

OCHN Training Requirements for Direct-Hire / Employer of Record (EOR) - Adults only

Direct Hire/Employer of Record (EoR) individuals/families are responsible for tracking and maintaining training compliance in these four (4) skill areas: Recipient Rights with Due Process; Bloodborne Pathogens/Infectious Disease Control (only if supporting adults); First Aid and training specific to the individuals plan. Training compliance must be maintained in order to be paid for services. It is **highly** recommended that you track when required training will expire and register for update training at least 45-60 days prior to expiration.

*** (As of December 2021, CPR is no longer required for Direct Hire/EOR working with adults)**

The MDHHS Self-Direction Technical Requirements Implementation Guide states; the employer must be given a curriculum from which they can select any training in addition to Medicaid required training.

Individuals/Families can select additional training specific to a person's Plan of Service; Supports Coordinators will add these specific training needs to the individual/family plan of service (See attached list of available trainings). The employer should let the FMS know if additional trainings were identified and added to the IPOS so they can include those into their monitoring.

Currently, Non-Aversive Techniques for Prevention of Challenging Behaviors/Prevention of Workplace Violence and Medications training are only required by OCHN under the following conditions:

- a) The individual has a written behavior/crisis plan in the IPOS
- b) Staff are asked to administer, monitor and document prescribed medications

Both of these trainings are available through MORC Training.

Your Financial Management Service (FMS) Agency (the ARC of Oakland; GT Independence) is your payment source. Your FMS will assist you with requesting an account with MORC Training if you do not already have one. MORC is a free training option for you, but not the only source of approved training. Other approved options may be used to meet convenience and compliance requirements. Please note that reimbursement for a self-purchased course that does not meet the outlined requirements cannot be reimbursed. Remember to check with your FMS before purchasing an online class.

As a reminder, training requirements for this service may change for any of the following reasons: State Requirements; County Requirements; MORC Requirements. We have redesigned our [website](#) to include the most up-to-date training grids that summarize the following information:

Class	Taken every...	Direct Hire / EoR for Adults Where to get this class	Course Name
Recipient Rights with Due Process	Within 30 days of hire Then each year after that	New Hire Rights training is now a live Webcast with Oakland County (OCHN) and includes Due Process. You'll select an available date and register on their website www.oaklandchn.org Click the "Training" tab Annual Updates are online There is an online update training course, which includes Due Process then a test (two separate modules). Go to the Oakland County (OCHN) website: www.oaklandchn.org Click the "Training" tab	Live Webcast training the first time Online for the updates, taken every year

Class	Taken every...	Direct Hire / EoR Where to get this class	Course Name
Non-Aversive Techniques for prevention and treatment of challenging behavior \ preventing workplace violence	Within 30 days of hire Then each year after that	*Required only if the individual has a behavior or crisis plan in their IPOS MORC has a free, online option for Individuals/Families funded through OCHN. You can search for and request the class any time with your active-account. Go to MORC's online site to sign in, or request an account: http://morcinc.csod.com/	From MORC: Working With People Online for Direct Support Professionals

Class	Taken every...	Direct Hire / EoR Where to get this class	Course Name
Bloodborne Pathogens / Infection Control	Within 90 days of hire. Then each year after that	<i>NOTE: ONLY REQUIRED IF YOU ARE SUPPORTING ADULTS</i> Take the class named <u>Infectious Disease Control</u> if regular duties do not include contact with blood or bodily fluids containing blood. or Take the class named <u>Bloodborne Pathogens</u> if regular duties include contact with blood or bodily fluids containing blood. Any other online option that meets both OSHA and MI-OSHA rules are acceptable.	From MORC: Infectious Disease Control for Direct Hire Support Professionals or Bloodborne Pathogens

