

CCS Service Provider Orientation Checklist

Staff Name:

Date of Enrollment:

Check box that applies:

- Staff has at least 6 months experience providing psychosocial rehabilitation services to adults or children with mental health or substance abuse disorders.
- Staff has less than 6 months experience providing psychosocial rehabilitation services to adults or children with mental health or substance abuse disorders.

NOTE:

- More than 6 months experience requires 20 hours of orientation within 3 months of CCS employment.
- Less than 6 months experience or volunteer requires 40 hours of orientation within 3 months of CCS employment

<u>Orientation/Training</u>	<u>Date</u>	<u>Method</u> (e.g. reading, webcast, workshop)	<u>Hours</u>
Read and review DHS 36 – <i>Comprehensive Community Services</i>			2
Read and review CCS policies and procedures			2
Overview of job responsibilities for CCS staff members and volunteers within agency			
Laws & Client Rights that affect CCS: <i>Chapter 48 – Children’s Code</i> <i>Chapter 51—Mental Health Act</i> <i>Chapter 54—Guardianship</i> <i>Chapter 55 Protective Services System</i> <i>Americans with Disabilities Act</i> <i>Civil Rights Act of 1964</i> <i>Client Rights—DHS 94 and 51.61</i> <i>Documentation and Confidentiality</i> *HIPAA *51.30 *Chapter 92 *42 CFR Part 2		DCDHS Online Training	3.0
CCS Overview (offered quarterly) <i>Overview of DHS 36</i> * <i>Supervision & training requirements</i> * <i>CCS staff roles/responsibilities</i> * <i>CCS Policies and Procedures</i> * <i>Centralized records</i> * <i>Service Array</i> <i>Recovery Concepts and Principles</i> * <i>SAMHSA Definition of Recovery</i> * <i>Consumer participation and choice</i> * <i>Recovery-oriented assessment/services</i> * <i>Psychosocial Rehabilitation principles</i> * <i>Culturally and linguistically appropriate services</i>		DCDHS Training	4.0

Mental Health Module: CCS Documentation		DCDHS Training and/or from agency	2.0 or 3.0
Client Rights & Grievances <ul style="list-style-type: none"> Review of agency policy and procedure Review of CCS policy and procedure 			
Techniques and procedures for non-violent crisis management and verbal de-escalation. <ul style="list-style-type: none"> Must include review of agency policy of obtaining back-up, and acceptable methods for self-protection and protection of the consumer and others in emergency situations. 			
Trauma Informed Care <ul style="list-style-type: none"> Relationship of trauma to mental health/AODA needs Trauma assessment and treatment approaches 			
Training regarding current knowledge about mental disorders, substance-use disorders, and co-occurring disabilities and treatment methods. <ul style="list-style-type: none"> Must include age-appropriate assessment/services and relapse prevention. 			
Please specify: _____			
Service Facilitator/Mental Health Professional/Substance Abuse Professional Training (offered quarterly): <ul style="list-style-type: none"> Service Array/Community Resources Service facilitation & conflict resolution Service authorization process and roles 		DCDHS Training <i>(Only required for SF/MHP/SAP/SD in service facilitation agencies)</i>	(3.0)
Additional:			
Additional:			
Additional:			
TOTAL ORIENTATION AND TRAINING HOURS			

This staff member has met the training requirements for CCS as outlined in DHS 36. Documentation of training is attached.

Employee Signature

Date

Supervisor Signature

Date