

MACMHB

State Training Guidelines Workgroup

Training/Curriculum Recommendations

The intent of this Training Guideline is for the development and presentation of training content. Curricula based on this guideline will contribute to statewide training quality, uniformity, and reciprocity.

Topic: *Recipient Rights*

Defining Paragraph (Vision, Boundaries, Overall Outcome Statement):

Every person who receives mental health services has certain rights which are protected by the Michigan Mental Health Code. This course will help the participant to support an individual's rights as well as be able to identify various forms of rights violations such as abuse and neglect. Participants will understand reporting requirements and be able to accurately implement the requirements.

Definitions:

Content – These are a listing of the areas covered in the subject.

Outcomes/Competencies – These are statements about what participants will be able to do as a result of having participated in the course.

Outline – A suggested approach to meeting Outcomes/Competencies.

These three are interrelated, but not necessarily a one-to-one relationship.

Content:

1. Michigan Mental Health Code
Topics include: abuse/neglect, civil rights, admissions/discharge, communication/visits, confidentiality, family rights, financial issues, freedom of movement, personal property, photographs, rights system, suitable services, treatment environment, and treatment planning.
2. Setting specific rights topics. Topics may include: informed consent, environment and self-care, medication-psychotropic, search & seizure, treatment by spiritual means, restraint & physical management, photographs & taping, and incident reporting.
3. Staff actions that foster dignity and respect
4. Functions of the Office of Recipient Rights
5. Local agency specific procedures
6. Practice filling out critical incident report form
7. Other mandated reporting requirements

Outcomes/Competencies:

1. Identify mental health code protected rights with an emphasis on abuse /neglect definitions and mandatory reporting requirements.
2. Identify the basic functions of the Office of Recipient Rights.
3. Describe complaint resolution investigative process.
4. Demonstrate how to fill out and submit required documentation (such as Incident Reports, Complaint forms, etc.).
5. Perform job duties in a manner that respects the dignity of the individual and her/his rights.
6. Identify opportunities to support the individual's exercise of their rights.
7. Recognize and report various forms of rights violations including abuse and neglect to the appropriate personnel.

Outline/Recommendations:

Course outline is determined by State Office of Recipient Rights.

Trainer Qualifications:

Check all that apply, be specific (years, degree, skills, etc):

- ☐ College Degree:
- ☐ License:
- ☒ Years Experience (please specify below):
- ☐ Documented Skill Set:
- ☒ Training Experience: *Prefer presentation experience*
- ☒ Trainer in Adult Learning Styles/Methods:
- ☒ Other: *Must have content expertise*

Specified experience:

Prefer Recipient Rights advisor/officer. If not, an experienced trainer who has completed the required MDHHS/ORR Rights Training.

Length of Training:

Length of training should be 4 hours.

Format:

The acceptable format(s) for the class:

- ☐ Blended Learning (Online + Instructor-Led)
- ☒ Instructor-Led Class
- ☐ Instructor-Led Webinar
- ☒ Online Course (as a refresher)
- ☐ Other (specify):

Teaching Methods:

These are the best teaching methods for teaching course content. Additional methods may also enhance learning.

- ☒ Individual
- ☒ Classroom/Group
- ☒ Lecture
- ☒ Discussion
- ☒ Skills Practice
- ☐ Return demonstrations
- ☒ Activities
- ☒ Videos
- ☒ Online Activities (for part of initial and refresher class)
- ☒ Individual Assignments
- ☐ Homework assignments
- ☐ Other (specify):

Method of Assessment:

How to measure entry level competency in this course.

- | | | | |
|-------------------------------------|---------------------------------|------------------------|------|
| <input checked="" type="checkbox"/> | Written Test | Performance Indicator: | 80 % |
| <input type="checkbox"/> | Return Demonstration | Performance Indicator: | |
| <input checked="" type="checkbox"/> | Online Test | Performance Indicator: | 80 % |
| <input type="checkbox"/> | Skill Sheet | Performance Indicator: | |
| <input type="checkbox"/> | Homework Assignment(s) | | |
| <input type="checkbox"/> | Observation with sign-off sheet | | |
| <input type="checkbox"/> | Other: | | |

Scope of Implementation:

Training recommended for:

- ☒ Specialized Residential direct care staff/home managers
- ☒ Specialized Residential Administrators
- ☒ Community Living Supports (CLS)

- ☒ Skill-Building Assistance (Pre-Voc Skill Building / Non-Voc Skill Building)
- ☒ Supported/Integrated Employment Service (ie. Clubhouse, Competitive Employment, volunteer)
- ☒ Supported Living Staff
- ☒ Adult Foster Care staff
- ☒ Respite Service staff
- ☒ Self-Determination staff
- ☒ In-Home Service staff (Children's Program)
- ☒ Foster Family Group Home staff
- ☒ Child-caring Institutions (Children's Group Home) staff
- ☒ As identified in the Person Centered Plan
- ☒ Other employee group (specify): Volunteers, interns, other agency staff and subcontractors providing direct services

Frequency:

It is recommended the content be reviewed/retaken.

- ☒ Initial & As Needed
- ☒ Initial & Annual
- ☐ Initial & Every two (2) years
- ☐ Initial & Every three (3) years
- ☐ As directed by the Individual Plan of Service
- ☒ Other: Recommend orientation to Recipient Rights prior to initial contact with individual receiving services

Additional Comments:

1. Course can include Due Process, HIPAA, and Documentation

References/Legal Authority:

1. Mental Health Code 330.1755(2)(f)
2. Adult Protective Services Act
3. R 330.1801 et.seq.
4. R 330.1806(2)(e)
5. R 400.14304 (1)(2)
6. MCL 330.1755 (MMHC)
7. ORR training manual
8. Prevailing State Guidelines and Practice Protocols

Note: If training is for an adult foster care facility/home adult foster care staff must also comply with the adult foster care administrative rules. In addition, in those situations where the contents of the training conflict with an administrative rule, the rule prevails.