Class	Taken every...	Direct Hire / EoR Where to get this class	Course Name
First Aid	Then every 2 years	<p>Register anytime with your active Cornerstone account. Go to MORC's online Cornerstone site to sign in, or request an account: http://morcinc.csod.com/</p> <p>Part 1: In Cornerstone, go the search bar (top right of screen) and type in, "First Aid ONLY Online ASHI". Once you find the course select, "Request" and follow instructions</p> <p>Part 2: When Part 1 is complete, go to the search bar again and type in, "First Aid ONLY Skill Check ASHI". Once there, request the part 2 instructor-led skill check based on availability. Your scheduled skill check will take place with our contracted vendor, CHASE (Comprehensive Health and Safety Education) located at 21896 Farmington Rd, Farmington, MI 48336. Here is a map link to the CHASE location: map link</p>	<p>Other options: courses from nationally certified organizations like American Heart Association (AHA), American Red Cross (ARC), Health & Safety Institute (HSI), or American Safety and Health Institute (ASHI)</p> <p>Must include instructor-led skill check</p>

OCHN Training Requirements for Direct-Hire / Employer of Record (EOR) – Children on SED and CWP Waivers

Working with Children on SED and CWP Waivers: The individual/families are responsible for tracking and maintaining training compliance in these five (5) skill areas: Recipient Rights with Due Process; Environmental Emergency Preparedness; CPR and First Aid, and Training specific to the individuals plan. Training compliance must be maintained in order to be paid for services. It is **highly** recommended that you track when required training will expire and register for update training at least 45-60 days prior to expiration. **** Please note that you will not find Emergency Preparedness as a training requirement on the OCHN Training Grid, it is however a training requirement for those supporting Children on SED and CWP waivers.***

Individuals/Families can select additional training specific to a person's Plan of Service; Supports Coordinators will add these specific training needs to the individual/family plan of service (See attached list of available trainings). The employer should let the FMS know if additional trainings were identified and added to the IPOS so they can include those into their monitoring.

Currently, Non-Aversive Techniques for Prevention of Challenging Behaviors/Prevention of Workplace Violence and Medications training are only required by OCHN under the following conditions:

- c) The individual has a written behavior/crisis plan in the IPOS
- d) Staff are asked to administer, monitor and document prescribed medications

Both of these trainings are available through MORC Training.

Your Financial Management Service (FMS) Agency (the ARC of Oakland; GT Independence) is your payment source. Your FMS will assist you with requesting an account with MORC Training if you do not already have one. Other approved options may be used to meet convenience and compliance requirements. Please note that reimbursement for a self-purchased course that does not meet the outlined requirements cannot be reimbursed. Remember to check with your FMS before purchasing an online class.

As a reminder, training requirements for this service may change for any of the following reasons: State Requirements, County Requirements, and MORC Requirements. We have redesigned our [website](#) to include the most up-to-date training grids that summarize the following information:

Class	Taken every...	Direct Hire/EOR for Children' on SED and CWP Waivers Where to get this class	Course Name
Recipient Rights with Due Process	Prior to working with the Individual Then each year after that	New Hire Rights training is now a live Webcast with Oakland County (OCHN) and includes Due Process. You'll select an available date and register on the <i>OCHN County website</i> www.oaklandchn.org Click the "Training" tab Annual Updates are online There is an online update training course which includes Due Process then a test (two separate modules). Go to the <i>Oakland County (OCHN) website:</i> www.oaklandchn.org Click the "Training" tab	Live Webcast training the first time Online for the updates, taken every year

Class	Taken every...	Direct Hire/EOR for Children' on SED and CWP Waivers Where to get this class	Course Name
Non-Aversive Techniques for prevention and treatment of challenging behavior \ preventing workplace violence	Prior to working with the Individual Then each year after that	*Required only if the individual has a behavior or crisis plan in their IPOS MORC has a free, online option for families funded through OCHN. You can search for and request the class any time with your active account. Go to MORC's online site to sign in, or request an account: http://morcinc.csod.com/	From MORC: Working With People Online for Direct Support Professionals (

Class	Taken every...	Direct Hire/EOR for Children' on SED and CWP Waivers Where to get this class	Course Name
Environmental Emergencies	Prior to working with the Individual Initial only	Register anytime with your active account. Go to MORC's online site to sign in, or request an account: http://morcinc.csod.com/	Online Class From MORC: Environmental Emergency Preparedness

Class	Taken every...	Children's Waiver Where to get this class	Course Name
CPR First Aid	Prior to working with the Individual	MORC has a free option for Individuals/Families funded through OCHN. This is a 2-part class.	From MORC: Blended class Other options: courses from nationally certified

