

Maternal Infant Health Program
Notice of New Professional Staff Training Completion

New professional staff training must be completed within one month of the date that an individual begins employment as an MIHP professional staff. When the new staff has completed all required training, please complete and return this form by email (with electronic signatures) or by fax to your MDCH MIHP consultant:

Ingrid Davis
Davis1@michigan.gov
 Ph 517 335-9546
 Fax 517 335-8822

Joni Detwiler
detwilerj@michigan.gov
 Ph 517 335-6659
 Fax 517 335-8822

MIHP Agency _____

New Staff Name _____

Date of MIHP Employment _____

Date Training Requirements Completed _____

Training Requirement	Check when completed
1. New staff reads <i>Medicaid Provider Manual</i> policies pertaining to MIHP.	
2. New staff reads <i>Medicaid Provider Bulletins</i> pertaining to MIHP that have been issued since last revision of <i>Medicaid Provider Manual</i> .	
3. New staff reads <i>MIHP Operations Guide</i> .	
4. New staff completes required online trainings.	
5. New staff and supervisor review and discuss <i>Topics Relevant to MIHP Practice</i> .	
6. New staff and supervisor review and discuss <i>Social Determinants and Contributing Factors for Infant Mortality and Health Disparities and Social Justice: List of Definitions</i> .	
7. New staff and supervisor both sign <i>Notice of New Professional Staff Training Completion</i> and send it to the MDCH MIHP consultant.	

New Staff _____
Signature/Credentials *Date*

Coordinator _____
Signature/Credentials *Date*