

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

Web-based CCS Curriculum

16 hours

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

Please check our website for Ongoing/Advanced Training opportunities: www.uwgb.edu/bhttp/training/

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	Individual Reading CCS Curriculum Online Agency Orientation Process	1.5 hr.		
Review County CCS Policies and forms	Individual Reading			
Overview of the agency structure and roles: Organizational chart, Mental Health/Substance Abuse Services roles and responsibilities	Agency orientation process			
Overview of suicide assessment, prevention and management. Review of Columbia Suicide Severity Screening and other related suicide/risk assessment tool.	CCS Curriculum Online Agency Orientaion Process	1.5 hr		
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	CCS Curriculum Online Agency Orientation Process Individual Reading	15 min.		
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	CCS Curriculum online Agency Orientation Process	15 min.		
Basic provisions of civil rights laws (ADA of 1990, CRA of 1964)	Agency Orientation Process			
Recovery concepts and principles: Recovery-oriented systems of care, 10 Guiding Principles of Recovery	CCS Curriculum online	45 min.		
Current principles and procedures for providing services to children and adults with MH/SU disorders: Trauma informed, person-centered, strength-based, etc.	CCS Curriculum online	3.25 hr.		
Co-Occurring Disorders: Mental Health and Substance Use (Adults and Children)	CCS Curriculum online	8.5 hr.		
Training specific to the position for which the employee is hired	Agency orientation process			