

Updated 7/6/16



RECIPIENT RIGHTS TRAINING FOR NEW HIRES PART 2



****This training is for DWMHA Network Staff ONLY****

Registration for Part 2 will be managed by the employer through MH-WIN. The employer must follow all instructions as indicated in the OPEN LETTER dated 11/3/15.

Who DOES NOT need to register for Part 2:

- Any person who is **NOT** an employee, volunteer and agent of a MCPN/ Provider/ Employer/Contractor currently within the Detroit Wayne Mental Health Authority's network of care.
- Staff whose only job affiliation in the CMH system is with the SUDs program.
- School employees, private individuals, private company employees, etc.
- Any person who has **ever** completed a face-to-face New Hire Recipient Rights training. (Even if you just did PART 1 of the new process).
- Any person who does **NOT** have an MH-WIN staff ID#.

Who MUST register for Part 2 and when:

- All employees, volunteers and agents of a MCPN/Provider/Employer/ Contractor who were required to complete the Recipient Rights for New Hires PART 1 and who have not been eliminated by the notes above.
- **Part 2 sessions are scheduled in MH-WIN by the employer's HR department**
- **The Part 2 class date must be between the 60th and 90th day after the date Part 1 was completed**

Staff scheduled for sessions earlier than their 60th day will be turned away and will have to be rescheduled after the 60th day.