health Services Act - DHS 55: Protective Services	<i>UW Green Bay: CCS Orientation</i>		0.25	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*5. Basic Understanding of Federal Laws: - Civil Rights Act of 1964 - Americans with Disabilities Act of 1990	<i>UW Green Bay: CCS Orientation</i>		0.25	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*6. Understanding of Confidentiality and Client Record Regulations - HIPAA (Health Information Portability & Accountability Act) - DHS 51.30: Mental Health Records - DHS 92: Confidentiality of Treatment Records - 42 CFR Part 2: Substance Use Confidentiality	<i>UW Green Bay: CCS Orientation</i>		0.25	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*7. Understanding of Patient Rights - DHS 51.61: Mental Health Patient Rights - DHS 94: Patient Rights & Grievances	<i>WRIC Client Rights & Grievance Overview</i>		0.25	Reading	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*8. Understanding of Mental Health, Substance Use, and Co-occurring Disorders and current treatment interventions	<i>UW Green Bay: CCS Orientation</i>		6.0	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>

Training Topics Required by DHS 36.12 (cont.) <i>(* required topic for orientation training)</i>	Name of Training	Date(s) Occurred	Duration (hours)	Method of Completion	REQUIRED Proof of Training Attached
*8m. Recovery Concepts and Principles that promote consumer hope, healing, empowerment, and connection to their community	<i>UW Green Bay: CCS Orientation</i>		0.5	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*9a. Principles & Procedures for providing treatment-based services and interventions related to targeted service populations: - Children & Youth Services - Adult Services - Substance Use/Co-Occurring Services Includes: methods of assessing needs, appropriate psychosocial treatment interventions, symptom and self-management strategies, relapse prevention	<i>UW Green Bay: CCS Orientation</i>		4.0	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*9b. Trauma Informed/Trauma Responsive Care Principles	<i>UW Green Bay: CCS Orientation</i>		0.25	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*9c. Cultural Intelligence/Culturally & Linguistically Appropriate Services (CLAS) Standards of Practice	<i>UW Green Bay: CCS Orientation</i>		0.25	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*10. Non-Violent Crisis Intervention and De-escalation, Suicide Risk Assessments, Personal Safety Methods	<i>UW Green Bay: CCS Orientation</i>		3.0	Online Interactive Training	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
*11. Additional Training Relevant to a Specific Position <i>(see next page)</i>	<i>(see next page)</i>	<i>(see below)</i>	<i>(see below)</i>	<i>(see below)</i>	
12. Telehealth/Telemedicine <i>(*required if using any telehealth methods)</i>				Choose an item.	<input type="checkbox"/>
*13. Human Service Professional Ethics & Boundaries <i>-minimum of 2 hours of live interactive learning</i> <i>-may be completed within the past 2 years</i>				Choose an item.	<input type="checkbox"/>

Additional Training Relevant to a Specific Position (Training Requirement #11)

- Residential providers *do not* need to fill out this portion of the log.
- Check the box next to the service arrays that the staff member will be providing.
- Topics associated with each category must be completed as part of the initial orientation to qualify for billing to the specified service array(s).
- Training time in these categories are considered part of the total 20/40 hour minimum requirement.

Training Topics Required (cont.) <small>(* required topic for orientation training)</small>	Name of Training	Date(s) Occurred	Duration (hours)	Method of Completion	<i>REQUIRED</i> Proof of Training Attached
<input type="checkbox"/> Individual Skills Development & Enhancement: (additional)					
	*Basic Functional Assessments, Age-Appropriate Skills Assessments relevant to Scope of Service			Choose an item.	<input type="checkbox"/>
				Choose an item.	<input type="checkbox"/>
<input type="checkbox"/> Wellness Management & Recovery Services: (additional)					
	*Advanced training/certification in providing treatment-based services and interventions related to targeted service populations (e.g. evidence-based models, curriculum, etc)			Choose an item.	<input type="checkbox"/>
Check if you have one of the follow qualifications. <input type="checkbox"/> Peer Support Specialist <input type="checkbox"/> DSPS License – License Type <input type="checkbox"/> Actively Enrolled in Masters Counseling Program					
<input type="checkbox"/> Psychoeducation: (additional)					
	*Family Psychoeducation Methods, Curriculum, or Certification (Circle of Security)			Choose an item.	<input type="checkbox"/>
Check if you have the follow qualification. <input type="checkbox"/> Parent Peer Support Specialist					
<input type="checkbox"/> Medication Management: (additional)					
	*Drug Administration Course			Choose an item.	<input type="checkbox"/>
	*Medication Administration Record Keeping (e.g. MAR, Medication Consent, etc)			Choose an item.	<input type="checkbox"/>
				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.

