

2024/2025 VAN BUREN COMMUNITY MENTAL HEALTH SELF-DIRECTED SERVICES TRAINING GRID --- FMS Palco

Required Trainings	Frequency	Delivery Method	Notes	Paid Training Time
Training in IPOS	Prior to delivery of any service and then when IPOS is updated or amended	Provided in person by either the Case Manager, or the individual/lead staff/family member/guardian who has been trained by the Case Manager	Document training on IPOS Training Document provided by the Case Manager (CM) – send completed form to CM	30mins
Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)	Within 30 days of hire and then annually	https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions/course Choose: Infection Control & Standard Precautions	Must set up an account with www.improvingmypractices.org Send certificate of completion to sdservices@vbcmh.com enrollment@palcofirst.com	1 hour
Recipient Rights	Within 30 days of hire and then annually	Initial: Contact Becky at sdservices@vbcmh.com if you have never certified in Recipient Rights – your first class must be completed in person, after that you can recertify via the link below or in person ... it is your choice. In person classes are offered one time monthly typically in Harford Renewal: https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/recipient-rights-direct-care-professionals	Must set up an account with www.improvingmypractices.org Send certificate of completion to sdservices@vbcmh.com enrollment@palcofirst.com	Initial: 2 hrs Renewal: 3.5 hours
First Aid (CPR is optional but often scheduled together)	Within 60 days of hire and every 2 years after Register for class at: https://www.redcross.org	If working with a child under 18 years old: Class must be in person or at least a portion of it in-person. If working with an adult over the age of 18: Full online first aid course is permitted. Schedule and purchase class via www.redcross.org . After completion certificate is awarded submit request for reimbursement of class fee to enrollment@palcofirst.com	Send certificate of completion to sdservices@vbcmh.com enrollment@palcofirst.com	Up to 7 hrs
GENERAL EMERGENCY PROCEDURE TRAINING IS ONLY NEEDED IF YOU ARE WORKING WITH A CHILD UNDER 18 YEARS OLD				
General Emergency Procedures (fire, tornado, etc.)	Within 30 days of hire	https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness Choose: Emergency Preparedness	Must set up an account with www.improvingmypractices.org Send certificate of completion to sdservices@vbcmh.com enrollment@palcofirst.com	1 hour

OPTIONAL TRAININGS – NOT REQUIRED UNLESS YOU HAVE BEEN INFORMED THAT IT IS NEEDED

<p>Medication Administration</p> <p style="text-align: center;">*Only required if necessary to implement IPOS or the customer requires but is unable to take medicine independently*</p>	<p>One time - Within 90 days of hire or prior to working independently with customer</p>	<p>https://iskzoo.org/providers/isk-training/</p> <p>Online Refresher (if needed) can be done completed at https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/medication-administration-refresher/course#</p>	<p>Contact FMS with preferred date/time/location of training and they will schedule and purchase the training.</p> <p>Send certificate of completion to sdservices@vbcmh.com or enrollment@palcofirst.com</p>	<p>Initial Training: Up to 7 hrs</p> <p>Refresher: 30 mins</p>
<p>MANDT or CPI</p> <p style="text-align: center;">Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior</p>	<p>Within 60 days of hire and then annually</p>	<p>https://iskzoo.org/providers/isk-training/</p> <p style="text-align: center;">*Only as necessary to implement individual person-centered plans*</p>	<p>Contact FMS with preferred date/time/location of training and they will schedule and purchase the training.</p> <p>Send certificate of completion to sdservices@vbcmh.com or enrollment@palcofirst.com</p>	<p>Initial Training: Up to 14 hours</p> <p>Annual Refresher: Up to 7 hrs</p>