

NORTHCARE NETWORK

POLICY TITLE: Training –Personnel	CATEGORY: Personnel	
EFFECTIVE DATE: 6/26/02 (separated from original Training Policy)	BOARD APPROVAL DATE: 6/13/18	
REVIEW DATE: 1/28/25	REVISION(S) TO POLICY STATEMENT: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	OTHER REVISION(S): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RESPONSIBLE PARTY: HR Specialist/Provider Network Specialist	CEO APPROVAL DATE: 2/4/25 Megan Rooney, CEO	

APPLIES TO

NorthCare Network Personnel

POLICY

All personnel employed directly or under contract must successfully complete training requirements established by licensing agencies, MDHHS/PIHP Contract, and NorthCare Network.

PURPOSE

The policy outlines training requirements for NorthCare Network employees to ensure that all employees have the training appropriate to their position and responsibilities.

DEFINITIONS

N/A

REFERENCES

- 42 CFR, (Balanced Budget Act of 1997), 438.214
- NorthCare Network Policies & Plans, as applicable
- NorthCare Network Personnel Training Guide
- MDHHS/PIHP Contract
https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_4868_4899---,00.html
- MDHHS Policies & Practice Guidelines
https://www.michigan.gov/mdhhs/0,5885,7-339-71550_2941_4868_4900---,00.html

HISTORY

NEW POLICY: 5/21/18

REVISION DATE: 3/21/19, 2/21/20, 1/12/21, 3/25/22, 8/22/23, 1/28/25

REVIEW: 3/21/19, 2/21/20, 1/12/21, 3/25/22, 8/22/23, 6/10/24, 1/28/25

CEO APPROVAL: 5/29/18, 4/1/19, 2/26/20, 2/2/21, 4/5/22, 9/6/23, 7/2/24, 2/4/25

BOARD APPROVAL: 6/13/18

PROCEDURES

- A. All NorthCare employees are required to complete:
1. New Employee Orientation
 - a) Meet with designated NC personnel within first two weeks of employment.
 - b) Complete assigned online trainings within 30 days.
 2. Annual Training
 - a) Trainings will be assigned in accordance with the Performance Evaluation Policy and NorthCare Network's Personnel Training Guide.
 - b) New Employees who were hired in the last four months will not be assigned annual trainings unless there are major changes from when they took the initial training.
- B. The NorthCare Network Personnel Training Guide is located on the shared drive at N:\Training\Training Guide.
1. The HR Specialist and Provider Network Specialist will review annually.
- C. Initial and Annual Trainings are assigned by the HR Specialist or Provider Network Specialist.
- D. Additional trainings may be assigned according to duties outlined in an employee's specific job descriptions, licensing, certification, or as determined by the Supervisor or CEO .
- E. The HR Specialist will review and validate that the employee's training is current at time of scheduled performance evaluation date.
- F. All employees will have access to the following documents which are available on the shared drive or NorthCare Network website www.northcarenetwork.org
- Medicaid Provider Manual
 - Michigan Mental Health Code
 - MDHHS/PIHP Contract
 - NorthCare Network Provider Manual
 - NorthCare Network Substance Use Disorder Operations Manual
 - NorthCare Network Policies, Procedures and Plans
 - NorthCare Network Practice Guidelines
- G. The HR Specialist and Provider Network Specialist will ensure all required trainings created by NorthCare are reviewed and updated annually with appropriate staff.