

Mental Health Technician (CSP) Training and Orientation Plan

DHS 63.06(6): Orientation and Training Requirements:

Each CSP shall develop and implement an orientation and training program which all new staff and regularly scheduled volunteers shall complete. The orientation shall include:

1. Review of the applicable parts of DHS 63
2. Review of CSP policies
3. Review of the job responsibilities specified in the job description
4. Review of ch. DHS 94, patient rights
5. Review of ch. DHS 92, confidentiality of treatment records

ForwardHealth Mental Health Technician Training and Education Certification Requirements

For BadgerCare Plus and Wisconsin Medicaid reimbursement, a mental health technician must meet the following training and education requirements:

1. Completion of a minimum of 1,000 hours of supervised work experience with long-term mentally ill individuals.
2. At least one of the following:
 - Approval from the DQA of an educational curriculum for the mental health technician. The agency must then provide or purchase the training.
 - Certification by the American Occupational Therapy Association as an occupational therapy assistant.
 - A licensed practical nurse under s. [441.10](#), Wis. Stats.
 - Completion of the training requirements under [DHS 133.17\(4\)](#), Wis. Admin. Code for a home health aide.
 - Inclusion in the registry of persons under [DHS 129.10](#), Wis. Admin. Code, who have completed a nurse's assistant training and testing program or only a testing program.
 - Satisfaction of the requirements under [DHS 105.17\(3\)\(a\)1.](#), Wis. Admin. Code, to provide personal care services and completion of an additional 1,000 hours of supervised work experience with long-term mentally ill persons [persons with severe and persistent mental illness].
3. A mental health technician providing CSP services who does not meet the requirements above must meet these requirements within one year following the effective date of the CSP's Medicaid enrollment or the mental health technician's date of employment by the CSP, whichever is later. If this requirement is not met, the CSP may no longer submit claims to ForwardHealth for the mental health technician's services. However, the CSP may submit claims to ForwardHealth for the mental health technician's services during the one year period.

Available through the Behavioral Health Training Partnership

Web-based Mental Health Technician (CSP) Orientation Course 10 hours

Recommended additional trainings (traditional, in person sessions):

Crisis Services Overview 6 hours
Suicide and Risk Assessment 6 hours
Wisconsin Mental Health (and other related) Laws 6 hours

Recommended additional External training:

CALM: Counseling on Access to Lethal Means 2 hours
(<https://training.sprc.org/enrol/index.php?id=20>)

Agency-Based Orientation is expected to fill out the remaining training hours.

Please check our website for Ongoing/Advanced Training opportunities: <https://www.uwgb.edu/behavioral-health-training-partnership/>

Mental Health Technician (CSP) Orientation Checklist

Employee:	Start Date:
Position:	Supervisor:

Task/Concept	Method of Training	Time Spent	Date	Responsible Party signature
DHS 63 Administrative Code: <ol style="list-style-type: none"> 1. Orientation to the structure of the CSP 2. Roles and responsibilities 3. Program requirements 4. Qualifying Diagnoses 5. Psychopharmacology 6. Psychosocial Rehabilitation 	<i>MHT/CSP Curriculum Online</i> <i>Individual Reading & Agency Orientation Process</i>	2.5 hours		
Review County CSP Policies and forms	<i>Individual Reading Agency orientation process</i>			
Overview of the agency structure and roles: Organizational chart, Mental Health/Substance Abuse Services roles and responsibilities	<i>Agency orientation process</i>			
Overview of suicide assessment, prevention and management. <ol style="list-style-type: none"> 1. Suicide/Risk Assessment 2. Review of agency's suicide/risk assessment process and tools. 3. Complete CALM training 	<i>MHT/CSP Curriculum Online</i> <i>Agency Orientation Process</i> <i>SPRC (website listed above)</i> Recommended: <i>Suicide and Risk Assessment classroom training</i>	1.0 hour 2 hours 6 hours		
Wisconsin Statutes: Chapter 51 – Mental Health/SA/DD Act Chapter 54 – Guardianship Chapter 55 – Protective Service System	<i>MHT/CSP Curriculum Online</i> <i>Agency Orientation Process & Individual Reading</i> Recommended: <i>Wisconsin Mental Health Laws classroom training</i>	15 minutes 6 hours		
DHS 94 – Confidentiality DHS 92 – Client Rights <ol style="list-style-type: none"> 1. Release of Information 2. Grievance procedure at your agency 	<i>MHT/CSP Curriculum online</i> <i>Agency Orientation Process</i>	15 minutes		
Recovery concepts and principles: <ol style="list-style-type: none"> 1. Overview and Philosophy behind CSP/Mental Health Care 2. 10 Guiding Principles of Recovery 	<i>MHT/CSP Curriculum online</i>	1 hour		
Current principles and procedures for providing services to adults with MH/SU disorders: <ol style="list-style-type: none"> 1. Trauma informed Care 2. Person-Centered Planning 3. Substance Use Disorders 	<i>MHT/CSP Curriculum online</i>	3 hours		
Training specific to the position for which the employee is hired	<i>Agency orientation process</i>			