



Dane Crisis Provider Network Orientation Training Log

Staff Name:

Agency Name:

- ☐ Staff member has 6 months or more of prior experience in providing emergency mental health services.
Complete 20 hours of orientation training.
- ☐ Staff member has less than 6 months of prior experience in providing emergency mental health services.
Complete 40 hours of orientation training. (Must also complete Page 2.)

All crisis service providers must complete 20 hours of “core” crisis orientation training, consisting of 1) UW-GB Crisis Intervention Services Orientation Course, 2) orientation to the Dane County crisis system, and 3) orientation to the program-specific context. Staff members with less than 6 months of experience must also receive an additional 20 hours of relevant training, documented on Page 2. Orientation training must be completed within 3 months (90 days) of starting in the program.

20 Hour Core Crisis Orientation Training: (enter completion dates below)

Core Training Topic(s)	Date	Training Method	Length
University of Wisconsin Green Bay - Crisis Intervention Services Orientation Course <i>Instructions for registering for UW-GB courses can be found in Appendix C of the DCPN Handbook. Certificate of Achievement must be submitted to receive credit.</i>		Online Training	16 Hours*
Orientation to the Dane County crisis system: • Read all relevant sections of the Dane County Provider Network DHS 34 and Medicaid Billing Handbook • Watch the DCPN February 2024 Webinar (Revised DHS 34 and MA Billing Handbook Overview)		Reading / webinar	2 Hours
Orientation to program-specific context: • Program-specific policies and procedures related to providing crisis services • Crisis-specific job responsibilities		In person, reading, and/or online training	2 Hours

*The number of credit-hours awarded for this training has changed over time. If the staff member was awarded a different number of credit-hours for this training based on when it was completed, please write in the correct number of hours and document additional hours, if necessary, on page 2

20 Hours Additional Training For Staff With Less Than 6 Months Experience:

Staff with less than 6 months of prior experience providing emergency mental health services must complete an additional 20 hours of orientation training. **Training already documented on page 1 cannot be counted toward this.**

This additional training must be relevant and appropriate to the staff member's program and position and is intended to further prepare staff to work as crisis providers by providing additional knowledge, particularly in the areas of:

- mental health and psychopharmacology concepts applicable to crisis situations;
- assessing and responding to the emergency mental health service needs of persons who are suicidal, including suicide assessment, suicide management and prevention;
- assessing and responding to the emergency mental health service needs of persons with SUD;
- non-violent crisis management, including verbal de-escalation, methods for obtaining backup, and acceptable methods for self-protection and protection of the client and others in emergency situations.

Training that does not count toward this requirement includes: shadow or training shifts, general agency onboarding (e.g., personnel policies), and training that may be required for other program licenses but is not directly related to delivering crisis services (e.g., first aid, universal precautions, disaster preparedness). Talk to your contract manager if you are uncertain about a specific training's relevance or for training recommendations.

If your agency uses a learning management system, you may attach a transcript in lieu of writing in each training.

<u>Topic / Training Title</u>	<u>Date</u>	<u>Training Method</u>	<u>Length</u>

Employee (Sign Here)

Date

By signing, you are certifying that you have completed the orientation training listed above.

Supervisor (Sign Here)

Date

By signing, you are certifying that to the best of your knowledge the staff member has completed the orientation training listed above, consistent with requirements outlined in DHS 34.

DCDHS Staff (Sign Here)

Date

If required, the DCDHS staff signature will be added after submission.

Submitting Completed Orientation Training Checklists:

Completed and signed orientation training checklists and UW-GB Certificates of Achievement should be submitted to crisisbillingsupport@danecounty.gov.

Accessing UW-GB Certificates of Achievement:

The UW-GB Certificate of Achievement is sent to individuals upon training completion. UW-GB trainings can also be verified by visiting <https://www.uwgb.edu/behavioral-health/training-registry/>. Scroll to the bottom of the page and search by the individual's name to download proof of training completion. Either the original Certificate of Achievement or proof of training completion downloaded from the registry must accompany all orientation training logs.

Staff Also Rostered to Provide CCS or CRS Services:

Staff who will deliver CCS or CRS services and crisis services should complete the appropriate UW-GB orientation course for CCS or CRS and then contact UW-GB to request enrollment in supplemental crisis-specific training modules to complete crisis orientation. **Both resulting UW-GB certificates (or other proof) must be submitted.** Together, these certificates will total more than 16 total hours. Document 16 hours on Page 1 by entering the dates of completion, and, for staff who need additional hours, document the remaining hours on Page 2.