Self-Directed Services Staff Training Grid

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

Course Required by CMHA-CEI	Link to Training	Initial Requirements	Training Frequency
Recipient Rights Orientation	Intro to Recipient Rights **AND** Recipient Rights Process through Improving MI Practices **Or** Recipient Rights Orientation via Zoom through CMHA-CEI **Or** Recipient Rights Orientation through another CMHSP **Use the "search" function on the main page to type in the above course names. Be sure to take the correct courses.**	30 days of hire	I
Recipient Rights Refresher	Intro to Recipient Rights **AND** Recipient Rights Process through Improving MI Practices **Or** Recipient Rights Orientation via Zoom through CMHA-CEI **Or** Recipient Rights Orientation through another CMHSP **Use the "search" function on the main page to type in the above course names. Be sure to take the correct courses.**	N/A	A
First Aid	https://www.proprofs.com/quiz-school/ugc/story.php?title=cmhacei-first-aidz1 Password: 23QEdF	30 days of hire	3
Blood Borne Pathogens/ Infection Control	Infection Control for Direct Care Workers through Improving MI Practices **Or** Infection Control & Standard Precautions through Improving MI Practices	30 days of hire	3
HCBS Provider Training	Online course available on Classroom Clipboard – follow instructions from this link: https://www.ceicmh.org/for-providers/training-information.html	30 days of hire	A
Environmental Safety	Emergency Preparedness through Improving MI Practices	90 days of hire	3 – for 1915i, CWP, HSW and SEDW
CMHA-CEI Individual Plan of Service (IPOS) and applicable ancillary plan(s)training for each CMHA-CEI individual. Ex) Behavior Treatment Plans, Nutrition Plans, etc.	Prior to providing service to that individual after the plan is completed	Annually, or as plan is updated	Annually, or as plan is updated

Registration for classroom trainings, virtual trainings, 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.

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.

The Employee of Record in Self-Directed Service Arrangements is responsible for ensuring their staff take the above-required training and at the frequency listed. The Employee of Record must also provide training proofs upon request.

Questions on Training Requirements can be sent to the Quality Advisor email at QCSRR-QA@ceicmh.org or to your CMHA-CEI case manager.

October 2026

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.