

**Orientation and Training Checklist - CCS**

**Staff Name:**

**Date of Enrollment:**

**Check box that applies:**

\_\_\_\_ Staff has at least 6 months experience providing psychosocial rehabilitation services to adults or children with mental health or substance abuse disorders. Staff will require at least 20 hours of documented orientation and training within 3 months of beginning CCS employment.

\_\_\_\_ Staff has less than 6 months experience providing psychosocial rehabilitation services to adults or children with mental health or substance abuse disorders. Staff will require at least 40 hours of documented orientation and training within 3 months of beginning CCS employment.

**\*All Staff regardless of experience should ensure they complete the bolded orientation and training materials.**

**Orientation and Training**

**Behavioral Health Training Partnership (CCS)**

**Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

- Recovery Concepts & Principles
- Person-Centered Planning
- Trauma Informed Practice
- Mental Health Overview  
(Schizophrenia, Affective Disorder, Anxiety Disorder, Personality/Borderline Personality Disorder, Substance Abuse, Trauma and Stressor Related Disorders)
- Children’s Mental Health Review
- DHS 36 Overview of CCS
- Suicide/Risk Assessment
- Columbia Suicide Severity Rating Scale
- Legal Considerations and Client Rights

**Review DHS 36 – Comprehensive  
Community Services**

**Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Review DHS 48 – Children’s Code  
DHS 51 – Mental Health Act  
DHS 54 – Guardianship  
DHS 55 – Protective Placement**

**Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Review CCS Policies and Procedures  
Review CCS Forward Health Update**

**Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

**Review Client Rights & HIPAA laws**

**Date:** \_\_\_\_\_ **Hours:** \_\_\_\_\_

- Review Agency policies and procedures
- DHS 92 & 94
- CMS Rules of Behavior Training  
<https://learner.mlInms.com/ContentDetails.aspx?id=2EC3B3127351489EAF59467D2E149D5B>
- CFR 42  
<https://register.gotowebinar.com/register/294096659189509378>

**Review Non-Violent Crisis Management Videos 1-3**

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

**CCS Guiding Principles**

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Person Centered Planning Webinar  
<https://www.dhs.wisconsin.gov/crs/webinars.htm>:

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Treatment Planning for Person Centered Care Video

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

**Review Trauma Informed Care**

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

- SAMSHA Working Definition of Recovery
- Trauma Informed Care: Webcast Modules 1 – 3
- TIP 57: Trauma Informed Care

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

View pertinent WI Telepsychiatry Health Topics  
<https://www.dhs.wisconsin.gov/wppnt/index.htm>

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

**Common Disorders in CCS**

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

- Co-Occurring Video Introduction

Recovery Concepts and Principles  
Recover Oriented System of Care

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

ROSI/ROSA/MHSIP Consumer Satisfaction Surveys

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

**Additional Trainings (Please include any additional trainings that are relevant to CCS)**

\_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Hours: \_\_\_\_\_

I have met the requirements stated above and attest that the information provided is true and accurate.

\_\_\_\_\_  
CCS Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date