

# CCS Training and Orientation Plan

## **DHS 36.12: Orientation Training Requirements:**

*Each newly hired staff person who has had less than 6 months of experience in providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders shall complete a minimum of 40 hours of documented orientation training within 3 months of beginning work with the program. Each newly hired staff person who has had 6 months or more of prior experience in providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders shall complete a minimum of 20 hours of documented orientation training within 3 months of beginning work with the program.*

- Staff has documentation of at least 6 months experience providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders (ie, job description, statement from previous supervisor). **20 hours required.**
- Staff has less than 6 months experience providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders. **40 hours required.**

## **Available through the Behavioral Health Training Partnership**

Web-based CCS Curriculum

**16 hours**

Agency-Based Orientation is expected to fill out the remaining training hours.

**Please check our website for Ongoing/Advanced Training opportunities:**

<https://www.uwgb.edu/behavioral-health-training-partnership/training/online-training/>

## CCS Orientation Checklist and CCS Core Training Components

<b>Employee:</b>	<b>Start Date:</b>
<b>Position:</b>	<b>Supervisor:</b>

Task/Concept	Method of Training	Time Spent	Date	Responsible Party signature
DHS 36 Administrative Code: Orientation to the structure of the CCS program, roles and responsibilities, program requirements	<i>Individual Reading</i> <i>CCS Curriculum Online</i> <i>Agency Orientation Process</i>	<b>1.5 hr.</b>		
Review County CCS Policies and forms	<i>Individual Reading</i>			
Overview of the agency structure and roles: Organizational chart, Mental Health/Substance Abuse Services roles and responsibilities	<i>Agency orientation process</i>			
Overview of suicide assessment, prevention and management. Review of Columbia Suicide Severity Screening and other related suicide/risk assessment tool.	<i>CCS Curriculum Online</i> <i>Agency Orientation Process</i>	<b>1.5 hr</b>		
Chapter 51 and its interaction with other statutes: <ul style="list-style-type: none"> <li>• 48/938 (Children)</li> <li>• 55 Adult Protection and Placement</li> <li>• 51.45 Alcohol Holds</li> </ul> 54 Guardianship	<i>CCS Curriculum Online</i> <i>Agency Orientation Process</i> <i>Individual Reading</i>	<b>15 min.</b>		
Orientation to Confidentiality and Client Rights: Release of Information, policies related to physical contact, restraint or removal or rights, the grievance procedure at your agency	<i>CCS Curriculum online</i> <i>Agency Orientation Process</i>	<b>15 min.</b>		
Basic provisions of civil rights laws (ADA of 1990, CRA of 1964)	<i>Agency Orientation Process</i>			
Recovery concepts and principles: Recovery-oriented systems of care, 10 Guiding Principles of Recovery	<i>CCS Curriculum online</i>	<b>45 min.</b>		
Current principles and procedures for providing services to children and adults with MH/SU disorders: Trauma informed, person-centered, strength-based, etc.	<i>CCS Curriculum online</i>	<b>3.25 hr.</b>		
Co-Occurring Disorders: Mental Health and Substance Use (Adults and Children)	<i>CCS Curriculum online</i>	<b>8.5 hr.</b>		
Training specific to the position for which the employee is hired	<i>Agency orientation process</i>			