

EXHIBIT D

SELF-DETERMINATION REQUIREMENTS & TRAINING GRID

FMS must perform annual criminal background checks, and ensure that all individuals who are providing services to beneficiaries pursuant to this Agreement meet the following criteria:

1. Are at least 18 years of age;
2. Are able to prevent the transmission of communicable diseases;
3. Are able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed;
4. Are in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, not an illegal alien);
5. If transporting beneficiaries, ensure that individuals have an appropriate and valid driver's license under State law, and perform primary source verification of State driving infractions prior to service provision and annually thereafter;
6. Complete required trainings as listed in the grid below.

Required Trainings, Aide Level Service Working with Adults	Initial	Ongoing	Source	Online Training Acceptable
Recipient Rights	Within 30 days of hire	Annually	MH Code: 330.1755(5)(f) SUD admin rules: R 325.14302	Y - refresher class only.
First Aid	Within 60 days of hire	As required per the training program (usually every 2-3 years)	Medicaid Provider Manual 2.4 & 18.12	N
Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)	Within 30 days of hire	Annually	MIOSHA R 325.70016	Y - with opportunity for supervised practice and Q&A with a knowledgeable trainer must be included.
Training in Individual Plan(s) of Service of customers served, including customer-specific emergency procedures	prior to delivery of service	when plans are updated or amended	Medicaid Provider Manual 15.2.C.	N
Medication Administration *Only required if necessary to implement individual person-centered plans/member requires but is unable to take medicine independently*	Within 90 days of hire or prior to working independently with customer(s)	N/A	N/A	N
Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP- approved curriculum if restrictive interventions included) *Only as necessary to implement individual person-centered plans*	Within 60 days of hire	Annually	MDHHS Master Contract Attachment P.1.4.1 and R 330.1806	N

Required Trainings, Aide Level Service Working with Children on SED and CWP Waivers	Initial	Ongoing	Source	Online Training Acceptable
Recipient Rights	Within 30 days of hire	Annually	MH Code: 330.1755(5)(f) SUD admin rules: R 325.14302	Y - refresher class only.
Basic First Aid (as evidenced by completion of a first aid training course)	Within 60 days of hire	As required per the training program (usually every 2-3 years)	Medicaid Provider Manual 2.4 & 18.12	N
General Emergency Procedures (fire, tornado, etc.)	Within 30 days of hire	Annually	MDHHS PIHP/CMHSP Provider Qualifications Chart	N
Blood Borne Pathogens (Exposure Control, Prevention of Disease Transmission)	Within 30 days of hire	Annually	MIOSHA R 325.70016	Y - with opportunity for supervised practice and Q&A with a knowledgeable trainer must be included.
Training in Individual Plan(s) of Service of customers served, including customer-specific emergency procedures	prior to delivery of service	when plans are updated or amended	Medicaid Provider Manual 15.2.C.	N
Medication Administration *Only required if necessary to implement individual person-centered plans/member requires but is unable to take medicine independently*	Within 90 days of hire or prior to working independently with customer(s)	N/A	N/A	N
Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP- approved curriculum if restrictive interventions included) *Only as necessary to implement individual person-centered plans*	Within 60 days of hire	Annually	MDHHS Master Contract Attachment P.1.4.1 and R 330.1806	N

The following trainings must only be completed by employees delivering self-directed services ***if required by the employer:***

Optional Trainings	Suggested Initial Training Timeframe	Suggested Ongoing Training Timeframe	Online Training Acceptable (Y/N)
Corporate Compliance	Within 30 days of hire	Annually	Y
HIPAA	Within 30 days of hire	Annually	Y
Cultural Competency	Within 6 months of hire	Annually	Y
CPR (MDHHS Approved only)	Within 60 days of hire	As required per the training program	N
Limited English Proficiency	Within 6 months of hire	N/A	Y
Medication Administration	Within 90 days of hire or prior to working independently with customer(s)	N/A	N
Non-Aversive Techniques for Prevention and Treatment of Challenging Behavior (PIHP- approved curriculum if restrictive interventions included) *Optional only if not	Within 60 days of hire	Annually	N

otherwise necessary to implement individual person-centered plans*			
Trauma Policy Training	Within 60 days of hire.	N/A	Y – on-line module: Creating Cultures of Trauma-informed Care with Roger Fallot, Ph.D. of Community Connections, Washington DC is available at http://improvingmipractices.org for use in training. Other evidence-based curriculums can be utilized.

