
PURPOSE

The Michigan Department of Health and Human Services (MDHHS) adult services (AS) supervisors and workers requirements for core program training and in-service training hours.

Core Training Requirements

All **new** AS program managers, supervisors and workers **must complete** AS core training, provided by the Office of Workforce Development and Training (OWDT), within the first 12 months they work in AS. The three AS program areas are:

- Adult Community Placement.
- Adult Protective Services.
- Home Help.

Note: If core training is not available through OWDT within the first 12 months of working in AS, AS staff must complete in-service training requirements until core training becomes available.

Program managers must complete core training for all AS programs. Supervisors and workers must complete core training for all AS programs unless they work in a county where AS staff are specialized by program. If a supervisor or worker only works within one program and their duties do not overlap, they are only required to complete core training for their respective program(s).

In-Service Training Requirements

All AS supervisors and workers that have been in AS for 12 months must complete a minimum of **eight in-service training hours** each fiscal year (the fiscal year begins October 1 and ends September 30 of each year). Staff should schedule their required eight-hour trainings to occur by August 31 of each fiscal year. This will allow time at the end of each fiscal year to accommodate unexpected absences, training cancellations, etc.

In-service training hour requirements will be prorated for new employees, **after they have been in AS for 12 months**, based on the date their employment began with AS. In-service training hours will be prorated in the following manner:

1. Hired between October 1 and December 31: Six (6) in-service hours required.

2. Hired between January 1 and March 31: Four (4) in-service hours required.
3. Hired between April 1 and June 30: Two (2) in-service hours required.
4. Hired between July 1 and September 30: Zero (0) in-service hours required.

Approved In-Service Training

The subject(s) of in-service trainings must enhance staff's knowledge, understanding, and/or skills in working with AS clients and AS programs. Trainings, conferences, webinars, etc. that are provided by the MDHHS, local partners, and other professionals may be utilized to meet in-service training hours. Topics may include, but are not limited to the following:

- Dementia, Alzheimer's, and other cognitive disorders.
- Intellectual and developmental disabilities.
- Mental illness.
- Social work interventions and coordination of services.
- Physical and medical diagnoses/health.
- Collaboration.
- Abuse, neglect, exploitation, scams, etc.
- Client choice and self-determination.

Note: Core training that is repeated as a refresher for AS staff or is completed due to a change in position, will count as approved in-service training hours.

Activities that do not count toward in-service training hours include:

- Routine staff meetings.
- Coursework completed toward a degree.
- Reading a book.
- Watching a movie.

Tracking In-Service Training Hours

Each AS manager and supervisor must track completion of in-service training requirements, for the employees they supervise, utilizing the OWDT, [Learning Management System](#) (LMS). Training on access and use of LMS is available on the OWDT website.

AS staff must be profiled correctly on the Michigan Adult Integrated Management System (MiAIMS) for managers and supervisors to access their information on LMS.