CMHA-CEI Training Grid For Community Living Services/Respite

I = Required initially (at hire)
A = Required initially and annually
2 = Required initially and every 2 years
3 = Required initially and every 3 years

Training	Initial Requirements	Training Frequency
Recipient Rights Orientation (in person or via Zoom, through any CMH or online through Improving MI Practices)	30 days of hire	A
Recipient Rights Refresher	Taken every year after RR Orientation	A
CPR & First Aid - **Classroom[#]	30 days of hire	3 – First Aid Only
Blood Borne Pathogens/ Infection Control	30 days of hire	A
HCBS Provider Training	30 days of hire	A
HIPAA Privacy & Security	30 days of hire	A
Person-Centered Planning	30 days of hire	A
Basic Health & Medications - **Classroom[#]	90 days of hire	2 – If Passing Meds
Corporate Compliance	90 days of hire	A
Cultural Competency & Diversity[#]	90 days of hire	A
De-escalation Skills	90 days of hire	I
Environmental Safety[#]	90 days of hire	3
Limited English Proficiency (LEP)	90 days of hire	A
Trauma Informed Care	90 days of hire	I
Individual Plan of Service (IPOS) and applicable ancillary plan(s)training for each CMHA-CEI individual living in the home	Prior to providing service to that individual	Annually, or as plan is updated

****Classroom trainings are taken through CMHA-CEI's Training Unit (except Recipient Rights Orientation).

[#]CMHA-CEI's standard goes above what Mid-State Health Network requires.

Registration for classroom trainings, training PowerPoints, and NEW online test links can be found in the Training section of the CMHA-CEI website. You can also visit the CMHA-CEI Event Calendar to find the Zoom Recipient Rights Orientation schedule and registration links. **Previous versions of paper-based tests will no longer be accepted as of 02/01/2026**. All previously paper-based tests can be accessed online using Classroom Clipboard. The access code for all tests is: training **Staff must print or screenshot the results page at the end of the test as proof of completion. Classroom Clipboard does not retain training records.**

Improving MI Practices trainings can be completed using the information in the How-To guide attached. Be sure to take the correct approved training by referring to the list included.

Questions on Training Requirements can be sent to your Quality Advisor (QCSRR-QA@ceicmh.org) or to the training unit (training@ceicmh.org)

How to Register an Individual the Improving MI Practices (IMP) Website

Great news! There is now an additional training resource that we are able to offer our providers. Improving MI Practices is online training platform that can be accessed at www.improvingmipractices.com. Improving MI Practices offers training alternatives for required trainings. You will find links below.

Simply follow these simple steps to create an individual account with Improving MI Practices and to access the trainings:

For an individual account

1. Go to IMP website to create a new account
2. Click on the icon "**Create an Account**" and follow the instructions for register your account.
3. Once the registration is complete and account is active, follow the instructions to set up the rest of the account, and then search for the appropriate class using the search bar.
4. To find a course, click on the icon and type the name into the search bar, click on the course name, then click on "Take This Course." Upon course completion, a printable certificate is available. Below are the equivalent course names that you can click on as well.

CMHA-CEI Courses	Equivalent Course Offered by Improving MI Practices
Blood Borne Pathogens/ Infection Control	Infection Control for Direct Care Workers **OR** Infection Control & Standard
Corporate & Regulatory Compliance	Corporate Compliance
Cultural Competency & Diversity	Cultural Competence
De-Escalation Skills	Crisis Prevention
Environmental Safety	Emergency Preparedness
HIPAA Privacy & Security	HIPAA Essentials
Limited English Proficiency	Limited English Proficiency
Person Centered Planning	Person Centered Planning with Children, Adults & Families
Recipient Rights Orientation **OR** Refresher	Intro to Recipient Rights **AND** Recipient Rights Process
Trauma Informed Care	Creating Cultures of Trauma-Informed Care

Helpful Information

- Use the "search" function on the main page to type in the above course names. Be sure to take the correct courses; failure to do so may result in non-compliance and/or a requirement for staff to retake the training.
- For tutorial videos on how to register/log in, menu navigation, course set up and other related topics click here.
- Sign-Up Confirmation or Password Resets – if you do not receive your confirmation, please check your junk/spam e-mail settings. If this does not resolve the issue, we suggest reaching out to your IT department (if applicable) to check email controls.

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