



Detroit Wayne
Mental Health Authority

640 Temple, 8th floor
Detroit, MI 48201-2558
Phone: (313) 833-2500
www.dwmha.com

FAX: (313) 833-2156
TDD: (800) 630-1044 RR/TDD: (888) 339-5588

**OPEN LETTER TO DWMHA PROVIDER NETWORK
FROM THE OFFICE OF RECIPIENT RIGHTS**

November 3, 2015

Dear Sir/Madam:

The Michigan Mental Health Code requires that all staff employed by or contracted with the community mental health service system must receive New Hire Recipient Rights training within 30 days of their hire date. In an effort to ensure this mandate is met, the Detroit Wayne Mental Health Authority (DWMHA) Office of Recipient Rights (ORR) has revised the process by which New Hire Recipient Rights training is delivered.

Historically, the New Hire Recipient Rights training was a one-step, face-to-face, 4-hour class offered by ORR at one primary location. ORR received many requests for more available dates and times as well as locations. This request has been heard and incorporated into the new delivery design for New Hire Recipient Rights training.

A new delivery design was implemented on August 12th, 2015. Providers / employers must review the attachment to determine how to use this new process.

The new delivery design divides the required New Hire Recipient Rights training into a two-part process. The Part 1 module is available through the www.vceonline.org website and must be completed within 30 days of the staff's hire date. The time needed to complete Part 1 on-line is approximately 1 hour. As this module is available on-line, there is no limit to the dates, times or locations for staff to complete this portion of the training. At the completion of Part 1, staff is able to print a certificate from VCE. Once the staff has successfully completed Part 1, they are considered provisionally compliant with Recipient Rights New Hire training. If they are required to take Part 2, they must complete it within 120 days of hire to be fully compliant with Recipient Rights New Hire training.

Part 2 is a 3-hour, face-to-face classroom training that must be completed within 120 days of hire. Staff must work at least 60 days in the community mental health system after completing Part 1 and before attending Part 2. With the completion of Part 2, staff will receive a certificate. The provider can print a valid certificate through MH-WIN as

Board of Directors

Herbert C. Smitherman, Jr., MD, Chairperson
Marsha Bianconi
Constance Rowley

Dr. Cheryl Munday, Vice-Chairperson
Angelo Glenn
Dr. Iris Taylor

Timothy Killeen, Treasurer
Bernard Parker
Terence Thomas

Dr. Cynthia Tauzeg, Secretary
Frank Ross
Heather Underwood

Thomas Watkins, President/CEO



soon as the training data is processed (usually within 2 business days). Both Part 1 and 2 certificates must be held in the staff's personnel file for future review when requested.

Please see the attached for registration processes, when staff might be exempt from taking Part 1 and/or Part 2, and other answers that you may need to follow the new process.

ORR appreciates both your understanding and patience as we go through this transition. If you have any questions or concerns, or have comments or suggestions on how to improve this process, please contact the ORR Training Unit at orr.training@dwmha.com.

Respectfully,

A handwritten signature in blue ink, appearing to read "C. J. Kliber". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

C. J. "Kip" Kliber
Director, Office of Recipient Rights

Attachment: FY16 New Hire Recipient Rights Training Protocol and FAQs