

CCS Training and Orientation Plan

DHS 36.12: Orientation Training Requirements:

Each newly hired staff person who has had less than 6 months of experience in providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders shall complete a minimum of 40 hours of documented orientation training within 3 months of beginning work with the program. Each newly hired staff person who has had 6 months or more of prior experience in providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders shall complete a minimum of 20 hours of documented orientation training within 3 months of beginning work with the program.

- Staff has documentation of at least 6 months experience providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders (ie, job description, statement from previous supervisor). **20 hours required.**
- Staff has less than 6 months experience providing psychosocial rehabilitation services to children and adults with mental disorders or substance-use disorders. **40 hours required.**

Available through the Behavioral Health Training Partnership

Comprehensive Community Services (CCS) Web-based Orientation Course

13 hours

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

Recommended additional self-paced trainings to support CCS orientation, training, and service delivery:

- Treatment Planning and SMART Goals
- Best Practices in Outreach, Engagement, and Safety
- Substance Use in Older Adults (if applicable to your practice)

For these and all self-paced training topics, go to: <https://www.uwgb.edu/behavioral-health-training-partnership/online-training/>

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

CCS Orientation Checklist and CCS Core Training Components

Employee:	Start Date:
Position:	Supervisor:

Task/Concept	Method of Training	Time Spent	Date	Responsible Party signature
DHS 36 Administrative Code: Orientation to the structure of the CCS program, roles and responsibilities, program requirements	<i>Individual Reading</i> <i>CCS Curriculum Online</i> <i>Agency Orientation Process</i>	1.0 hours		
Review County CCS Policies and forms	<i>Individual Reading</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. Review of Columbia Suicide Severity Screening and other related suicide/risk assessment tool.	<i>CCS Curriculum Online</i> <i>Agency Orientation Process</i>	45 minutes		
Chapter 51 and its interaction with other statutes: <ul style="list-style-type: none"> • 48/938 (Children) • 55 Adult Protection and Placement • 51.45 Alcohol Holds • 54 Guardianship 	<i>CCS Curriculum Online</i> <i>Agency Orientation Process</i> <i>Individual Reading</i>	8 minutes		
Orientation to Confidentiality and Client Rights: Release of Information, policies related to physical contact, restraint or removal or rights, the grievance procedure at your agency	<i>CCS Curriculum online</i> <i>Agency Orientation Process</i>	7 minutes		
Basic provisions of civil rights laws (ADA of 1990, CRA of 1964)	<i>Agency Orientation Process</i>			
Recovery concepts and principles: Recovery-oriented systems of care, 10 Guiding Principles of Recovery	<i>CCS Curriculum online</i>	30 minutes		
Current principles and procedures for providing services to children and adults with MH/SU disorders: Trauma informed, person-centered, strength-based, secondary traumatic stress, etc.	<i>CCS Curriculum online</i>	3 hours		
Co-Occurring Disorders: Mental Health and Substance Use (Adults and Children)	<i>CCS Curriculum online</i>	5.25 hours		
Training specific to the position for which the employee is hired	<i>Agency orientation process</i>			
<i>*There is additional continuing education provided in the web-based orientation course for review and quiz questions (about 138 questions), for an additional 2.25 hours, factored in to the total hours listed.</i>	Total: 13.0 hours			

