

New Hire Recipient Rights Training

- ❑ Trainings are currently open for Registration in MHWIN 2 months in advance.
- ❑ **Staff Record**-Ensure 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 training documents.
- ❑ Participants must be present online, with working cameras, and remain visible and available to communicate with us throughout the course.
- ❑ If your staff are seen driving during the training or laying down/asleep, they will be removed from the training.
- ❑ **Course Completion**-Staff must participate in the virtual- live training using the Zoom app AND pass the quiz with a score of 80% or greater. The deadline to return the quiz is 3pm the day of class. Incomplete or late exams will not be accepted.
- ❑ **To Maintain Compliance**- Register your staff for NHRRT training during the onboarding process.

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- ❑ During the month of November there were **376 participants registered**, with **182 complete** and **194 incomplete and No Shows**.
- ❑ There are 9 to 11 trainings held each month.
- ❑ Please contact ORR Trainers ASAP to remove a registered participant once you become aware that they are unable to attend NHRRT, to ensure scheduling availability.
- ❑ To unregister a participant or for any questions regarding training, email us at orr.training@dwihn.org.
- ❑ Review the DWIHN website and/or the MHWIN newsflash for updates regarding NHRRT.
- ❑ ORR Trainers remain available at orr.training@dwihn.org to partner with Providers and ensure compliance with regulatory standards and DWIHN policies related to ORR Training requirements.
- ❑ In December an evening NHRRT was offered and registration was full. ORR Trainers offer an evening NHRRT to accommodate participants with daytime scheduling challenges.