DETROIT WAYNE INTEGRATED HEALTH NETWORK

Treatment Plan Training for Support Staff

Overview of Process and Log

Microsoft Teams Platform

Last updated November 10th, 2022

Purpose

To ensure the appropriate training has been provided to staff who will be responsible for providing the supports and services identified in the plan.

Examples of documents to be trained on:

- Individual Plan of Service (IPOS)
- Wraparound Plan of Care (POC)
- Crisis Plan
- Behavioral Treatment Plan (BTP)
- Any other applicable clinical safeguards.

Process

The training should happen when:

- When a document is developed or amended (IPOS, POC, Crisis Plan, etc.)

- Staff should be trained on specific goals related to services being provided

- Staff should be trained prior to documenting their first service to the member

Process

Who should facilitate the training?

- Primary case holder/clinically responsible service provider (specific to their scope of practice)

- Once someone is trained, they can be considered qualified to train other staff (i.e. train the trainer)

- The training can be done via telephone, virtually, or in person

Process

Regarding **Train the Trainer**:

- Any staff that receives training and then trains others, must retain a copy of the initial training they received in the member's record. This ensures that future trainings are valid.

Virtual Training

Trainings may take place virtually to meet the needs of the member and/or their staff.

When done virtually:

- the trainings must take place via a secure platform;

- the staff receiving the training must have access to a copy of the document they are being trained on;

- The trainer must verify those in attendance and complete the training log;

- The trainer will ensure that the training log is uploaded in MHWIN.

Training Log

How to upload the training in MHWIN (for case mangers/clinically responsible service provider):

1. Go to the member's chart in MHWIN

2. Under "clinical services" choose "Individual Plans of Service (IPOS)"

3. Under each IPOS year at the bottom of the page (under authorizations), there is a tab referred to as "Training Logs".

4. Click "Training Logs"

5. To the right of that is a hyperlink labeled, "Add IPOS Training Log", click this.

6. Fill out the electronic form as applicable.

0 Training Logs	0 Attachments	0 Documents			
Date	Location	Training Category		Status	Add IPOS Training Log
		Zero Training Logs Found			

Training Log

Electronic Training Log in MHWIN:

Training Log

How to upload the training in MHWIN (for staff providing services such as Community Living Supports/Respite):

- The physical Training Log document will need to be filled out either electronically (in Microsoft Word) or printed and filled out. This document is referred to as the "Training Log"

- This is a medical record and must be uploaded into MHWIN

Training Log

How to upload the Training Log document in MHWIN

1. Go into a member's chart and click on, "all scanned and uploaded documents"

2. Add the document and label as, "DWIHN Training Log {DATE}"

3. Under "Clinical Services", click, "Individual Plans of Service (IPOS)"

4. Under each "IPOS Meeting", "IPOS Addendum(s)" or "IPOS Periodic Review(s)" you can add a document by clicking where it says "Attachments" by clicking "upload attachment" (this can also be done with the Crisis Plan)

IPOS Meeting			
Date ↕¹ / Type		Status /	
11/15/2021 1:00 PM **IPOS Meeting**		**READ-ONLY** **Signed on 12/13/2021 7:19 PM**	View Fax Print Consumer Notices
0 Attachments			
Date / Type	Attached By	Notes	Upload Attachment Scan Attachment
		Zero Attachments Found	

Training Log

- All Documentation must be legible

- Each training session must be on separate log

  - Ongoing training sessions *cannot* be added to the form as a running list. When new staff are trained on a separate date you must have a separate form.

- All signatures must be dated and accompanied by a legible printed name.

- All training documents must be maintained in the member's record.

- The Treatment Plan Training Log captures critical information required to meet all MDHHS and DWIHN requirements.

Training Log

DWIHN Documentation Training Log

This form is to serve as a Training Record. It is essential that this form be completed each time a plan is developed or revised and retained in the member's record.

Member Name: _____   MHWIN #_____
Today's Date: _____   Today's Location: _____

Training Category:
- □ IPOS/POC
- □ Plan Amendment
- □ ABA Applied Behavioral Analysis (Autism Benefit)
- □ Behavior Treatment/Support Plan
- □ Crisis Plan
- □ Other:_____

- □ Physical Therapy Plan
- □ Speech Therapy Plan
- □ Supported Employment Plan
- □ Occupational Therapy Plan
- □ Vocational Plan

Date of Document selected above: _____

Staff being Trained

Check this box if training was completed virtually: □ **include Start/Stop Times:_____/_____**

Print Name	Sign Name	Title	Date

Staff providing Training

Check this box if training was completed virtually: □ **include Start/Stop Times:_____/_____**

Print Name	Sign Name	Title	Date

Training Log

- The Training Log can be found on DWIHN's website:
  - www.dwihn.org
    - Providers tab
      - Provider Resources
        - CRSP, OP & Res Provider Forms & Docs

Q & A

If you have any questions about how to complete the log please reach out to Quality Improvement, Children's Initiatives or Compliance.