- **ORR Trainer Contact Info**: DWIHN ORR Trainers, Joyce Wells, LaShanda Neely, and Michael Olver are available at email address: orr.training@dwihn.org
- **Hours of availability:** Monday-Friday 7am-4:30pm
- **New Hire Recipient Rights Training (NHRRT):** Takes place via Zoom from 10am-12pm for mornings scheduled and 4-6pm for evening trainings scheduled. Evening training classes are held on the 2nd and 4th Tuesday of each month. Registration is available on MHWIN.
- **Vendors**: To remain in compliance with the Michigan Mental Health Code, employees working in the CMH system are **required** to take New Hire Recipient Rights Training within 30 days of their hire date.
- **Early Registration**: To ensure registration within 30 days of hire, please register staff early in the onboarding process (the first 1 to 3 days of hire, if possible).
  NHRRT classes fill up quickly. If you require assistance to register a participant within 30 days of hire, please email ORR Trainers at: orr.training@dwihn.org
- **MHWIN Staff Record:** Vendors, please ensure the accuracy of each employee's email address and date of hire, prior to registration for NHRRT.
- **NHRRT Link/Instructions:** The NHRRT Zoom link, instructions, quiz, and documents, will be sent to the email address provided in the participant's MHWIN staff record the morning, or evening for evening training, of their scheduled NHRRT.
- **NHRRT Participation:** All participants are **required** to be on camera and fully engaged in the training. Admittance is not allowed **5 minutes** after the class has started. **Driving is not allowed**. Participants observed driving will be removed from the class *immediately*. **Participants may not be a driver or a passenger in a vehicle** during the training. If a training participant is observed sleeping, **sitting in a vehicle**, or otherwise engaged and not focused on the training being presented, that participant will automatically be removed from the training. If a participant is removed from the training, they will need to be re-registered for another training date.
- **NHRRT Completion:** Once the Zoom training ends, quizzes and surveys should be emailed back to orr.training@dwihn.org. The quiz should be received by **3pm** for the morning class or **9pm** for the evening class, with a passing score of **80% or greater**.
- **Retakes:** Participants are allowed **one** retake quiz if they do not pass on the first submission. Retakes will only be accepted by **3pm** for the morning class or **9pm** for the evening class.
- **Information regarding marking people as Cancelled in MHWIN:** If you need to cancel/remove someone from training, **please do not mark them as cancelled in MHWIN**; send the ORR Trainers an email and we will remove them from the training.
- **Information regarding Incompletes:** If a person is marked as Incomplete in MHWIN, you **cannot re-register** them for the training. Please send an email to ORR Trainers at orr.training@dwihn.org, which includes the person's name, MHWIN number, and requested date to reschedule the training and we will register them.
- **Certificates:** Will be available to Vendors in MHWIN within **3 business days** after the NHRRT ends, for participants in this online interactive NHRRT.
- **Reciprocity Statement:** DWIHN ORR accepts New Hire Recipient Rights training certificates, (face to face) from Oakland, Macomb, and Washtenaw County CMH
- **Providers:** Please check MHWIN on Friday each week to ensure staff who were scheduled that week, **completed** NHRRT. Any staff who has not completed NHRRT should be rescheduled immediately, **to complete NHRRT within 30 days of hire**. If you require any assistance to reschedule staff, please contact ORR Trainers at: orr.training@dwihn.org