



STUART T. WILSON CPA, PC

Fiscal Intermediary

CMHCM

Required Training

- ☐ **Individual Plan of Service Training- COMPLETE PRIOR TO WORKING**
- ☐ **First Aid**
 - You must purchase the certificate/card
 - Submit both the certificate and the receipt to be reimbursed
- ☐ **Recipient Rights Online Quiz**
- ☐ **Infection Control/Blood Borne Pathogens**
 - Required initially
- ☐ **Environmental Safety/Emergency Procedures**

Instructions on how to complete online trainings:

www.cmhcm.org → Providers → Self-Determination/Choice Voucher Resources

First Aid (#3)- After viewing the Power Point, complete the quiz. You must purchase the certificate/card as proof of training. Submit both the certificate/card along with the receipt to receive reimbursement.

Recipient Rights (#2)- After viewing the Power Point, complete the quiz and **print/screenshot the results**. To receive credit, ensure your name is included on the quiz and return to our office.

Optional Training

check with your employer

Corporate Compliance, Ethics & Deficit Reduction Act

HIPAA

Limited English Proficiency

Cultural Competency & Diversity in the Community

Trauma Informed Care

Sensitivity Training

Appeals and Grievance

Basic Medication Administration

Positive Approaches/Challenging Behaviors/Non-Aversive Techniques

Training may be submitted via

Fax: 989-832-5404

Email: training@stuartwilsonfi.com

Mail: 6300 Schade Dr. Midland, MI 48640

Recipient Rights Training

Name and date must be included on results to be considered complete.

www.cmhcm.org → Providers → Self-Determination/Choice Voucher Resources

Complete the quiz and click the blue **Print Results** button.

Type your name in the box and press **OK**.

You must send us a screenshot or print-out of the quiz results.

For best results do not use a cell phone to take the quiz.

The website is not affiliated with Stuart T. Wilson CPA and will **not** automatically send us your results.

Your submission should resemble this image:

The image shows a screenshot of a quiz results page. At the top, it says 'CMHCM Rights Training Final Test' and 'Brittany Novak'. Below this is a table with four columns: Date / Time, Student Score, Passing Score, and Result. The data row shows 'February 28, 2024 1:43 am', '100', '80', and 'Pass'. Below this is another table with six columns: #, Question, Correct Answer, Student Answer, Result, and Points Awarded. The first row shows a question about the goal of the Office of Recipient Rights (ORR) and a correct answer of 'To prevent recipient s' rights from being violated.'.

Date / Time	Student Score	Passing Score	Result
February 28, 2024 1:43 am	100	80	Pass

#	Question	Correct Answer	Student Answer	Result	Points Awarded
1	The Goal of the Office of Recipient Rights (ORR) is:	To prevent recipient s' rights from being violated.	To prevent recipient s' rights from being violated.	Correct	10
		You intervene	You intervene		

Training may be submitted via Fax: 989-832-5404 OR Email: training@stuartwilsonfi.com

Community Mental Health for Central Michigan
**Individual Plan of Service/Addendum
Training Record**

Consumer Name: _____ DOB: _____ Case #: _____

Provider Agency: _____

Effective Date of IPOS/Addendum: _____

Trainer's Name: _____
Print Name *Signature* *Credentials/Title*

Date of IPOS/Addendum Training: _____

The following staff have been trained on the Individual Plan of Service/Addendum.

Name of Staff Attending <i>(please print)</i>	Name of Staff Attending <i>(please print)</i>

CMHCM Annual Training Requirements
for ALL Medicaid Service Providers

I have completed training on Recipient Rights & Requirements for Reporting Abuse & Neglect:

Date: _____

I have completed training on Corporate Compliance, Ethics & Deficit Reduction Act:

Date: _____

I have completed training on Person-Centered Plans & Self-Determination:

Date: _____

I have completed training on Health Insurance Portability & Accountability Act (HIPAA):

Date: _____

I have completed training on Limited English Proficiency (LEP):

Date: _____

I have completed training on Cultural Competence and Diversity:

Date: _____

I have completed training on Infection Control/Blood Borne Pathogens:

Date: _____

I have completed training on Environmental Safety/Emergency Preparedness

Date: _____

Signed: _____

Print Name: _____ Employer: _____

Trainer Signature: _____

Trainer Name: _____ Title: _____

Trainer information is required and training will not be considered complete without both staff and trainer attestation.

Infection Control/Blood Borne Pathogen Training

Infection control is preventing the spread of **germs** that cause illness and infection. Infection control starts with understanding germs and how they are spread.

