



Employee Certification

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Training and Clinical Supervision Requirements – All REACH staff:

The following describes the formal process all employees are to complete as part of the REACH training/certification process.

Training Requirements:

All staff will attend and engage in ongoing training provided by REACH leadership (REACH Director, Assistant Director, Clinical Director, CTH Director, Program Manager, medical staff, etc.) at bi-weekly team meetings. *Ongoing training occurs both during the initial training period and as a part of ongoing professional development once the initial training period ends.*

All staff will complete web based trainings as described under All Staff Web Based Training (page 3); staff working with children will have additional training requirements (see page 3 for specific trainings and timeframes for completion).

General Supervision Requirements:

During the first 180 days of hire:

All staff will complete weekly supervision and group supervision twice/month regardless of license status/position *Individual supervision can be provided if deemed necessary by supervisory staff.*

LMHP E staff will receive clinical supervision weekly and develop case presentations as part of their clinical supervision on a schedule indicated by the supervising licensed clinician (timeframe may be adjusted based on supervisor's indication).

CTH Staff Requirements

During the first 180 days of hire:

All CTH staff will complete the following:

- receive weekly supervision while working at the CTH
- observation of at least two trainings conducted by REACH staff and delivered to family, provider staff, or other community partner
- completion of 1 training provided to family, group home staff, or other community partner that is observed by a licensed clinician and/or supervisory staff
- Development of a formal case presentation, prepared under the direct supervision of a licensed clinician, and delivered to the larger REACH team for peer feedback

Community Staff Requirements

During the first 180 days of hire:

All community staff will complete the following:

- observation of at least two trainings conducted by REACH staff and delivered to family, provider staff, or other community partner
- completion of 1 training provided to family, group home staff, or other community partner that is observed by a licensed clinician and/or supervisory staff
- Shadowing of at least 6 in person crisis responses, with three of these being purely observational and three being handled as a team
- Regularly scheduled shadowing of staff within the CTH for the first 30 days of service
- Development of a formal case presentation, prepared under the direct supervision of a licensed clinician, and delivered to the larger REACH team for peer feedback

Case Reviews/CEPP/Crisis Plans

During the first 180 days of hire:

All staff members are required to prepare and present case reviews at bi-weekly team meetings. Staff will engage in case reviews and receive/provide peer reviews during case reviews.

All staff that will be completing crisis plans and/or CEPPs will have their crisis plans and/or CEPPs reviewed, staffed, and edited by a licensed clinician.

All Staff Web-based Training

This training track is to improve knowledge of developmental disabilities and working with individuals with the diagnoses of DD and mental health disorder(s). This training track is part of the REACH Certification process for All Staff.

Last Updated: 6/27/19

Note: The REACH web-based training curriculum is designed to be updated and modified as indicated by emerging clinical information in the field as it relates to best practices for supporting individuals with DD, as well as based on data gathered from the program on emerging trends in support needs.

All REACH employees shall minimally complete the following:

Under **Agency-specific E-Learnings**, the provided bulleted list of training topics are required to be completed within 15 days of hire per licensing guidelines. Other **Agency-specific E-Learnings** (or training which does not occur electronically) which are not specific to the bulleted list below must be completed no later than 180 days of hire (or sooner as indicated by the operating agency).

___ 1. Agency-specific E-Learnings

- Objectives and philosophy of the provider
- Practices of confidentiality including access, duplication, and dissemination of any portion of an individual's record;
- Practices that assure an individual's rights including orientation to human rights regulations;
- Applicable personnel policies;
- Emergency preparedness procedures;
- Person-centeredness;
- Infection control practices and measures; and
- Other policies and procedures that apply to specific positions and specific duties and responsibilities.
- Serious incident reporting, including when, how, and under what circumstances a serious incident report must be submitted and the consequences of failing to report a serious incident to the department in accordance with these regulations.

The following areas must be completed within 180 days of hire to the program for all staff:

___ 2. DBHDS Support Coordination/Case Management Modules (remember to print the completion certificate to turn in).

Go to the following site.

<https://sccmtraining.partnership.vcu.edu/sccmtrainingmodules/>

Click on the registration link on the home page. This is where you will enter a username, password and you will be asked to provide additional information about yourself. You can access all posted resources, including a printable text document, and modules at any time without logging in. However, only your “username” and “password” will provide you access to the learning assessments, enable you to track your progress, and provide you with a certificate.

