

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 is completed. So it is 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 attend complete Rights training by a Rights Officer within 90 days of hire. Staff may complete this by attending training at LCCMHA, at one of our affiliate CMH’s (Monroe, Washtenaw, or Lenawee) or at another approved CMH elsewhere in the state of Michigan.

Beginning with the **Recipient Rights Training** on **3/13/2020**, we will be implementing a sign-in process for the face-to-face **Rights Training**.

The staff will go to the link below:

<https://www.eventbrite.com/e/lccmha-recipient-rights-training-tickets-92783793825>

Pick the training you wish to attend.

Fill out all of the required fields.

Print out the “ticket” or save it to your smartphone through the Eventbrite App

Bring it to LCCMHA at the time and date of the training.

You **must** show ticket and picture ID to get in.

Remember to note the date and time. **Trainings start on time and your staff will be turned away if they are late.**

You can email the trainer from the Eventbrite website with any questions.

It is first come first serve.

Annual Online Retraining: All staff must retake Rights training **annually** (per State requirements) via online/electronic training or in person if required by your employer. A copy of the online training certificate should be printed and maintained in the staff’s record as proof of completion. The Annual Recipient Rights Refresher Training can be located on the PIHP’s website at: <https://www.cmhpsm.org/training>

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.