



**Maternal Infant Health Program (MIHP)  
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 MDHHS MIHP consultant:

Ingrid Davis  
[DavisI1@michigan.gov](mailto:DavisI1@michigan.gov)  
 Ph 517 335-9546  
 Fax 517 335-8822

Joni Detwiler  
[detwilerj@michigan.gov](mailto:detwilerj@michigan.gov)  
 Ph 517 335-6659  
 Fax 517 335-8822

Cherie Ross-Jordan  
[rossjordanc@michigan.gov](mailto:rossjordanc@michigan.gov)  
 Ph 517 373-2458  
 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.	

**Date Staff Reviewed Forms Instructions** (After 11.1.15) \_\_\_\_\_

New Staff \_\_\_\_\_  
*Signature/Credentials* *Date*

Coordinator \_\_\_\_\_  
*Signature/Credentials* *Date*