**SUD Prevention Staff Tool 2024**

**Demographics**

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| **1.** Enter the name of the Provider. |

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| **4.** Is this a Specifically Focused staff? |

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| **2.** Enter the name of the Staff. |

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| **5.** Enter the Job Title. |

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| **3.** Is Staff an employee, contractor, sub-contractor, or intern? |

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| **6.** Enter the name of the Supervisor. |

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**Initial Qualifications**

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| **1.** There is evidence of the initial date of hire. |
| **Sub Title**Offer letter, Employer Letter, HR Document/Form, etc. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy  |

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| **2.** There is evidence of the termination date, if applicable. |
| **Sub Title**Termination letter, HR record, etc. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy |

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| **3.** There is evidence that the staff person was age 18 or older on the hire date. |
| **Sub Title**Driver's license, state identification card, passport, etc. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy |

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| **4.** There is evidence that a criminal background check was completed prior to the date of hire. |
| **Sub Title**N/A if hired before the 2014 implementation date.ICHAT is recommend |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy DWIHN CREDENTIALING/RE-CREDENTIALING Policy Substance Use Disorder Service Provider Agreement  |

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| **5.** There is evidence of the highest level of education completed by this staff member. |
| **Sub Title**Diploma or transcript of: High School completion, GED, College Degrees, etc. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy DWIHN CREDENTIALING/RE-CREDENTIALING Policy |

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| **6.** There is evidence that staff working with minors received an MDHHS Central Registry Clearance. |
| **Sub Title**N/A if staff only works with adults.Utilize form DHS-1929 for the MDHHS Central Registry Clearance Request: www.michigan.gov/mdhhs/adult-child-serv/abuse-neglect/accordion/forms/central-registry-clearance-requests#Section\_4 |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy Substance Use Disorder Service Provider Agreement |

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| **7.** There is evidence of an Employment Eligibility Verification ("I-9") form. |
| **Sub Title**USCIS.gov/i-9-central |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy |

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| **8.** There is evidence that staff met the requirement for completion of an Employer Hosted New Employee Orientation within 30 days of hire. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy |

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**Ongoing Job Qualifications**

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| **1.** There is evidence the current Job Description is present, signed, and dated by the employee. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy  |

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| **2.** There is evidence of a signed and dated Annual Performance Appraisal. |
| **Sub Title**N/A if the staff person has not completed a full year of employment. |
| **Reference**Substance Use Disorder Service Provider Agreement  |

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| **3.** There is evidence that an annual criminal background check was conducted. |
| **Sub Title**ICHAT is recommend.N/A if the staff person has not completed a full year of employment. |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK PolicyDWIHN CREDENTIALING/RE-CREDENTIALING PolicySubstance Use Disorder Service Provider Agreement |

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| **4.** There is evidence that the staff person has at least one the following required certifications if providing direct services:(a) CPS/CPC(b) Development Plan through MCBAP (c) CHES(d) Evidence of Specifically Focused training |
| **Sub Title**NA if the job position does not require a certification.[mcbap.com](https://mcbap.com)www.nchec.org |
| **Reference**DWIHN CREDENTIALING/RE-CREDENTIALING Policy Substance Use Disorder Credentialing and Staff Qualification Requirements |

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| **5.** There is evidence that the staff member has the license, certification, registration, and/or education that match their job description. |
| **Reference**DWIHN CREDENTIALING/RE-CREDENTIALING Policy  |

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| **6.** There is evidence of monthly HHS Office of Inspector General (OIG) Clearance for this staff member. |
| **Sub Title**exclusions.oig.hhs.gov |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK PolicyDWIHN CREDENTIALING/RE-CREDENTIALING Policy  |

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| **7.** There is evidence of monthly GSA Exclusion List Clearance for this staff member. |
| **Sub Title**sam.gov |
| **Reference**DWIHN WORK FORCE AND PROVIDER BACKGROUND CHECK Policy DWIHN CREDENTIALING/RE-CREDENTIALING Policy  |

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**Required Trainings (full transcripts preferred)**

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| **1.** There is evidence that staff met the requirement for Medicare & Medicaid Compliance Training (Previously Corporate Compliance). |
| **Sub Title**Required annuallywww.dwctraining.com |

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| **2.**There is evidence that staff met the requirement for Abuse & Neglect: Reporting Requirements training. |
| **Sub Title**Required bienniallywww.dwctraining.com |

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| **3.** There is evidence that staff met the requirement for Anti-Harassment & Non-Discrimination Training for Employees (or for Leaders). |
| **Sub Title**Required bienniallywww.dwctraining.com |

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| **4.** There is evidence that staff met the requirement for Cultural Competence/Diversity training (previously Cultural Competence: A Foundation Course). |
| **Sub Title**Required bienniallywww.dwctraining.com |

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| **5.** There is evidence that staff met the requirement for Grievances, Appeals and State Fair Hearings training. |
| **Sub Title**Required bienniallywww.dwctraining.com |

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| **6.** There is evidence that staff met the requirement for Human Sex Trafficking (Previously Child Sex Trafficking in America) training. |
| **Sub Title**Required biennially[www.dwctraining.com](http://www.dwctraining.com) |

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| **7.** There is evidence that staff met the requirement for Emergency Preparedness training. |
| **Sub Title**Required trienniallywww.dwctraining.com |

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| **8.** There is evidence that staff met the requirement for HIPAA (Basics) training. |
| **Sub Title**Required trienniallywww.dwctraining.com |

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| **9.** There is evidence that staff met the requirement for Limited English Proficiency (LEP) training. |
| **Sub Title**Required trienniallywww.dwctraining.com |

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| **10.** There is evidence that staff met the requirement for "Improving MI Practices" - Recipient Rights-SA training. |
| **Sub Title**Required annuallywww.improvingmipractices.org |

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| **11.** There is evidence that staff met the requirement for "Improving MI Practices" or "CHAG"- Communicable Diseases training. |
| **Sub Title**Required annuallywww.improvingmipractices.orgwww.chagdetroit.org |

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| **12.** There is evidence that staff met the requirement for "CHAG" Communicable Diseases (Level II) training. |
| **Sub Title**Required annuallywww.chagdetroit.org |

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| **13.** There is evidence that staff met the requirement for "Improving MI Practices" - The Basics of Confidentially training. |
| **Sub Title**Required once at hirewww.improvingmipractices.org |

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| **14.** There is evidence that staff met the requirement for Naloxone (Narcan) Training. |
| **Sub Title**Required bienniallyRequest a training: www.dwihn.org/SUD-narcan-training-request-form |

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| **15.** There is evidence that staff met the requirement for a MCBAP approved Prevention Ethics training. |
| **Sub Title**Required oncewww.dwctraining.comwww.kdailassociates.comwww.preventionnetwork.org[healtheknowledge.org](https://healtheknowledge.org/course/index.php?categoryid=118) |

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