As an additional resource, please see the following link, Support Coordination Manual for Developmental Disabilities:

<https://sccmtraining.partnership.vcu.edu/supportcoordination/Introduction/Introduction.html>

___ 3. ADS5055: Mandated Reporters: Recognizing and Reporting Abuse, Neglect and Exploitation of Adults.

Go to http://www.dss.virginia.gov/family/as/mandated_reporters/ads5055/index.htm

- Review the slides and complete the quizzes
- Print the certificate and submit to designated supervisor

____ **4. CWS5692: Mandated Reporters: Recognizing and Reporting Child Abuse and Neglect**

Go to http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5692/index.htm

- Review the slides and complete the quizzes
- Print the certificate and submit to designated supervisor

____ **5. Orientation Manual for Direct Support Professionals and Supervisors: Supporting People in their Homes and Communities (effective 9/1/2016).**

*** Must be completed before providing billable waiver services alone ***

- Review the following orientation manual with your supervisor:
http://www.partnership.vcu.edu/DSP_orientation/
- Take the quiz and submit the answer sheet to the Clinical Director
http://www.partnership.vcu.edu/DSP_orientation/downloadables/Final%20Draft%20DSP%20Orientation%20Test_Answers.pdf
- Complete the DSP Assurance page and submit to Clinical Director
[http://www.partnership.vcu.edu/DSP_orientation/downloadables/DSP%20Assurance%20\(DBHDS-licensed%20providers%20only\)%206-10-16%20FINAL%20\(DMAS%20P242a\).pdf](http://www.partnership.vcu.edu/DSP_orientation/downloadables/DSP%20Assurance%20(DBHDS-licensed%20providers%20only)%206-10-16%20FINAL%20(DMAS%20P242a).pdf)

____ **6. Complete the following competency checklists with your supervisor and submit to designated supervisor.**

- **Virginia Competencies for Direct Support Professionals and Supervisors who support individuals with Developmental Disabilities**
http://www.partnership.vcu.edu/DSP_orientation/downloadables/DSP%20and%20Supervisors%20Competencies%20Checklist_11.28.16%20final.pdf
- **Behavioral Support Competencies**
[http://www.partnership.vcu.edu/DSP_orientation/downloadables/DDS%20DBHDS%20Behavioral%20Supports%20Competencies%208-2015%20FINAL%20\(DMAS%20P240a\).pdf](http://www.partnership.vcu.edu/DSP_orientation/downloadables/DDS%20DBHDS%20Behavioral%20Supports%20Competencies%208-2015%20FINAL%20(DMAS%20P240a).pdf)
- **Health Competencies**
[http://www.partnership.vcu.edu/DSP_orientation/downloadables/Health%20Competencies%20Checklist%206-10-16%20FINAL%20\(DMAS%20P244a\).pdf](http://www.partnership.vcu.edu/DSP_orientation/downloadables/Health%20Competencies%20Checklist%206-10-16%20FINAL%20(DMAS%20P244a).pdf)
- **Autism Competencies**
[http://www.partnership.vcu.edu/DSP_orientation/downloadables/VA-Adult-and-Adolescent-Skill-Competencies-with-PD%20V1.0%20dtd%20080116%20\(DMAS%20P201a\).pdf](http://www.partnership.vcu.edu/DSP_orientation/downloadables/VA-Adult-and-Adolescent-Skill-Competencies-with-PD%20V1.0%20dtd%20080116%20(DMAS%20P201a).pdf)

All Staff Must Complete the Following Web-based Training:

Module 1: Introduction to Intellectual Disability

- A. Go to <http://www.idhealtheducation.edu.au/> and register under professional.
 - Once you register please go to “*My Learning*” tab.
 - Watch the following videos:
 - Introduction to intellectual disability
 - Living with an intellectual disability
 - Intellectual disability-changing perspective
 - Once complete, you must pass quiz for Module 1a:
 - Go under REACH>All Staff Training>Module 1a
 - Complete Quiz REACH All Staff Module 1a
 - Submit to Assistant Director and Clinical Director

