



Michael R. Pence, Governor
State of Indiana

Division of Mental Health and Addiction
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August 8, 2014

TO: All Interested Parties

REGARDING: Trainings and Workshops for Wraparound Facilitators, Access Sites, and the 1915(i) Child Mental Health Wraparound Services Program.

1915(i) CMHW Services CRM Training:

DMHA has scheduled several trainings for Wraparound Facilitators and Access Sites to learn how to use the CRM system for 1915(i) CMHW services, and INsite system for MFP-PRTF and PRTF Transition Waiver.

Please visit our website calendar to register in advance to attend a training session. Registration to attend the training is required. Seats are limited in each session.

Below is the training class schedule. Please see the training event entries in the calendar for additional information:

<http://www.in.gov/activecalendar/CalendarNOW.aspx?fromdate=8/1/2014&todate=8/31/2014&display=Month&display=Month>.

INsite Training:

Dates August 22 & 29
September 26
Time 10:00AM - 3:30PM EDT
Where Roeing Corporation
2433 South 9th Street
Lafayette, Indiana 47909
765.474.5402

Comments There will be a one hour on-your-own lunch.
Database used for MFP-PRTF and PRTF Transition Waiver clients.
Max capacity 7 each day.
Minimum required 3 or training will be cancelled.

Deadline Register by 5pm August 20, 27, September 24 respectively.



Tobi Training for Access Sites

Dates	August 19 September 23
Time	2 – 4:00 PM EDT
Where	Indiana Government Center South Conference Room 15
Comments	Database used for CMHW clients. Max capacity 29 each day. Minimum required 3 or training will be cancelled.
Deadline	Register by 5pm August 17, September 21 respectively

Tobi Training for Wraparound Facilitators & Supervisors

Dates	August 19 September 23
Time	9:00AM – 1:00 PM EDT
Where	Indiana Government Center South Conference Room 15
Comments	Database used for CMHW clients. Max capacity 29 each day. Minimum required 3 or training will be cancelled.
Deadline	Register by 5pm August 17, September 21 respectively

Training and Support for the Unpaid Caregiver (FST):

DMHA has scheduled training for **Training and Support for the Unpaid Caregiver** under the Children's Mental Health Wraparound (CMHW) Services Program.

Please visit our website calendar to register in advance to attend a training session. Registration to attend the training is required. Seats are limited to 50 in each session.

Below is the training class schedule. Please see the training event entries in the calendar for additional information:

<http://www.in.gov/activecalendar/CalendarNOW.aspx?fromdate=8/1/2014&todate=8/31/2014&display=Month&display=Month>.

Date: August 20, 2014

Check-in Time: 8:30am

Training Time: 9:00am - 4:30pm

This session will review the Training and Support for the Unpaid Caregiver service requirements and limitations, as well as the delivery of service provided through best practices. Successful completion of a demonstrated competency measure is required to receive a training certificate.

Interested individuals are not required to submit a résumé with a description of experience prior to registration and attendance; however it is strongly recommended that individuals and agencies review the SED experience requirement prior to attending the training, as résumés will be required in the provider application packet. **Only those meeting the SED requirement will be approved.** The SED experience requirement for this service is two years, and must meet the criteria described below.

The experience requirement is as follows:

The three years experience requirements of working with SED children is intended to ensure that providers have the knowledge and understanding related to the rewards and challenges of working with this population. Building functional skills with a child facing impairments associated with an SED diagnosis requires creativity, patience, and sound communication. For this reason DMHA requires that providers possess demonstrable and direct experience with this demographic.

“Qualifying” direct experience means that the applicant has worked directly with the SED population in a way that builds functional skills, such as group counseling, one-on-one counseling, provision of skills training, and/or provision of therapeutic recreational activities. Also included would be persons providing therapeutic foster care, or persons working in a capacity that may not involve mental health care, but where the work is targeted at a defined SED population. Experience in case management, therapy, and/or skills training in conjunction with a mental health center may also be considered as qualifying experience.

The most recent qualifying experience with the SED population should be no more than 3 years prior to the date of application. Experience more than 8 years in the past will not be considered as qualifying.

The SED experience requirement excludes “incidental experience” with an SED child or population. This means that if the work of the provider may have been with a child with SED, but the defined work role was not intended to address this directly, the experience does not qualify towards the requirement. Examples of “incidental experience” would include:

- 1) Owner of a day care for children who throughout his/her years of experience have had children classified as severely emotionally disturbed.*
- 2) A bus driver with children on his/her route who have been classified as severely emotionally disturbed.*
- 3) The facilitator of a youth group or bible school class with some children in the group having been classified as severely emotionally disturbed.*
- 4) A family therapist with some of the children/youth having been classified as severely emotionally disturbed.*

- 5) A classroom teacher with some children in the class having been classified as having a severe emotional disturbance.
- 6) Staff whose work with children has been with the developmentally disabled population only.
- 7) An individual whose work has been with children from ages 0-5.

DMHA reserves the right to make the final determination of whether or not an applicant's SED experience meets CMHW services qualification criteria.

CMHW SERVICE PROVIDER ENROLLMENT WORKSHOPS:

DMHA Youth Services is holding a series of workshops for those who are interested in applying for approval as a provider of services for the DMHA's 1915(i) Child Mental Health Wraparound Services Home and Community Based Services program.

The purpose of these workshops is to give applicants assistance and direction to properly complete application forms and consolidate required documentation for the application packet. Attendees are required to view the Provider Orientation Webinar (<http://www.in.gov/fssa/dmha/2764.htm>) prior to the workshop to gain a basic understanding of the overall process. These workshops will be held in three (3) hour blocks of time.

DMHA Youth Service Provider Enrollment Specialist will be available for the following:

- Review and discuss newly revised/published provider enrollment forms and instructions, including forms for the new 1915(i) CMHW Services program.
- Provide an opportunity for interested parties to ask questions regarding the application and enrollment processes, primarily focusing on the DMHA portion of the process.
- Assist applicants to complete forms where appropriate.
- Review completed forms and application packets for completeness prior to submission.

It is the hope of DMHA Youth Services that the assistance provided through these workshops will help streamline the application process and help applicants avoid common errors in the submission of required documentation.

Dates of upcoming workshops are scheduled as follows:

- **August 13th, DMHA Conference Room (9-Noon)**
- **August 20th, DMHA Conference Room (9-Noon)**
- **August 27th, 4W Conference Room (1-4p)**

- **September 3rd, DMHA Conference Room (9-Noon)**
- **September 10th, DMHA Conference Room (9-Noon)**
- **September 17th, DMHA Conference Room (9-Noon)**
- **September 24th, Bradway Conference Room (1-4p)**

To register for a Workshop, send first and second request for training dates to Julie.Bandy@fssa.in.gov.

If you have questions or concerns about the CMHW services provider training sessions or scheduling, please contact the Provider Specialist via email: DMHAYouthServices@fssa.IN.gov.