- **Wisconsin State Standard: UW-Green Bay - CCS Core Curriculum** *(covers most topics for 16 hours of training)*
 - Access Directions:
 1. Go to: [Self-Paced Trainings - Behavioral Health Training Partnership - UW-Green Bay \(uwgb.edu\)](#)
 2. Scroll Down to “Comprehensive Community Services Orientation Course”
 3. Click “Register”
 - i. County Staff Employees: Select the “Member Fee, Employed with a Member County”
 - ii. Contracted Agencies: Select the “Contracted with a Member County” option
 - iii. Complete the “Participant Information” by filling in all your information, using your work email, address, and phone number.
 - 4. Once a registration is submitted, the Behavioral Health Training Partnership receives a confirmation email. They then manually assign a username and password to the course and email that information to you. It may take them up to a week to manually process registrations. Please follow the instructions that they send regarding next steps for registering for the web-based CCS core curriculum
 - 5. Once Completed, the training hour break out is as follows:
 1. DHS 36: 1.25 hours
 4. Applicable State Laws: 0.25 hours
 5. Basic Understanding of Federal Laws: 0.25 hours
 6. Confidentiality: 0.25 hours
 8. Mental Health Disorders: 6.0 hours
 - 8m. Recovery Principles: 0.5 hours
 - 9a. Treatment Principles: 4.0 hours
 - 9b. Trauma Informed/Trauma Responsive Care Principles: 0.25 hours
 - 9c. Cultural Intelligence/Culturally & Linguistically Appropriate Services (CLAS) Standards of Practice: 0.25 hours
 10. Suicide Risk Assessment: 3.0 hours

Other Recommended Training Resources

Training Topics Required by DHS 36.12	Suggested Resources
*1. Wisconsin Statute DHS 36: CCS Programs	Read: DHS 36 CCS Review: www.dhs.wisconsin.gov/ccs Sharepoint: CCS Program Overview
*2. Policies & Procedures for CCS Services - WRIC CCS Provider Packet - WRIC Documentation Expectations - WRIC Clinical Supervision Expectations	Read: CCS Consumer Handbook Read: WRIC Documentation Expectations Read: WRIC Clinical Supervision Expectations Sharepoint: Policies & Procedures Sharepoint: WRIC Program Documents

<p>*3. CCS Service Array Descriptions as it relates to staff job responsibilities</p>	<p>Read: Forward Health CCS Service Array – Covered Services Read: Forward Health: CCS Non-Covered Services Read: Definition of Medical Necessity DHS 101.03(96m) Read: Forward Health Documentation Requirements Read: Forward Health Billing Requirements Sharepoint: CCS Services Array Sharepoint: Progress Notes & Billing</p>
<p>*4. Applicable parts of Wisconsin State Laws:</p> <ul style="list-style-type: none"> - Wisconsin Mandated Reporter - DHS 48: Children’s Services - DHS 51: Alcohol, Drug, DD, MH Services Act - DHS 55: Protective Services 	<p>Online: Wisconsin - Mandated Reporter training Read: DHS 48 – Children’s Services, Watch: DHS 48 - Overview Read: DHS 51 - Alcohol, Drug, Mental Health Services Act Watch: DHS 51 - Overview Read: DHS 55 – Protective Services Watch: DHS 55 - Overview Sharepoint: Policies & Procedures</p>
<p>*5. Basic Understanding of Federal Laws:</p> <ul style="list-style-type: none"> - Civil Rights Act of 1964 - Americans with Disabilities Act of 1990 	<p>Watch: ADA & the Civil Rights Act Summary Sharepoint: Policies & Procedures</p>
<p>*6. Understanding of Confidentiality and Client Record Regulations</p> <ul style="list-style-type: none"> - HIPAA - DHS 51.30: Mental Health Records - DHS 92: Confidentiality of Treatment Records - 42 CFR Part 2: Substance Use Treatment 	<p>Review: HIPAA, Read: DHS 51.30 Read: DHS 92, Read: 42 CFR Part 2 Sharepoint: Policies & Procedures</p>
<p>*7. Understanding of Patient Rights</p> <ul style="list-style-type: none"> - DHS 51.61: Mental Health Patient Rights - DHS 94: Patient Rights & Grievances 	<p>Review: WRIC Client Rights Review: Client Rights Office Wisconsin DHS Read: DHS 51.61 Read: DHS 94 Sharepoint: Policies & Procedures</p>
<p>*8. Understanding of Mental Health, Substance Use, and Co-occurring Disorders and current treatment interventions</p>	<p>Review: Mental Health Conditions NAMI Online: Serious Mental Illness - SMI Adviser Online: Wisconsin Public Psychiatry Network Teleconference Review: National Institute on Drug Abuse (NIDA) Online: Addiction Training Network (attcnetwork.org) Watch: Everything you think you know about addiction is wrong (Johann Hari) Online: Mindspring Mental Health Alliance Events Online: Substance Abuse & Mental Health Services Practitioner Training SAMHSA</p>
<p>*8m. Recovery Concepts and Principles that promote consumer hope, healing, empowerment, and connection to their community</p>	<p>Watch: Person Centered Planning: Wisconsin's Model Review: Recovery and Recovery Support SAMHSA</p>