Module 2: Mental Health Disorders and Intellectual Disability

- A. Go to <http://www.idhealtheducation.edu.au/>
 - Go to “*My Learning*” tab.
 - Watch the following video:
 - *Mental disorders in intellectual disability*
 - Once complete, you must pass quiz for Module 2a:
 - Go under REACH>All Staff Training>Module 2a
 - Complete Quiz REACH All Staff Module 2a
 - Submit to Assistant Director and Clinical Director
- B. Go to <https://www.youtube.com/watch?v=0tpxh1Ghy8I>
 - Watch the following video:
 - *Mental Health and Intellectual Disability*
 - Once complete, you must pass quiz for Module 2b:
 - Go under REACH>All Staff Training>Module 2b
 - Complete Quiz REACH All Staff Module 2b
 - Submit to Assistant Director and Clinical Director

- C. Go to <http://www.youtube.com/watch?v=hptJJzfp1E>
- Watch the following video:
 - *Dual Diagnosis: Mental Illness and Developmental Disabilities*
 - Once complete, you must pass quiz for Module 2c:
 - Go under REACH>All Staff Training>Module 2c
 - Complete Quiz REACH All Staff Module 2c
 - Submit to Assistant Director and Clinical Director
- D. Go to: <https://mhw-idd.uthscsa.edu/mhwidd>
- Complete all 6 Modules: **Print or save your certificate after each module because you will not be able to retrieve it after you have left the webpage.**
 - i. Co-Occurring Mental Disorders: IDD and Mental Illness
 - ii. Trauma Informed Care for Individuals with IDD
 - iii. Functional Behavior Assessment and Behavior Support
 - iv. Overview of Genetic Syndromes Associated with IDD
 - v. Overview of other Medical Diagnoses Associated with IDD
 - vi. Putting It All Together: Supports and Strategies for Direct Service Workers

Module 3: Working with people and systems who have ID and Mental Health

- A. Go to <http://www.idhealtheducation.edu.au/>
- Go to “My Learning” tab.
 - Watch the following videos:
 - Communication: the basics
 - Improving your communication
 - Assessment of mental disorders
 - Management of mental disorders
 - Once complete, you must pass quiz for Module 3a:
 - Go under REACH>All Staff Training>Module 3a
 - Complete Quiz REACH All Staff Module 3a
 - Submit to Assistant Director and Clinical Director
- B. Read the following articles:

Hurley, Anne DesNoyers and Van R. Silka. "The Role of Stressful Life Events in Psychiatric Assessment and Treatment of Patients with Mental Retardation and

Developmental Disabilities." *Mental Health Aspects of Developmental Disabilities* 4.2 (April/May/June 2001): 85-88. Web.

http://media.wix.com/ugd//e11630_01a0a552ddbff69de19be538b907d833.pdf

Levitas, Andrew S. and Stephen French Gilson. "Predictable Crises in the Lives of People with Mental Retardation." *Mental Health Aspects of Disabilities* 4.3 (July/August/September 2001): 89-101. Web.

http://media.wix.com/ugd//e11630_3dfd0afd30344475d98cbffa253f6c92.pdf

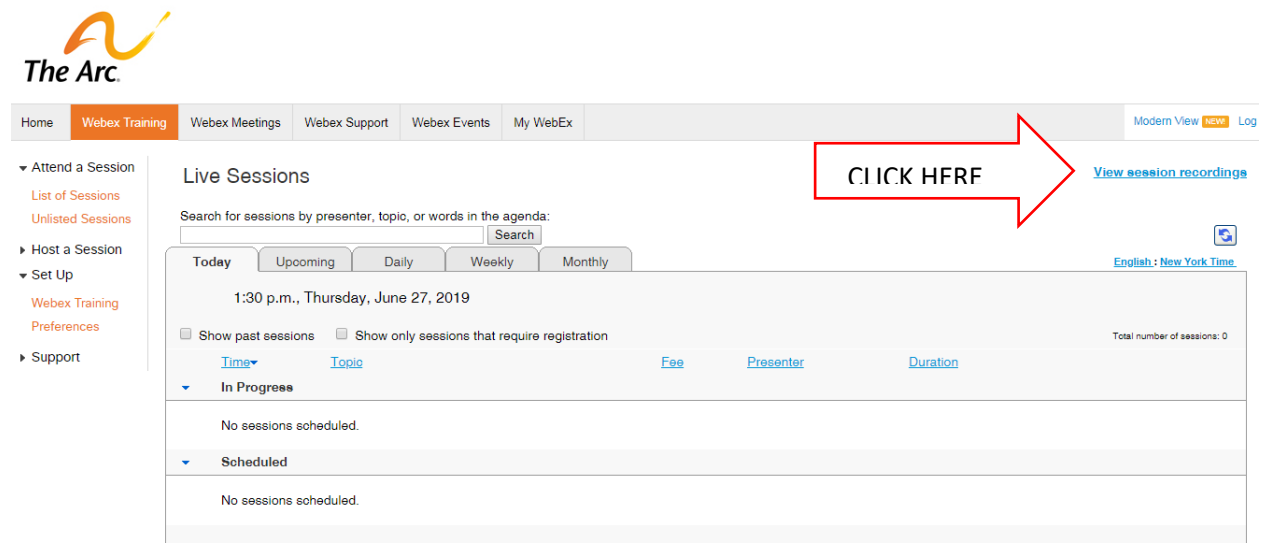
- Once complete, you must pass quiz for Module 3b:
 - Go under REACH>All Staff Training>Module 3b
 - Complete Quiz REACH All Staff Module 3b
 - Submit to Assistant Director and Clinical Director

