

- **ORR Trainer Contact Info:** DWIHN ORR Trainers Joyce Wells, LaShanda Neely, and Michael Olver are available at email address: orr.training@dwihn.org
- **Hours of availability:** Monday-7am-5pm, Tuesday-Thursday 7am-6pm, and Friday-7am-5pm
- **New Hire Recipient Rights Training (NHRRT):** Takes place via Zoom from 10am-12pm for mornings scheduled and 4-6pm for evening trainings scheduled. Evening trainings are held once per month. Registration is available on MHWIN.
- **Vendors:** To remain in compliance with the Michigan Mental Health Code, employees working in the CMH system **must** take New Hire Recipient Rights Training within 30 days of their hire date. For ORR training purposes, the hire date is the date that the staff begins to provide a Medicaid billable service.
- **MHWIN Staff Record:** Vendors please ensure accuracy of each employee email address and date of hire.
- **NHRRT Link/Instructions:** The NHRRT Zoom link, instructions, quiz and documents, will be sent to the email address provided in the participant's MHWIN record the morning of their scheduled NHRRT.
- **NHRRT Participation:** All participants must be on camera and fully engaged in the training. If a training participant is observed sleeping, driving, or otherwise engaged, and not focused on the training being presented, that participant will automatically be removed from the training. If a participant is removed from the training, they will need to be re-registered for another training date.
- **NHRRT Completion:** Once the Zoom training ends, quizzes and surveys must be emailed back to orr.training@dwihn.org The quiz must be received by 3pm (morning class or 9pm evening class) with a passing score of 80% or greater.
- **Retakes:** Participants are allowed one retake quiz if they do not pass on the first submission. Retakes will only be accepted by 3pm morning class or 9pm evening class.
- **Certificates:** Will be available to Vendors in MHWIN within 3 business days after the NHRRT ends, for participants in this online interactive NHRRT.
- **Reciprocity Statement:** DWIHN ORR accepts New Hire Recipient Rights training certificates, (face to face) and annual online Recipient Rights training certificates from Oakland, Macomb and Washtenaw County CMH.