	<p>Then every two (2) years after that</p>	<p>Register anytime with your active Cornerstone account. Go to MORC's online Cornerstone site to sign in, or request an account: http://morcinc.csod.com/ Part 1: In Cornerstone, go the search bar (top right of screen) and type in, "CPR and First Aid Online ASHI". Once you find the course select, "Request" and follow instructions Part 2: When Part 1 is complete, go to the search bar again and type in, "CPR and First Aid Skill Check ASHI". Once there, request the part 2 instructor-led skill check based on availability. Your scheduled skill check will take place with our contracted vendor, CHASE (Comprehensive Health and Safety Education) located at 21896 Farmington Rd, Farmington, MI 48336. Here is a map link to the CHASE location: map link</p>	<p>organizations like American Heart Association (AHA), American Red Cross (ARC), Health & Safety Institute (HSI), or American Safety and Health Institute (ASHI) Must include instructor-led skill check</p>
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Additional Training Request Form

Individuals Name: _____

MORC Supports Coordinator Name: _____

FMS Agency Name: _____ Request Date: _____

As an employer of record with direct hire staff, you have the option of selecting additional trainings based on your person-centered needs and desires to ensure the care provided to your family member is delivered by well trained, skilled, and competent caregivers. This document contains a list of courses offered by MORC Training that could be assigned to staff providing direct care. To assign additional training for your staff:

1. Check the box on the left of the name of the courses you have identified for your staff.
2. Give this form MORC Supports Coordinator so they can update the IPOS.
3. The Employer of Record will contact their FMS to notify them of additional trainings so they can include those trainings in their monitoring.
4. NOTE: The cost of training and staff hours associated with training attendance will come out of the individualized budget.
5. What is already currently required? Check the website for most current information:

[Training Requirements | MORC \(morcing.org\)](http://morcing.org)

Check to Request	MORC Training Courses	Training Date	Recommended Update Schedule
<input type="checkbox"/>	Choking: Reducing the Risk		
<input type="checkbox"/>	Cultural Competency		
<input type="checkbox"/>	Documentation Basics		
<input type="checkbox"/>	Environmental Emergencies (required for Child Waiver/SED)		
<input type="checkbox"/>	Health		
<input type="checkbox"/>	Introduction to Human Services and Meeting Special Needs		
<input type="checkbox"/>	Limited English Proficiency		
<input type="checkbox"/>	Medications		
<input type="checkbox"/>	Nutrition		
<input type="checkbox"/>	Substance Use Disorder (SUD)		
<input type="checkbox"/>	Suicide Risk Assessment & Intervention		

MORC Training Courses

Training Date
Recommended Update Schedule

Choking: Reducing the Risk

Description: This comprehensive course is for Direct Support Professionals, clinical staff, administration, and support coordinators who want to know more about food textures, food consistency, and choking hazards related to modified diets. Detailed information is included on causes, signs and symptoms, and treatment of dysphasia (chewing/swallowing difficulty) which includes exceptional video examples of tools and steps needed to prepare for and execute all modified food textures or consistencies per doctor orders. Learners will take the whole course initially to learn about all modified diets and can then use the menu to select a specific modified diet to review.

Duration: 1 hour

Cultural Competency

Description: This online course on Cultural Competency examines the concepts and practice of cultural diversity and multicultural awareness in organizations. This class is suitable for all levels of employees with an emphasis on awareness of cultural perspective and needs of the individuals supported plus strategies to provide culturally competent and culturally enhancing services. As a result of this course, Direct Support Professionals will come to learn that developing cultural competence is a skill that results in an ability to understand, communicate with, and effectively interact with people across cultures, thereby improving the quality of service for all.

Duration: 45 minutes

Documentation Basics

Description: This online, interactive course leads learners through seven modules related to Documentation as part of the Entry Level Caregiver Training: Medicaid Streams of Funding; Documentation Basics; Incident Reports; Healthcare Chronologicals; Appointment Information Records; Data Sheets; and Community Living Support Logs. This course meets training and certification requirements for Documentation. After the initial certification, this course can be used as a refresher or supplemental training by Direct Support Professionals and Managers.