Module 4: Autism

A. Autism 101 Go to:

<https://thearc.webex.com/mw3300/mywebex/default.do?siteurl=thearc&service=7>

Click "view session recordings" on the right (see below)



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Search for the title: "Autism 101"



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Recorded Sessions : Search Results [View sessions](#)

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Topic	Security	Fee	Presenter	Date	Size	Duration	Format
Autism 101 In this webinar, Co-Director Amy Goodman discusses the definition of autism, as well as common characteristics found in individuals of different age groups. She also provides an overview of the possible causes and risk factors associated with autism.		Free	Autism NOW Center	April 5, 2012	54.88 MB	47 minutes	

Registration required

- Click the link and select “view” on the next page to watch the video
- Once complete, you must pass quiz for Module 4a:
 - Go under REACH>All Staff Training>Module 4a
 - Complete Quiz REACH All Staff Module 4a
 - Submit to Assistant Director and Clinical Director

B. Characteristics of ASDs

Go to www.vcuautismcenter.org

- Click on the Education and Training tab on the top
- Click on Seminars
- Register if you have not previously, or log in
- Complete Part 1, Part 2, Part 3, and Part 4 of the following session:
 - “Characteristics of Autism Spectrum Disorders”
- Once complete, you must pass quiz for Module 4b:
 - Go under REACH>All Staff Training>Module 4b
 - Complete Quiz REACH All Staff Module 4b
 - Submit to Assistant Director and Clinical Director

C. Autism in Girls and Women

Go to <https://thearc.webex.com/mw3300/mywebex/default.do?siteurl=thearc&service=7>

Click “view session recordings” on the right (see below)



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Today Upcoming Daily Weekly Monthly English : New York Time

1:30 p.m., Thursday, June 27, 2019

Show past sessions Show only sessions that require registration Total number of sessions: 0

Time	Topic	Fee	Presenter	Duration
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No sessions scheduled.				
▼ Scheduled				
No sessions scheduled.				

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- Search for the title: “Girls and Women on the Autism Spectrum”



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Search:

Topic	Security	Fee	Presenter	Date	Size	Duration	Format
Girls and Women on the Autism Spectrum <small>This webinar discussed topics pertaining to girls and women with autism. The speakers talked about the unique qualities and strengths of these girls and women as well as the challenges they face. This speakers provided information about early signs of girls on the autism spectrum as well as discussed their hopes, needs, and dreams for the future.</small>		Free	Autism NOW Center	December 13, 2011	65.71 MB	49 minutes	

Registration required

Click the link and select “view” on the next page to watch the video

- Once complete, you must pass quiz for Module 4c:
 - Go under REACH>All Staff Training>Module 4c
 - Complete Quiz REACH All Staff Module 4c
 - Submit to Assistant Director and Clinical Director

D. Sexuality and ASD

Go to

<http://www.vcuautismcenter.org/training/webcasts/details.cfm?webcastID=265>

- Go to “Virginia Commonwealth University ‘VCU Autism Center for Excellence”
- Watch the video = Sexuality Instruction and Learners with ASD
- Once complete, you must pass quiz for Module 4d:

- Go under REACH>All Staff Training>Module 4d
- Complete Quiz REACH All Staff Module 4d
- Submit to Assistant Director and Clinical Director

