

# CCS Service Provider Orientation Checklist

(revised 2021)

**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. Requires 20 hours of orientation within 3 months of CCS enrollment.

Staff has less than 6 months experience providing psychosocial rehabilitation services to adults or children with mental health or substance abuse disorders or is a Volunteer. Requires 40 hours of orientation within 3 months of CCS enrollment.

\*Certificates of completion must be submitted for all training areas except for those indicated with an (\*)

<u>Orientation/Training</u>	<u>Date</u>	<u>Method</u> (e.g. webcast, Workshop)	<u>Duration</u>
*Read and review DHS 36 – <i>Comprehensive Community Services</i>		Reading	2 hrs.
*Read and review CCS policies and procedures		Reading	2 hrs.
*Overview of job responsibilities for CCS staff members and volunteers within agency		Review <a href="#">CCS Provider Handbook</a>	2 hrs.
<b>Laws &amp; Client Rights that affect CCS:</b> Chapter 48 – <i>Children’s Code</i> Chapter 51— <i>Mental Health Act</i> Chapter 54— <i>Guardianship</i> Chapter 55 <i>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		<b>DCDHS Online Training</b> <a href="https://www.danecountyhumanservices.org/ccs/prov/orient_trng.aspx">https://www.danecountyhumanservices.org/ccs/prov/orient_trng.aspx</a>	3 hrs.
<b>CCS Overview</b> <i>Overview of DHS 36</i> * <i>Supervision &amp; 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>		<b>DCDHS Training</b> (Please register via <a href="https://www.signupgenius.com/go/60b054dafac2fa7fd0-ccstrainings">https://www.signupgenius.com/go/60b054dafac2fa7fd0-ccstrainings</a> )	4 hrs.

<b>CCS Module</b> <ul style="list-style-type: none"> <li>CCS Documentation</li> </ul>		<b>DCDHS Training</b> (Please register via <a href="https://www.signupgenius.com/go/60b054dafac2fa7fd0-ccstrainings">https://www.signupgenius.com/go/60b054dafac2fa7fd0-ccstrainings</a> )	3 hrs.
*Client Rights & Grievances <ul style="list-style-type: none"> <li>Review of agency policy and procedure</li> <li>Review of <a href="#">CCS policy and procedure</a></li> </ul>		Reading	1 hr.
Techniques and procedures for non-violent crisis management and verbal de-escalation. <ul style="list-style-type: none"> <li>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.</li> </ul>			
Trauma Informed Care <ul style="list-style-type: none"> <li>Relationship of trauma to mental health/AODA needs</li> <li>Trauma assessment and treatment approaches</li> </ul>			
Training regarding current knowledge about mental disorders, substance-use disorders, and co-occurring disabilities and treatment methods. <ul style="list-style-type: none"> <li>Must include age-appropriate assessment/services and relapse prevention.</li> </ul>			
Cultural Competency <ul style="list-style-type: none"> <li>Training regarding cultural competence in health care settings. Topics may include practice with specific diverse populations, cultural humility, cultural differences, discrimination, behavioral health equity, self-awareness, and cross-cultural skills.</li> </ul>			
<b>Service Facilitator/Mental Health Professional/Substance Abuse Professional Training:</b> <ul style="list-style-type: none"> <li>Service Array/Community Resources</li> <li>Service facilitation &amp; conflict resolution</li> <li>Service authorization process and roles</li> </ul>		<b>DCDHS Training</b> (Please register via <a href="https://www.signupgenius.com/go/60b054dafac2fa7fd0-ccstrainings">https://www.signupgenius.com/go/60b054dafac2fa7fd0-ccstrainings</a> )	(4.0)
Additional:			
Additional:			
<b>TOTAL ORIENTATION AND TRAINING HOURS</b>			

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