Duration: 1 hour, 15 minutes

MORC Training Courses

Training
Date

Recommended
Update
Schedule

Environmental Emergencies

Description: This online training course will help you understand your responsibilities in maintaining a safe environment for yourself and the individuals you support. Learn the causes, preparation, and responses to possible emergencies due to fire, weather, driving, poisoning, and power/water outages. Good practices lead to good emergency responses and the ability to teach, demonstrate and practice these vital skills with those we support, so that they may also prevent, prepare for, and respond to a variety of emergencies with more confidence and skill to stay healthy & safe.

Duration: 1 hour

Health

Description: Direct Support Professionals have an essential role as a part of the health care team and care plan. Students will learn how to support and respond to health issues including allergic reaction shock, communicable diseases, universal precautions, and infection control. In the Performance Evaluation the learner will demonstrate their ability to accurately measure and record temperature, pulse, respiration, blood pressure, and the first aid procedure for tonic-clonic seizures.

Duration: 6 hours

Introduction to Human Services

Description: This online course introduces learners to the history of human services and provides a review of current trends and best practices. Learners will understand their central role in providing supports in a variety of settings and the influence of values, attitudes, and beliefs in providing quality services. Learners will be introduced to individuals with common developmental disabilities, intellectual disabilities, and mental illnesses through stories and examples. The Principles of Trauma Informed Care and how to be a supportive element in the Person Centered Planning and Self-determination process is highlighted.

Duration: 4 hours, 44 minutes

MORC Training Courses

Training Date
Recommended Update Schedule

Limited English Proficiency

Description: The intent of this course is to set and implement all of our access standards, conduct all of our programs, and perform all of our services in a manner that recognizes the language limitations of those we support. This course will instruct learners on how to identify who qualifies as an individual with Limited English Proficiency (LEP) and how to fulfill their legal responsibilities to assist individuals with LEP. Important laws enacted to protect civil rights and Americans with Disabilities will be reviewed to enable the learner to properly engage in best practices to support those with LEP.

Duration: 20 minutes

Medications

Description: Medication has a significant impact on a person's overall state of health, behavior, and their ability to prevent, combat, or control disease. This course reviews the effects of medication, proper monitoring of those effects, and how medications impact overall health. Instruction focuses on the information you need to safely and accurately perform the critical steps of administering medication to an individual including transcription and documentation.

Duration: 6 Hours 14 minutes

Nutrition

Description: This online course introduces nutrition, modified diets, food safety, and food service. Special focus on shopping, food storage, food preparation, and menu skills are included along with information on recognizing and preventing food-borne illness. As a result of this highly interactive training, learners will obtain confidence and skill to engage in best practices all the way from shopping at the grocery store, to preparing and serving meals. Introductory information provided on identifying signs and symptoms, along with evaluation and treatment of chewing & swallowing disorder will strengthen the learner's ability to maintain the health & safety of the individuals served.

Duration: 1 hour

MORC Training Courses	Training Date	Recommended Update Schedule
<p><u>Substance Use Disorder (SUD)</u></p> <p>Description: Substance Use Disorder (SUD) is a condition that affects millions of people living in the U.S. today. Individuals with physical and mental disabilities experience substance abuse at a higher rate. Guiding and mentoring the individuals we support to healthy connections with family, friends, and the community is one of the best tools to overcoming an SUD. Learners will be provided with valuable information regarding risk factors, signs and symptoms, commonly abused substances, and screening & treatment for SUD to effectively encourage and support those with Substance Use Disorder to live a healthy lifestyle.</p> <p>Duration: 30 minutes</p>		
<p><u>Suicide Risk Assessment and Intervention</u></p> <p>Description: This course will enhance your skills to ask direct questions, demonstrate and verbalize safe responses to a suicide crisis situation, respond in accordance to agency protocols for intervention, and know resources within the community for suicide prevention. After taking this MORC Training course the learner can now recognize the serious risk potential when individuals verbalize suicidal threats. Learners are also provided with an extensive list of resources on how to react to and support individuals expressing suicidal ideation.</p> <p>Duration: 40 minutes</p>		

Remember to contact your MORC Supports Coordinator with requests for additional training and your FMS so they can include these selections in their monitoring.