E. Transition to Adulthood

Go to

<http://www.vcuautismcenter.org/training/webcasts/details.cfm?webcastID=212>

- Watch the video: “Asperger’s Syndrome and the Transition to Adulthood: Considerations for Success”
- Note: In 2013, the DSM-V replaced “Autistic Disorder”, “Asperger’s Syndrome/Disorder”, and other pervasive developmental disorders with the umbrella diagnosis of “autism spectrum disorder”; many individuals with a previous Asperger’s diagnosis will continue to identify as such.
- Once complete, you must pass quiz for Module 4e:
 - Go under REACH>All Staff Training>Module 4e
 - Complete Quiz REACH All Staff Module 4e
 - Submit to Assistant Director and Clinical Director

F. Employment, Guardianship, and Transition

Go to https://www.ocali.org/project/transitions_webcasts

- There are 5 short videos to watch:
 - Current Employment Picture for Individuals with Autism
 - Guardianship
 - Job/Career Development and Preparing the Workplace to Support Employees with ASD
 - Transition to Adulthood: Focus on Community Living Issues
 - Transition to College
- Once complete, you must pass quiz for All Staff Module 4f:
 - Go under REACH>All Staff Training >Module 4f
 - Complete Quiz: REACH All Staff Module 4f
 - Submit to Assistant Director and Clinical Director

Module 5: Medical Module

A. Medical Terminology 101

- Go under REACH>Trainings>Adult Track Trainings>Module 5 click on the [medical Terminology 101 Power Point](#)

- Once complete, you must pass quiz for Module 5a:
 - Go under REACH>All Staff Training >Module 5a
 - Complete Quiz REACH All Staff Module 5a
 - Submit to Assistant Director and Clinical Director

B. Psychotropic Medications

- Go under REACH>Trainings>Adult Track Trainings>Module 5 click on the [Psychotropic Medications Power Point](#)
- Once complete, you must pass quiz for Module 5b:
 - Go under REACH>All Staff Training >Module 5b
 - Complete Quiz REACH All Staff Module 5b
 - Submit to Assistant Director and Clinical Director

Module 6: Social Competence

A. Social Side of Autism

Go to <http://vcuautismcenter.org/te/webcasts/details.cfm?webcastID=241>

- c. Watch the video, “The Social Side of ASD”
- Once complete, you must pass quiz for Module 6a:
 - Go under REACH>All Staff Training >Module 6a
 - Complete Quiz: REACH All Staff Module 6a
 - Submit to Assistant Director and Clinical Director

B. Social Competence

Please go to the following links (NOTE: PART 2 IS PURPOSEFULLY OMITTED):

https://www.ocali.org/project/social_competence_part_1

https://www.ocali.org/project/social_competence_part_3

https://www.ocali.org/project/social_competence_part_4

https://www.ocali.org/project/social_competence_part_5

Watch each video

- Once complete, you must pass quiz for Module 6b:
 - Go under REACH>All Staff Training >Module 6b
 - Complete Quiz: REACH All Staff Module 6b
 - Submit to Assistant Director and Clinical Director

Module 7: Challenging behaviors

A. Challenging Behaviors

Go to <https://www.youtube.com/watch?v=tBj0ZYkmGHY>

- Watch the video, “Using Social Communication Strategies to Address Behavior Challenges in Autism Spectrum Disorder”
- Once complete, you must pass quiz for Module 7a:
 - Go under REACH>All Staff Training >Module 7
 - Complete Quiz: REACH All Staff Module 7a
 - Submit to Assistant Director and Clinical Director

B. Challenging Behaviors Video Series

Go to the following link:

https://www.ocali.org/project/challenging_behavior_video_series

- Watch video parts 1-13
- Watch BONUS parts 3-7
- Once complete, you must pass the quiz for Module 7b:
 - Go under REACH>All Staff Training >Module 7b
 - Complete Quiz: REACH All Staff Module 7b
 - Submit to Assistant Director and Clinical Director

Module 8: Dementia and Developmental Disabilities

A. Alzheimer’s Disease and Related Dementia in Patients with IDD

Go to the following link and click the registration link to access this and the following webinar. **Be sure to print your quizzes for both and submit to your supervisor.**

<http://aadmd.org/articles/webinar-series-dementia-patients-intellectual-and-developmental-disabilities-and-telecare>

B. Dementia and I/DD: The Impact of Behavioral Challenges and their Treatment

Follow the same instructions as above using the log information you created.

