**ORR TRAINING-07/23/21**

 **Provider Meeting**

Just a few reminders… New Hire Recipient Rights Training must be completed within 30 days of hire. Classes are currently open for registration in MHWIN.

Relative to completing the MHWIN staff record. Please make sure the record is completely filled in especially the provider name and location as well as the date of hire and the email address. The email address in the staff record should be that of the participant. This will ensure that they receive the correct class documents.

The course documents for class are sent via email prior to 830 the morning of the class so please ensure your staff read the instructions in the email and review the documents prior to class.

This is a face to face training, that said, participants must be present online, with working cameras, and remain visible and available to communicate with us throughout the course. In order to complete the course, staff must participate in the virtual- live training using the Zooms app AND pass the quiz with a score of 80% or greater. The cut off time to return the quiz is 3pm the day of class. Incomplete or late exams will not be accepted.

If your staff are seen driving during the training or laying down/asleep, they will be removed from the class.

Contract Sanctions will begin to be enforced regarding a $50 fee for each staff who is not trained in face to face New Hire Recipient Rights Training (NHRRT) within 30 days of hire (providing a CMH service). More information is forthcoming from DWIHN ORR Administration.

To avoid penalty, we ask that you do not wait until the last minute to register your staff for NHRRT. You should register your staff during the onboarding process. Doing so will allow your staff multiple opportunities to retake the course if needed before their 30 days ends. There are 9 to 11 classes held each month so there are many opportunities. If for any reason you need to remove a registered staff, simply email us at orr.training@dwihn.org and we will assist you.

As always, please review The DWIHN.org website and the MHWIN newsflash for updates.