ABOUT GERMS

Everyone comes in contact with millions of germs (microorganisms) each day. All germs need warmth, moisture, darkness and oxygen to live and grow. Many germs are harmless and are needed for our bodies to function in a healthy way. For example: elimination of waste products, (feces and urine) from our bodies. Some germs are very harmful and cause infections, diseases, and illnesses by rapidly multiplying and overwhelming the body's natural defenses. An infection can be local in one spot, like an infected cut, or it can be systemic; throughout the whole body, like food poisoning or pneumonia.

THREE WAYS GERMS ARE SPREAD

Germs are spread in the environment three ways: direct contact, indirect contact, and droplet spread.

1. **Direct Contact** means that germs are spread *from one infected person to another*. An example of direct contact is the person infected with a cold putting his hands to his mouth while coughing or sneezing and then touching or contacting another person before he has washed his hands. A similar situation happens when the person has an infected or open sore or wound or bodily fluids that are full of germs (feces, urine) or blood (HIV, AIDS, Hepatitis A, B, or C) or saliva that is contaminated, and the other person is contacted directly by the germs.
2. **Indirect Contact** means that germs are spread from one infected person to another person *through an object*. The germ from the person infected contaminates the object, and the person who touches the object is then contaminated. Indirect contact is a common way for germs to spread between people who live, work and play together. The spread of germs though indirect contact can happen when eating contaminated food (E. coli, salmonella), handling soiled linens, soiled equipment, using soiled utensils, or from a gastrointestinal infection. The Hepatitis B virus can live up to 10 days in dried blood and can also be spread indirectly.
3. **Droplet Spread** means that germs are spread through the air from one infected person to another person. The germs are airborne and are carried over short distances. When people talk, cough or sneeze they are spreading germs through the air. The germs of the common cold, flu, and even tuberculosis travel from one person to another by droplet spread.

CONTROLLING THE SPREAD OF GERMS

Knowing how germs are spread is the first step in practicing infection control and preventing illness. Knowing how to control the spread of germs is the second step. You can protect yourself and the individuals with whom you work from germs or contamination by doing the following:

1. Know and practice standard precautions (defined in next section), especially hand washing and gloving.
2. Keep yourself, the individual, and the environment clean.
3. Be aware of the signs and symptoms of illness and infection and accurately record and report them to the doctor.

STANDARD PRECAUTIONS

Standard Precautions, including hand washing and using disposable gloves and wearing of personal protective equipment, protect both the individual you work for and you from the spread of germs and infection. Standard precautions are a set of infection control safeguards. They are especially important to prevent the spread of blood-borne and other infectious diseases (AIDS, Hepatitis A, B, and C).

You should use these precautions when coming in contact with blood and all body fluids, secretions, and excretions (urine and feces), whether or not they contain visible blood; when touching mucous membranes such as the eyes or nose; and when dealing with skin breakdown such as a cut, abrasion, or wound.

Body Fluids Include:

Blood	Blood Products	Secretions
Semen	Vaginal Secretions	Nasal Secretions
Septum	Saliva from Dental Procedures	Excretions
Urine	Feces	Vomit

Hand Washing

Frequent, thorough, and vigorous hand washing will help in decreasing the spread of infection.

Germs are spread more frequently by hands and fingers than by any other means.

When employee's SHOULD WASH THEIR HANDS:

- Employees should wash their hands when they come to work and before leaving.
- Hands should be washed at work before touching:
 - Food
 - An individual's medicine
 - Kitchen utensils and equipment
 - Someone's skin that has cuts, sores, or wounds
 - Before putting on disposable gloves
- Employee's should always wash their hands after:
 - Using the bathroom
 - Sneezing, coughing, or blowing one's nose
 - Touching one's eyes, nose, mouth, or other body parts
 - Touching bodily fluids or excretions
 - Touching someone's soiled clothing or bed linens

Gloving

Practicing standard precautions also includes the wearing of disposable (single use) latex gloves whenever you come in contact with body fluid. (Non-latex gloves should be purchased for people who are allergic to latex.) Putting on disposable gloves and taking them off correctly is especially important in preventing the spread of germs and infection. Gloves should be used only one time and changed after each use. New gloves should be put on each time you work with a different individual. Used or contaminated gloves should be thrown away. Gloves become contaminated after each use and can spread germs between individuals if used more than once and if they are not properly disposed of.

If bodily fluids or blood touches the skin, wash the area vigorously and thoroughly with soap and warm water. If the gloves tear or break, take them off and vigorously wash your hands. Put on a new pair of gloves and continue assisting the individual.

