

MATERNAL INFANT HEALTH PROGRAM

Required Training for New, Waiver, Office, and Backup Staff

All training requirements must be complete prior to offering MIHP services independently. Please refer to timeline completion for **all staff** on the second page.

NOTE: Links to the documents and resources referenced throughout this list are posted on the MIHP website at <https://michigan.gov/mihp>.

All New, Waiver and Backup Staff must:

1. Read:

- Medicaid Provider Manual policies pertaining to MIHP
- MIHP Provider Bulletins pertaining to MIHP that have been issued since the last revision of the Medicaid Provider Manual
- MIHP Operations Guide

2. Review:

- Required forms and forms instructions

3. New and Waiver Staff must complete the following trainings:

Required Trainings: Found on MIHP Website or

<https://courses.mihealth.org/PUBLIC/home.html>

- Alcohol Free Baby and Me
- Helping Families Practice Infant Safe Sleep
- Infant Safe Sleep for Professionals Working with Families
- Introduction to Health Equity (required by 1/1/20 for coordinators & home visitors, required for all staff on the personnel roster by 6/1/20)
- Motivational Interviewing for MIHP Providers
- Overview of the Maternal Infant Health Program Training Course
- Smoke-Free for Baby and Me
- Systemic Racism (required by 6/1/20 for all staff on the personnel roster)
- Prevention of Early Elective Delivery** (For Waiver Staff)

Required Trainings: Institute for the Advancement of Family Support Professionals: <https://institutefsp.org/>

- Adult Mental Health Part One
- Adult Mental Health Part Two: Perinatal Depression
- Breastfeeding 1: Helping Mothers Choose Breastfeeding
- Breastfeeding 3: Helping Mothers Continue Breastfeeding
- Child Development: Secrets of Baby Behavior
- The Dad Effect: Engaging Fathers in Their Children's Lives and in Home Visiting
- Family Partnerships that Support Change and Healing
- Prenatal Basics for Home Visitors
- Reproductive Health
- Substance Exposed Infants, Part 1: Supporting Pregnant and Post-Partum Women's Use of Medication-Assisted Treatment and Psychotropic Medications

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- Substance Exposed Infants, Part 2: Impact of Perinatal Substance Use on Infants
- Why Screen Women for Substance Use, Intimate Partner Violence, Mental Health Perinatal Depression
- Home Visiting 102: Home Visitor Skills and Strategies**(For Waiver Staff)
- Moving to Action: Advocacy, Referrals and Goal Setting**(For Waiver Staff)
- Promoting Safe and Healthy Homes (**For Waiver Staff)

**Required for waiver staff

4. From the MIHP website, under New Employee, Waiver and Backup Staff Documents tab: New and Waiver staff, review and discuss the following information with the supervisor:

- Social Determinants and Contributing Factor for Infant Mortality
- Health Disparities and Social Justice Definitions

5. New staff member as well as the supervisor must sign the “Notice of New Professional Staff Training Completion” form and place it in personnel file.

6. After receiving approval as a waiver staff from the MDHHS MIHP Team, waiver staff and the supervisor must complete the following:

- Professional Staff Waiver Training Matrix (Place in the personnel file)
- Notice of Staff Waiver Completion Form (Place in the personnel file)

7. Beginning June 1, 2020, Backup staff will need to take (at a minimum) the following trainings:

- Overview of the Maternal Infant Health Program Training Course
- Systemic Racism
- Introduction to Health Equity
- Child Development: Secrets of Baby Behavior
- Prenatal Basics for Home Visitors

Effective November 1, 2020, all newly hired staff must follow the completion guidelines for training:

- **Waiver staff** are required to complete their training within sixty calendar days and prior to any individual face-to-face visits are offered independently.
- **New and Backup staff (those not requiring a waiver)** are required to complete their training within thirty calendar days and prior to any individual face-to-face visits.
- **Other staff listed on the personnel roster** should complete their required training within fourteen calendar days and prior to working with beneficiaries (answering phones, etc.).

The above timeline applies to all staff on the personnel roster hired on or after November 1, 2020.