The Home Health Aide (HHA) is required to meet training requirements defined by federal regulations governing licensed Medicare home health agencies. These can be met in Direct Service (DSP) Educational curriculum is designed for workers who support people with intellectual or developmental disabilities - who need personal care and other assistance in order to be self-sufficient. See glossary for worker function. Technician I (Ed) is a standardized course for unlicensed entry-level direct care workers for home care; res. care; assisted living; licensed & registered agency. Created in 2003 to replace Personal Care Assistant (PCA) and Residential Care Specialist I (RCS I). This course is a standardized regulatory requirement for unlicensed direct care workers who distribute medications in certain assisted housing programs. (Level III and Level IV Residential Care Facilities, Level III and Level IV PNMIs and Assisted Living Facilities). Note: Level III Residential Care Facility is a three to six bed facility where residents receive room and board and services as needed. This includes Adult Family Care Homes. These facilities are primarily agency owned and operated and金山 is required of newly hired individuals providing services in Maine’s adult mental health system.

The Direct Service Professional (DSP) curriculum is designed for workers who support people with intellectual or developmental disabilities - who need personal care and other assistance in order to be self-sufficient. The Certified Residential Medication Aide (CRM A) course is a standardized regulatory requirement for unlicensed direct care workers who distribute medications in certain assisted housing programs. (Level III and Level IV Residential Care Facilities, Level III and Level IV PNMIs and Assisted Living Facilities). Note: Level III Residential Care Facility is a three to six bed facility where residents receive room and board and services as needed. This includes Adult Family Care Homes. These facilities are primarily agency owned and operated and required of newly hired individuals providing services in Maine’s adult mental health system.

Cardiopulmonary Resuscitation (CPR) course teaches rescuers how to recognize and treat life-threatening emergencies in adults, children, and infants. The Heartsaver CPR Course teaches CPR and relief of foreign-body airway obstruction (FBAO). The Heartsaver First Aid course teaches rescuers to effectively recognize and treat adult emergencies in the critical first minutes until emergency medical services personnel arrive. This includes non-injectable medications to patients who are 14 years of age and older, under the direct supervision of a licensed RN.

Consumer-Directed Worker (CDW) is employed through the Consumer-Directed Planner who works under the management of the consumer or request. Note: Level III Residential Care Facility is a three to six bed facility where residents receive room and board and services as needed. This includes Adult Family Care Homes. These facilities are primarily agency owned and operated and required of newly hired individuals providing services in Maine’s adult mental health system.

The Mental Health Specialist (MHSS) course covers foundational information about roles and responsibilities and some theoretical understandings of the adult mental health field such as psychosocial rehabilitation, mental health recovery, and trauma-informed services. This includes Intentional Peer Support (IPS). It is a standardized course to provide the basis of understanding needed for the experienced CNA employed in a long-term care facility or state mental health institution to administer medications accurately and safely, and to be certified in using a curriculum review, skills demonstration, and an orientation to the role of a HHA as a member of the multi-disciplinary team working in the facility. These facilities are primarily agency owned and operated and required of newly hired individuals providing services in Maine’s adult mental health system.

Mental Health Rehabilitation Technician (MHRT I) is a standardized course for entry level education and training in nursing skills, techniques required to provide the daily, hands-on care needed by people in hospitals, nursing facilities, doctor’s offices. Works under the supervision of a Registered Nurse. These facilities are primarily agency owned and operated and required of newly hired individuals providing services in Maine’s adult mental health system.

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<table>
<thead>
<tr>
<th>CNA</th>
<th>CDPA</th>
<th>PSS</th>
<th>HHA</th>
<th>Empl. Spec.</th>
<th>DSP</th>
<th>CRMA</th>
<th>Merit Course (MHRT-1)</th>
<th>CPRR/First Aid Course (MHRT-1)</th>
<th>MHSS Course</th>
<th>MHRT I</th>
<th>MH Worker I</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Employment requires 17 yrs. old, minimum high school diploma or equivalent, Criminal background check, completion of 50 hour pre-requisite training program, CNA Registry, basic first aid training, 10 yrs. experience in the field, completion of 24 credit hours in college, CPR/First Aid Course, CRMA (required), MHSS Course.</td>
<td>Training requires None identified.</td>
<td>Training requires None identified.</td>
<td>Training requires None identified.</td>
<td>Training requires None identified.</td>
<td>Training requires None identified.</td>
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</tr>
</tbody>
</table>

**Training / Employment Prerequisites**

- **CDPA**
  - A CDPA is required to have at least 18 years of age, and have received services for a serious mental health issue, and be employed at an agency, and have completed the training requirements and continuing education. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience.
  - Individuals who are under 18 years of age may apply for a provisional CDPA certification. However, their employment may be contingent upon successful completion of training and obtaining certification.
  - The provisional CDPA certification is good for 1 year, with a maximum of 1 year in a “probationary” status.
  - Requirements are high school diploma or equivalent, good communication skills, experience and/or education in mental health preferred, not required. Basic Life Support training must be provided during employee orientation.

- **CNA**
  - An ADCA is required to have at least 18 years of age, with a high school diploma or equivalent, 60 credit hours of approved study in a related area, or 3 years post-secondary education. The ideal candidate would also have a CNA certification, and have completed the required training and continuing education. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)
  - An Ed Tech I must have a high school diploma or equivalent, and have completed the required training and continuing education. The ideal candidate would also have a CNA certification, and have completed the required training and continuing education. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)
  - An Ed Tech II must have a high school diploma or equivalent, and have completed the required training and continuing education. The ideal candidate would also have a CNA certification, and have completed the required training and continuing education. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)
  - An Ed Tech III must have a high school diploma or equivalent, and have completed the required training and continuing education. The ideal candidate would also have a CNA certification, and have completed the required training and continuing education. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)

- **CPRR/First Aid Course**
  - Training requires None identified.

