# CMHA-CEI Training Grid For B - Contract Residential Direct Care Workers

**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 | I |
| Recipient Rights Refresher | N/A | A |
| **CPR & First Aid - **Classroom** | 30 days of hire or prior to working alone, whichever comes first. | 2 |
| Blood Borne Pathogens/ Infection Control | 30 days of hire | A |
| HIPAA Privacy & Security | 30 days of hire | A |
| Person-Centered Planning | 30 days of hire | A |
| HCBS Provider Training | 30 days of hire | A |
| **Basic Health & Medications - **Classroom**[#] | 90 days of hire or prior to administering medication, whichever comes first. | 2 |
| **Culture of Gentleness - **Classroom**[#] | As available | I |
| 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.** B-Contract Residential providers will track training completion and due dates and will provide proof upon request from CMHA-CEI. CMHA-CEI will notify B-Contract Residential providers of any changes in training formats or versions.

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.