- Employees should follow procedure for putting on disposable gloves at the end of this unit.
- Employees should always use gloves when providing or assisting an individual with:
 - Rectal or genital care
 - Tooth brushing or flossing
 - Menstrual care
 - Bathing or Showering
 - Cleaning bathrooms
 - Cleaning up urine, feces, vomit, or blood
 - Cleaning toilets, bed pans or urinals
 - Providing wound care
 - Handling soiled linen or clothing
 - Giving care when the DSP has open cuts or oozing sores on his/her hands
 - Providing first-aid
 - Disposing of waste in leak proof, airtight containers
- **Always use a new pair of gloves for each activity**
- **Always use a new pair of gloves for each individual**
- **Always wash your hands before and after using gloves**
- **Never wash and use again**

Since hand washing can easily dry out a person's skin, remember to apply hand lotion or cream often throughout the day. It is a best practice to keep natural nails short and avoid the use of artificial nails when providing personal care. Many hospitals have banned artificial and natural long nails for employees who provide personal care. Research has shown that healthcare workers who wear artificial nails are more likely to harbor germs than those who don't. Employees with long nails are at risk of puncturing or tearing disposable gloves. Alcohol based hand rubs or hand sanitizers may also be used. They provide a great alternative to hand washing for the following reasons:

- Alcohol based hand rubs (foam or gel) kill more effectively and more quickly than hand washing with soap and water.
- They are less damaging to skin than soap and water, resulting in less dryness and irritation.
- They require less time than hand washing with soap and water.
- Bottles/dispensers can be placed at the point of care so they are more accessible.

Other Protective Equipment

Depending on your job, you may be expected to wear other **Personal Protective Equipment (PPE)**, such as a face mask or eye shields. The type of PPE used will vary based on the level of precautions required; e.g., Standard and Contact, Droplet or Airborne Infection Isolation.

Employees should always remember to:

- Keep hands away from face

- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

If you must use PPE you should put the equipment on in the following order:

- **Gown** – Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back. Fasten in back of neck and waist. Wear a gown during procedures that are likely to generate splashes or sprays of blood, bodily fluids, secretions, or excretions. Remove soiled gown as soon as possible, and wash hands after removing gown.
- **Mask or Respirator** – Secure ties or elastic bands at middle of head or neck. Fit flexible band to nose bridge. Fit snug to face and below chin. Check respirator fit.
- **Goggles or Face Shield** – Place over face and eyes and adjust to fit. Wear a mask and eye protection, or a face shield, during procedures that are likely to generate splashes or sprays of blood, bodily fluids, secretions or excretions.
- **Gloves** – Extend to cover wrist of isolation gown. You should use gloves when hands may become contaminated with blood, bodily fluids, excretions, or secretions, **or** when touching mucous membranes or non-intact skin, **or** contaminated surfaces or objects.

If this equipment is required in your work setting you should receive training on the location, proper use and disposal of the PPE.

Cleaning and Disinfecting

The second way for employee's to prevent the spread of germs is through cleaning and disinfecting the environment. Employees should be careful not to transfer infection to others and equally important, employees should be careful not to become infected themselves.

Remember, this course is NOT complete until you sign, date, and submit the [form](#) documenting completion.

Environmental Safety/Emergency Procedures

WEATHER-RELATED SAFETY

KNOW THE DIFFERENCE BETWEEN A WATCH AND A WARNING!

- A “**watch**” means: conditions are favorable for a condition (severe storm, tornado, flooding, etc.) to occur.
- A “**warning**” means: that a condition (severe storm, tornado, flooding, etc.) is actually happening – TAKE COVER.

A **Severe Storm** is a storm with high winds, dangerous lightning, and possibly hail. It could cause power outages, and damage to homes and property.

Thunderstorms: Advance warning of a coming storm is critical to prevent being caught in a storm. Make sure you are aware of the weather forecast when planning outdoor activities. If you are outside when a thunderstorm threatens, get inside a home, large building or an automobile.

Lightning: Lightning often occurs during thunderstorms. Precautions can be taken to reduce your risk of being struck.

- Stay away from tall isolated trees, telephone poles, hilltops or other high areas that act as natural lightning rods.
- In a forest, seek shelter under a thick growth of small trees. In open areas, go to a low place such as a ravine or valley.
- Seek shelter in a home large building or an automobile.
- Get away from open water, metal equipment or metal objects such as bicycles, motorcycles or golf carts.
- Stay away from wire fences, clotheslines, metal pipes and rails. If you are walking in a group, spread out and try to stay several yards apart.

