

# DETROIT WAYNE INTEGRATED HEALTH NETWORK

Treatment Plan Training for Support Staff  
Overview of Process and Log  
March 19, 2021

Presented by Kim Hoga, LPC, QIDP  
BlueJeans Platform



# Purpose

To ensure the appropriate training has been provided to support staff who will be responsible for implementing the supports and services identified in the plan. This includes training on a member's individual plan of service (IPOS), Wraparound Plan of Care (POC), crisis plan, behavior treatment plan (BTP), or other clinical treatment plan as authorized in the member's IPOS.

# Process

When a new document (IPOS, POC; Crisis Plan; Behavior Treatment Plan or other clinical document) is developed, all staff who work directly with the member are to be trained on the specific, individual components of the plan. All staff are to be trained prior to documenting their first service to the individual under the plan.

# Process

When a document Amendment is completed to add or change services, all staff who work directly on the amended treatment services, goals or objectives are to be trained on the specific, individual components of the service. All staff are to be trained prior to documenting their first service to the individual under the amended change.

# Process

The trainings will be provided by the primary case holder / clinically responsible service provider and by each specialized professional within their scope of practice. If determined to be able to safely and accurately communicate the learned information, those in attendance can be considered qualified to train other staff, i.e., Train-the-Trainer.

# Process

The required documentation is DWIHN's Treatment Plan Training Log. This form 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: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_

MHWIN # \_\_\_\_\_  
 Today's Location: \_\_\_\_\_

**Training Category:**

- IPOS/POC
- Plan Amendment
- ABA Applied Behavioral Analysis (Autism Benefit)
- Behavior Treatment/Support 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

# Process-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.
- Form must be uploaded into the member's medical record in MHWIN, under Scanned and Uploaded documents, titled "DWIHN Training Log\_DATE"
- All training documents must be maintained in the member's record.

# Process-Log

## 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.
- Evidence of the trainer training must be retained and available for review in order for future trainings they provide to be 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 into MHWIN.

# Q & A

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