

## Palco Michigan

### Self-Directed Services Training Requirements Grid

For Summit Pointe workers all certificates must be submitted to [enrollment@palcofirst.com](mailto:enrollment@palcofirst.com). For Van Buren workers all certificates must be submitted to both [enrollment@palcofirst.com](mailto:enrollment@palcofirst.com) and [sdservices@vbcmh.com](mailto:sdservices@vbcmh.com)

REQUIRED TRAININGS FOR WORKING WITH ADULTS (18 and over)				
Training	Frequency	Delivery Method	Notes	Paid Training Time
Training in IPOS; including customer specific emergency procedures	Prior to delivery of any service and then when IPOS is updated or amended	Provided in person by either the Case Manager, the individual/lead, or staff/family member/guardian who has been trained by the Case Manager	Document training on IPOS Training Document form provided by the Case Manager Send completed training document to your CSM	30 mins
First Aid	Within 60 days of hire and every 2 – 3 years thereafter	<a href="https://www.michigan.gov/mde/services/ed-serv/ed-cert/cert-guidance/becoming-a-teacher/cpr-first-aid">https://www.michigan.gov/mde/services/ed-serv/ed-cert/cert-guidance/becoming-a-teacher/cpr-first-aid</a>	Send certificate of completion to: <a href="mailto:Enrollment@palcofirst.com">Enrollment@palcofirst.com</a>	Up to 7 hours
Blood Borne Pathogens	Within 30 days of hire and then annually thereafter	<a href="https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions/course">https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions/course</a>  Select: Infection Control & Standard Precautions	Must set up an account with: <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	1 hour
Recipient Rights	Within 30 days of hire and then annually thereafter	<a href="https://summitpointe.org/recipient-rights-training/">https://summitpointe.org/recipient-rights-training/</a>  <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	<b>Summit Pointe Recipient Rights</b> <a href="https://summitpointe.org/recipient-rights-training/">https://summitpointe.org/recipient-rights-training/</a> <b>Van Buren:</b> Must set up an account with: <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	Initial: 2 hours  Renewal: 3.5 hours

General Emergency Procedures  (fire, tornado, etc.)	Within 30 days of hire and every 2 years thereafter	<a href="https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness">https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness</a>  Select: Emergency Preparedness	Must set up an account with: <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	1 hour
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REQUIRED TRAININGS FOR WORKING WITH CHILDREN (17 and under)				
Training	Frequency	Delivery Method	Notes	Paid Training Time
Training in IPOS; including customer specific emergency procedures	Prior to delivery of any service and then when IPOS is updated or amended	Provided in person by either the Case Manager, the individual/lead, or staff/family member trained by the Case Manager	Document training on IPOS Training Document form provided by the Case Manager Send completed training document to your CSM	30 mins
Blood Borne Pathogens	Within 30 days of hire and then annually thereafter	<a href="https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions/course">https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/infection-control-standard-precautions/course</a>  Select: Infection Control & Standard Precautions	Must set up an account with: <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	1 hour

Recipient Rights	Within 30 days of hire and then annually thereafter	<a href="https://summitpointe.org/recipient-rights-training/">https://summitpointe.org/recipient-rights-training/</a>  <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	<b>Summit Pointe Recipient Rights</b> Training – Biweekly Tuesday Mornings <a href="https://summitpointe.org/recipient-rights-training/">https://summitpointe.org/recipient-rights-training/</a>  <b>Van Buren:</b> Must set up an account with: <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	Initial: 2 hours  Renewal: 3.5 hours
General Emergency Procedures  (fire, tornado, etc.)	Within 30 days of hire and every 2 years thereafter	<a href="https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness">https://www.improvingmypractices.org/focus-areas/courses/healthcare-workplace-essentials/emergency-preparedness</a>  Select: Emergency Preparedness	Must set up an account with: <a href="http://www.improvingmypractices.org">www.improvingmypractices.org</a>	1 hour
First Aid	Within 60 days of hire and every 2 –3 years thereafter	<a href="https://www.michigan.gov/mde/services/ed-serv/ed-cert/cert-guidance/becoming-a-teacher/cpr-first-aid">https://www.michigan.gov/mde/services/ed-serv/ed-cert/cert-guidance/becoming-a-teacher/cpr-first-aid</a>  In-Person Skills demonstration is required as part of the First Aid certification.	Send certificate of completion to: <a href="mailto:Enrollment@palcofirst.com">Enrollment@palcofirst.com</a>	Up to 7 hours

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

<b>Training</b>	<b>Frequency</b>	<b>Delivery Method</b>	<b>Notes</b>	<b>Paid Training Time</b>
<b>Medication Administration</b> <i>*Only required if necessary to implement IPOS or the employer requires but is unable to take medicine independently*</i>	One time - Within 90 days of hire or prior to working independently with employer.	<a href="https://iskzoo.org/providers/isk-training/">https://iskzoo.org/providers/isk-training/</a>  Online Refresher (if needed) can be done completed at: <a href="https://www.improvingmipractices.org/focus-areas/courses/healthcare-workplace-essentials/medication-administration-refresher/course#">https://www.improvingmipractices.org/focus- areas/courses/healthcare-workplace- essentials/medication-administration-refresher/course#</a>	Contact FMS with preferred date/time/location of training and they will schedule and purchase the training.	Initial Training: Up to 7 hours  Refresher: 30 mins
<b>MANDT or CPI</b> Non-aversive techniques for prevention and treatment of challenging behavior	Within 60 days of hire and then annually thereafter	<a href="https://iskzoo.org/providers/isk-training/">https://iskzoo.org/providers/isk-training/</a>  <i>*Only required if necessary to implement IPOS or the employer requires but is unable to take medicine independently*</i>	Contact FMS with preferred date/time/location of training and they will schedule and purchase the training.	Initial Training: Up to 14 hours  Annual Refresher: Up to 7 hours