Tornado: A tornado is a column of violently rotating winds that extend down from a thunderstorm cloud and touch the earth. A tornado can occur anytime but are most common during the months of April, May, June and July.

- When a “watch” is issued, prepare to move to your safe area. Monitor the local radio station for sudden weather changes or bulletins.
- If any of the following occur:
 - High winds in excess of 30 miles per hour
 - A fire siren is blown
 - A funnel cloud is spotted
 - A TORNADO WARNING is issued - **SEEK SHELTER IMMEDIATELY!**
- Close interior and exterior doors to minimize the chance of injury due to flying glass. Stay away from windows and outside walls!
- Stay tuned to the local station while you are in your safe area.
- When the storm has passed leave the safe area with caution. If any potentially dangerous conditions exist (broken glass, windows, or other damage) contact the proper person.

If you are traveling when conditions are favorable, drive to the nearest large building that can be used as a shelter. Stay near a shelter until the threat has passed. If you are driving and a warning is issued, seek shelter in a large building. If a building is not available, you may need to lie down in a ditch or ravine. Do not try to outrun a tornado in your vehicle!

Floods: Usually occur in Michigan during the Spring or Fall when rainfall and water runoff are at their peak. Flash floods are particularly hazardous because they can occur quickly and without warning. Swiftly moving water can damage or destroy buildings and structures. This can lead to injuries and drowning. Floods can interrupt power and make roads impassable. Severe floods occur rarely, but knowing how to prepare and respond can prevent disaster.

- Notification and warning
- Notification of a flood watch or warning is received by:

- Radio and television
- Sirens and alert monitors
- Emergency personnel who go door to door
- National Weather Service or local emergency jurisdiction

Never drive through an area where water is covering the road or moving swiftly across the road. Turn around and find another route.

Winter Storms: Winter storms call for special precautions. Snowfall, blizzards and ice storms can trap people inside for days. Snow and ice can break power lines and cause loss of electricity and heat.

- A battery-powered radio is your best source of information in an emergency. Remember to have extra batteries on hand! Listen to the radio to keep posted on weather reports.
- Draw water into as many containers as possible. Gather battery-powered lanterns, flashlights, etc. in case you lose your power. Make sure your home has a corded phone!
- If candles are used, BE CAUTIOUS! Candle-holders should surround the candle totally (like a glass globe or a fish bowl). Do not leave a candle burning unattended. Battery operated candles or camp lights are recommended.
- If you experience heat failure, dress in layers and keep moving!
- If your home has fuel delivery, remember to assure an adequate supply of fuel is available at all times, especially if a winter storm is predicted!

How to Prevent Cold-Related Illnesses (Hypothermia and Frostbite)

Avoid frostbite and hypothermia when you are exposed to cold temperatures by wearing layered clothing, eating a well-balanced diet, and drinking warm, non-alcoholic, caffeine-free liquids to maintain fluid levels. Avoid becoming wet, as wet clothing loses 90 percent of its insulating value.

How to Prevent Hyperthermia and Heat-Related Illness

- Drink more fluids and avoid fluids containing alcohol or sugar.
- Stay indoors. If outdoor activity is a must, limit activity to morning and evening hours when it's cooler.
- Wear lightweight, light-colored, loose-fitting clothing.
- **NEVER** leave anyone in a closed, parked vehicle.

FIRE SAFETY AND PREVENTION

Evacuation is your absolute **FIRST PRIORITY** in a fire or smoke emergency. **GET EVERYONE OUTSIDE!**

EVACUATE IMMEDIATELY – Time is the most important factor!

If you smell smoke, see flames or smoke, or hear the fire alarm, you must evacuate immediately! In a residential setting there are no “false alarms”. That means even if you know the toaster set off the smoke alarm...evacuate!

Do not look for the fire! Do not attempt to fight the fire! A fire doubles in size every 19 seconds!

- Get out!
- Go to your designated meeting place.
- Do not waste time getting dressed!
- Do not try to save property or possessions!
- Have regular fire drills to prevent panic and assure proper action!
- **DON'T RE-ENTER THE HOUSE** – Once you are out, stay out! Call the fire department and other emergency numbers from a neighbor's residence.

Fire Extinguishment: You must never use a fire extinguisher to put out a fire! Putting out a fire is the job of a professional fire fighter! There are only two reasons you will ever use a fire extinguisher:

- **RESCUE** – If you need to get to someone to evacuate them and there is a fire between you and them.
- **ESCAPE** – A fire may be blocking your exit and you need to use the extinguisher to suppress the flames long enough to get this person out.

