

Within 30 days of hire: All staff must be oriented to Recipient Rights using the paper curriculum titled “Day One Rights Orientation”. Although staff have 30 days to complete this orientation, they cannot work alone with consumers until it’s completed. So it’s strongly suggested this becomes part of your first day of hire process (which is why it’s been renamed “Day One Orientation”). A signed and dated copy of the orientation should be printed and maintained in the staff’s record as proof of completion. A copy of the “Day One Orientation” can be located on the PIHP’s website at: <https://www.cmhpsm.org/training>

Within 90 days of hire: All new staff must complete Rights training online within 90 days of hire. The training is located at:
https://secure2.ewashtenaw.org/hosting/CMH_RIGHTS/Online_Training/presentation_html5.html

Annual Online Retraining: All staff must retake Rights training **annually** (per State requirements). A copy of the online training certificate/test should be printed, signed by the supervisor, and maintained in the staff’s record as proof of completion. The Annual Recipient Rights Refresher Training can be located ite at:
https://secure2.ewashtenaw.org/hosting/CMH_RIGHTS/Online_Training/presentation_html5.html

Tracking Compliance: Employers are responsible for tracking their staff’s Rights training and ensuring staff retake training every year. Additionally, employers are required to submit to the Contracts Manager when requested the name, date of hire and date of completion of the “Day One Orientation” for all new hires. Employers should maintain clear and easily accessible records of all Rights training received by staff and provide it upon request.