<p>*9a. Principles & Procedures for providing treatment-based services and interventions related to targeted service populations:</p> <ul style="list-style-type: none"> - Children & Youth Services - Adult Services - Substance Use/Co-Occurring Services <p>Includes: methods of assessing needs, appropriate psychosocial treatment interventions, symptom and self-management strategies, relapse prevention</p>	<p><i>*May be agency specific based on target populations served and unique treatment offerings/curriculum/programming provided.</i></p> <p><i>Considerations for evidence-based treatment models (e.g. FFT, IPS, CBT, etc), behavior intervention curricula (e.g. Circles, positive reinforcement models) peer support methods (e.g. WRAP), recovery models (e.g. Matrix model), skills training programs (e.g. Soft Skills to Pay the Bills, Tackling the Tough Skills, Independent Living Skills inventory), etc.</i></p> <p>Sharepoint: Clinical Topics & Interventions</p>
<p>*9b. Trauma Informed/Trauma Responsive Care Principles</p>	<p>Watch: Putting Humanity Back In Human Services Online: National Child Traumatic Stress Network Online: The 12 Core Concepts for Understanding Traumatic Stress: An Online Interactive Course Watch: Remembering Trauma Watch: How Experiences Build Brain Architecture (parts 1-3) Online: OCMH Trauma-Informed Care Training Watch: Adverse Childhood Experiences (ACEs): Impact on brain, body and behavior</p>
<p>*9c. Cultural Competency/Cultural Intelligence Standards of Practice</p>	<p>Watch: Intersection of Cultural Competence & Trauma Online: Improving Cultural Competency for Behavioral Health Professionals (hhs.gov) Online: Cultural Competency Training – LGBTQ+</p>
<p>*10. Non-Violent Crisis Intervention and De-escalation, Suicide Risk Assessments, Personal Safety Methods</p>	<p>Watch: Mental Health De-escalation Complete: Suicide Severity Rating Scale</p>
<p>11. Additional Training Relevant to a Specific Position</p>	<p>Individual Skills Development & Enhancement: Watch: Age Appropriate Functional Soft Skill Assessments Medication Management: Watch: “What Medication management providers need to know” (SAMHSA)</p>
<p>12. Telehealth/Telemedicine (<i>*required if using telehealth methods</i>)</p>	<p>Watch: Tele-mental health 101 Watch: Tele-mental Health Tips: Don'ts and Do's Watch: Treating Co-occurring Mental Health and Addiction: Considerations for telehealth</p>
<p>13. Human Service Professional Ethics & Boundaries (<i>may be completed within the past 2 years and align with any HS/DSPS professional credentials</i>)</p>	<p>Ethics and Boundaries Courses Continuing Education at University of Wisconsin-Eau Claire Ethics and Boundaries Program Specialties – Continuing Education Ethics and Boundaries - WISCONSIN CONNECT</p>
<p>Various Topics:</p>	<p>UW-Green Bay: Self-Paced Trainings - Behavioral Health Training Partnership Wisconsin Voices for Recovery: https://wisconsinvoicesforrecovery.org/resources-and-training/ Various: Mindspring Mental Health Alliance Events Various: Resources for Rogers Behavioral Health Video Series</p>