Print your quiz for submission to your supervisor upon completion of the webinar.

Additional Web-based training for REACH Staff Serving Children and Adolescents

In addition to the All Staff training above, any staff members that will be providing services to children and adolescents must also complete the trainings below as part of their REACH Certification process.

Module 1: Teens with Intellectual Disability

A. Go to:

<http://psychcentral.com/lib/teens-with-intellectual-disability-have-it-harder/0007894>

- Read the entire article:

Hartwell-Walker, Marie. "Teens with Intellectual Disability have it harder." *PsychCentral*. 2011. Web. 3 Mar. 2015.

- Once complete, you must pass quiz for Child and Adolescent Module 1a:
 - Go under REACH>Children and Adolescents>Module 1a
 - Complete Quiz: Children and Adolescents Module 1a
 - Submit to Assistant Director and Clinical Director

Module 2: Child and Adolescent Mental Health

A. Mental Illness and Mental Health in Adolescence

Go to: http://www.actforyouth.net/resources/rf/rf_mentalhealth_1208.pdf

Read the article in the link:

Whitlock, James and Karen Schantz. "Mental Illness and Mental Health in Adolescence." *ACT for Youth Center of Excellence Research Facts and Findings* (December 2008): 1-6. Web. 3 Mar. 2015.

- Once complete, you must pass quiz for Children and Adolescents s Module 2a:
 - Go under REACH> Children and Adolescents >Module 2a
 - Complete Quiz: Children and Adolescents Module 2a
 - Submit to Assistant Director and Clinical Director

B. Children's Mental Health

Go to <http://www.uctv.tv/shows/The-Ecology-of-the-Child-Childrens-Mental-Health-17974>

- Watch the video – "The Ecology of the Child: Children's Mental Health"

- Once complete, you must pass quiz for Children and Adolescents Module 2b:
 - Go under REACH> Children and Adolescents >Module 2b
 - Complete Quiz: Children and Adolescents Module 2b
 - Submit to Assistant Director and Clinical Director

Module 3: Children and Teens with ASD:

A. Collaborative Care for Children with ASD

Go to <http://www.mhpn.org.au/WebinarRecording/29/Collaborative-care-for-children-with-an-autism-spectrum-disorder#.UyiC9ahdVaU>

- Watch the video – “Collaborative Care for Children with an ASD”
 - Once complete, you must pass quiz for Children and Adolescents Module 3a:
 - Go under REACH> Children and Adolescents >Module 3a
 - Complete Quiz: Children and Adolescents Module 3a
 - Submit to Assistant Director and Clinical Director

B. Autism from the Teen Years to Young Adulthood

Go to <http://www.uctv.tv/shows/Autism-From-The-Teen-Years-to-Young-Adulthood-25991>

- Watch the video
- Once complete, you must pass quiz for Children and Adolescents Module 3b:
 - Go under REACH> Children and Adolescents >Module 3b
 - Complete Quiz: Children and Adolescents Module 3b
 - Submit to Assistant Director and Clinical Director

Module 4: Bullying

A. Cyber Bullying

Go to <http://www.mhpn.org.au/WebinarRecording/24/Supporting-a-young-person-who-is-experiencing-cyber-bullying#.UyiC76hdVaU>

- Watch the video, “Supporting a young person who is experiencing cyber bullying”
 - Once complete, you must pass quiz for Children and Adolescents Module 4a:
 - Go under REACH> Children and Adolescents >Module 4a
 - Complete Quiz: Children and Adolescents Module 4a
 - Submit to Assistant Director and Clinical Director

B. Bullying and Harassment in Schools

Go to <https://www.youtube.com/watch?v=igtiEDOmQEg>

- Watch the video – “Bullying and Harassment in Schools”
 - Once complete, you must pass quiz for Children and Adolescents Module 4b:
 - Go under REACH> Children and Adolescents >Module 4b
 - Complete Quiz: Children and Adolescents Module 4b
 - Submit to Assistant Director and Clinical Director

C. Adolescent Mental Health, Depression, Suicidality, and Cyber Bullying

Go to both of the following links:

<http://www.mhpn.org.au/WebinarRecording/19/Adolescent-mental-health-depression,-suicidality-and-cyber-bullying-Part-1#.UyiDD6hdVaU>