An ABC (multi-purpose) extinguisher will put out most fires that start in a home. An extinguisher is useless unless you know how to operate it

Using a fire extinguisher:

- Hold extinguisher upright. Pull the pin out.
- Stand at least 6-8 feet from the fire. Do not get closer!
- Aim the nozzle at the base of the fire and squeeze the handles.
- Sweep side to side slowly, moving closer as the flames diminish.

Fire extinguishers last only about 8-10 seconds! Fires can and do re-ignite. If you need to use an extinguisher for RESCUE or ESCAPE do it quickly and GET OUT!

LEAKS AND POISONING

Gas Leaks

If you think there is a gas leak do the following:

- Evacuate immediately!
- Do not turn any electrical switches on or off.
- Do not use the telephone.
- Do not use any matches or lighters.
- Go to a neighbor's and call the gas company right away.

Preventing Poisoning from Medications

- Follow directions on the label when you give or take medicines.
- Read all warning labels. Some medicines cannot be taken safely when you take other medicines or drink alcohol.
- Assure you have adequate light when you give or take medicines so that you know you have the correct amount of the right medicine.
- Keep medicines in their original bottles or containers.
- Keep opioid pain medications, such as methadone, hydrocodone, and oxycodone, in a double locked cabinet that can only be reached by people responsible for medication passing.
- Dispose of unused, unneeded, or expired prescription drugs

Household Chemicals and Carbon Monoxide

- Always read the label before using a product that may be poisonous.
- Keep chemical products in their original bottles or containers. Do not use food containers such as cups, bottles, or jars to store chemical products such as cleaning solutions or beauty products.
- Never mix household products together. For example, mixing bleach and ammonia can result in toxic gases.
- Wear protective clothing (gloves, long sleeves, long pants, socks, shoes) if you spray pesticides or other chemicals.
- Turn on the fan and open windows when using chemical products such as household cleaners.
- Understand the dangers and symptoms of carbon monoxide poisoning.

Keep People Safe from Poisoning

- Put the poison control number, 1-800-222-1222, on or near every home telephone and save it on the home cell phone, (if one is available). The line is open 24 hours a day, 7 days a week.
- Keep all drugs in medicine cabinets or other childproof cabinets that young children cannot reach.
- Do not call medicine candy.
- Be aware of any legal or illegal drugs that others may bring into the home.
- Do not let other employees leave personal prescription drugs where they can be ingested. Staff medications should be locked if they are in the home at all.
- When you take medicines yourself, do not put your next dose on the counter or table where someone else can reach it.
- Never leave people in your care alone with household products or drugs.
- Do not leave household products out after using them. Return the products to a locking cabinet as soon as you are done with them.

- Identify poisonous plants in your house and yard and place them out of reach of people in your care.

What To Do If a Poisoning Occurs

- Remain calm!
- Call 911 if you have a poison emergency and the victim has collapsed or is not breathing. If the victim is awake and alert, call poison control 1-800-222-1222. Try to have this information ready:
 - the victims age and weight
 - the container or bottle of the poison if available
 - the time of the poison exposure
 - the address where the poisoning occurred
 - Stay on the phone and follow the instructions from the emergency operator or poison control center.
 - If they request that you bring the person in to the hospital, you must take the suspected poison, or bottle and any vomit (if the person has thrown up).

ADDITIONAL EMERGENCIES

Power Outage Concerns:

- **Air Conditioning Failure**

Air conditioning failure can pose a serious threat to the elderly or those with other health conditions. The following tips will help you keep cool in an air conditioning failure:

- Shut all curtains
- Don't open windows unless it will let cooler air in.
- Go to a lower level of the home if possible to stay cool.
- Keep individuals well hydrated- offer fluids frequently.

- **Foods That Spoil**

If a power failure continues for a long time, food may begin to spoil.

- A loaded freezer will keep foods frozen 36 – 48 hours if the door is kept shut.
- Avoid opening freezer and refrigerator doors more than necessary.
- Transfer foods you will use soon to an insulated chest type freezer.
- If you can obtain ice, transfer as much as possible into coolers.
- Cold foods are to be kept at 40 degrees Fahrenheit or lower.

- **Water Shortage Precautions**

- Water supply must be stored in clean dated containers and exchanged every 6 months.
- If there is room in your freezer water can be frozen and melted as needed.
- Keep a supply of bottled water.
- Fill bathtubs if a water shortage is possible. This will allow water for filling toilets, washing dishes, personal care, etc.
- If water is contaminated or questionable, treat it with "potable" water tablets. These tablets make water safe to drink and can be purchased at hardware or drug stores.

Remember, this course is NOT complete until you sign, date, and submit the [form](#) documenting completion.