<http://www.mhpn.org.au/WebinarRecording/31/Adolescent-Mental-Health-depression,-suicidality-and-cyber-bullying-Part-2#.UyiHUKhdVaU>

Watch the videos – “Adolescent Mental Health, Depression, Suicidality, and Cyber bullying,” Parts 1 and 2

- Once complete, you must pass quiz for Children and Adolescents Module 4c:
 - Go under REACH> Children and Adolescents >Module 4c
 - Complete Quiz: Children and Adolescents Module 4c
 - Submit to Assistant Director and Clinical Director

Module 5: Trauma

A. Childhood Trauma

Go to <http://www.trauma-pages.org/a/perry96.php>

Read the page: “Childhood Trauma, the Neurobiology of Adaptation & Use-dependent Development of the Brain: How States become Traits”

Then read the article:

“Trauma-Focused Cognitive Behavioral Therapy for Children Affected by Sexual Abuse or Trauma.” *Child Welfare Information Gateway* (August 2012): 1-16. Web. <https://www.childwelfare.gov/pubPDFs/trauma.pdf>

- Once complete, you must pass quiz for Children and Adolescents Module 5a:
 - Go under REACH> Children and Adolescents >Module 5a
 - Complete Quiz: Children and Adolescents Module 5a
 - Submit to Assistant Director and Clinical Director

B. If you have a Master’s degree or higher, go to: <http://tfcbt.musc.edu/>

- Register

- Complete all 9 modules: psychoeducation, stress management, affect expression and modulation, cognitive coping, creating the trauma narrative, cognitive processing, behavior management training, parent-child sessions, and evaluation.
- Once complete, you must pass the post-test on the site then submit a certificate to your supervisor.

Additional Training and Clinical Supervision Requirements for Coordinators and Clinical Staff:

In addition to completing the web-based trainings that are noted above for All Staff, all REACH Coordinators and clinical staff must complete the following additional requirements.

- a. Documented completion of at least 30 hours of approved additional training beyond the Core Curriculum is required. These topics may be related to mental health, trauma informed care, intellectual disability, developmental disability, applied behavior analysis, positive behavior support, and/or related topics approved by supervisory staff.

Note: REACH Teams shall offer at least two training sessions per month in conjunction with team meetings and/or in addition to routine team meeting times. When possible, trainings shall be recorded to allow any staff who misses the training to review it at a later date.

- b. Documented completion of at least 30 hours of clinical supervision by a licensed REACH supervisory staff and a written recommendation by the supervisor that the individual is ready to be certified.

Note: This standard is a minimum. REACH Leadership may recommend further supervision hours prior to approval for certification. All REACH staff members are expected to participate in individual and/or group clinical supervision at least twice a month.

- c. Independent completion and approval of at least 5 Crisis Education and Prevention Plans (CEPP).
- d. Independent completion and approval of at least 3 case presentations to the REACH Team or designated sub-team.

Note: All REACH staff members are required to prepare and present case reviews as well as engage in providing peer reviews during case reviews.

- e. Documented completion of at least 20 hours of observation and providing coverage in the Crisis Therapeutic Home (CTH) setting and at least one documented meeting with the CTH Director. Clinical staff members whom are assigned primarily to the CTH must complete 40 hours of observation and coverage in the CTH.
- f. Documented completion of at least 20 hours of shadowing with REACH Certified staff in the community and at least 8 hours of observation by a REACH Team Leader providing services in a community setting.
- g. Documented completion of at least three observed community based trainings with family members and other providers. Note: This standard is a minimum. The REACH Director or Clinical Director may recommend further observed training hours prior to approval for certification.

Continuing Education and Ongoing Supervision Requirements

After completing their first year of satisfactory service, All REACH staff will continue their professional development by through the following activities.

- Each year by the anniversary of their hire date, all staff members will complete at least 12 hours of continuing education in topics related to mental health, trauma informed care, intellectual disability, developmental disability, applied behavior analysis, positive behaviors supports, and/or related topics. All training should be commensurate with the level of expertise of the receiving staff.
- REACH Leadership will complete direct observation of clinical service delivery with feedback provided at least once annually for residential staff, REACH coordinators, and other clinical staff. At the discretion of the REACH Director, this requirement may be made be increased if warranted based on staff performance.
- All staff will receive review of written work (CEPP's, progress notes, crisis assessments, etc.) at least yearly with written feedback provided of all reviews.