- **CRMA**
  - Training requires completion of a 40-hour training program, and successful completion of the CRMA exam. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)

- **CPRR/First Aid Course (MHRT-1)**
  - Training requires completion of a 40-hour training program, and successful completion of the CRMA exam. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)

- **MHSS Course**
  - Training requires completion of the 40-hour training program, and successful completion of the CRMA exam. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)

- **MHRT I**
  - Training requires completion of the 40-hour training program, and successful completion of the CRMA exam. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)

- **MH Worker I**
  - Training requires completion of the 40-hour training program, and successful completion of the CRMA exam. The ideal candidate would also have a Wellness Health Rehabilitation Technician certification and/or psychiatric experience. (Preferred)
### A: Maine Direct Service Worker Training Programs (DRAFT Fall 2009/Muskie MPCA-0809) Presented Nov.30,2009

<table>
<thead>
<tr>
<th>Title</th>
<th>Program</th>
<th>Course Hours and Testing Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDPA</td>
<td>PSS</td>
<td>Effective 9/1/10 a new curriculum will increase the program hours from 150 to 200. CPR/First Aid Course involves 4 hours of instruction time. Successful completion and an evaluation of competency through testing.</td>
</tr>
<tr>
<td>CNA</td>
<td>CNA-M</td>
<td>10 hrs. (40/hr classroom and 10 hour face to face clinical component) standard. If = 20/hr. work in a med. care facility level III must take PSS. Pass the test. PSS offers 20/hr credit towards CNA course if taken within 2 years of PSS class/test.</td>
</tr>
<tr>
<td>HHA</td>
<td>Emp. Spec.</td>
<td>Approximately 30 hours. Participants must successfully pass the course requirements.</td>
</tr>
<tr>
<td>DSP</td>
<td>120 hours including 45 hours of health training provided by a licensed employer.</td>
<td></td>
</tr>
<tr>
<td>CRMA</td>
<td>MHSS</td>
<td>The CRMA program is a 40 hour curriculum for the Level III and Level IV residential facilities that are served by the Office of Adults with Cognitive and Physical Disabilities. The CRMA 25-40 hour (25 minimum hours and 45 maximum) curriculum is for all other Level III and Level IV facilities. Participants must take a 40 hour course. They must pass all 50% and one retake is allowed. Participants also must take a final exam. They must pass all 50% and one retake is allowed. They are also graded on participation and demonstration of medication administration skills.</td>
</tr>
<tr>
<td>Merit Course (MHRT-I)</td>
<td>CPR/First Aid Course (MHRT-I)</td>
<td>Mandt training generally lasts 3-4 days for all modules to be covered. Successful completion and an evaluation of competency through testing. CPR/First Aid generally takes 3.5 hours. If individuals become certified through the American Heart Association, they take a combination of CPR and First Aid. Successful completion and an evaluation of competency through testing.</td>
</tr>
<tr>
<td>MHSS Course</td>
<td>MHRT I</td>
<td>The MHSS curriculum is a 35-40 hour course. Successful completion of requirements includes an evaluation of competency through testing.</td>
</tr>
<tr>
<td>MH Worker I</td>
<td>COMBINED / OAMHS Day/Total</td>
<td>Participants must complete a three-hour Peer Support 101 training as well as ten days of classroom training. Participants may not miss more than a total of 5 hours of classroom training. 50 total hours of training. Participants must complete and pass the final test. If the test is not completed, the entire training must be repeated.</td>
</tr>
<tr>
<td>CPRSS</td>
<td>ADDA</td>
<td>No training required, but must have clinical supervision.</td>
</tr>
<tr>
<td>Ed Tech I</td>
<td>Psych Tech I</td>
<td>If an individual does not have a relevant degree, certification requires successful completion of the nine topic areas. These nine topic areas of training are not standardized. Individual must pass testing requirements for the non-aggressive physical intervention program, CPR, and First Aid.</td>
</tr>
<tr>
<td>Internal Orientation offered at the psychiatric hospital. Orientation includes Basic Life Support training. The BLS training is designed to help healthcare professionals develop the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course lasts approximately 4.5 hours. Participants must pass a written test (usually multiple choice) and a practical exam using a mannequin.</td>
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</tr>
</tbody>
</table>

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**Notes:**
- CPR/First Aid Course involves 4 hours of instruction time. Successful completion and an evaluation of competency through testing.
- CRMA training lasts 40 hours. If an individual does not have a relevant degree, certification requires successful completion of the nine topic areas. These nine topic areas of training are not standardized. Individual must pass testing requirements for the non-aggressive physical intervention program, CPR, and First Aid.
- Internal Orientation offered at the psychiatric hospital. Orientation includes Basic Life Support training. The BLS training is designed to help healthcare professionals develop the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course lasts approximately 4.5 hours. Participants must pass a written test (usually multiple choice) and a practical exam using a mannequin.
<table>
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<tr>
<th>Registration</th>
<th>PSS</th>
<th>CNA</th>
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<th>Mandt Course (MHRT-I)</th>
<th>CPR/First Aid Course (MHRT-I)</th>
<th>MHSS Course</th>
<th>MH Worker I</th>
<th>OQMHP-PNMI Day Treat.</th>
<th>CPSS</th>
<th>ADDA</th>
<th>Ed Tech I</th>
<th>Playtech I</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Maine Dept of Health &amp; Human Services, Office of Licensing &amp; Regulatory Services oversees standardized curriculum and training qualifications</td>
<td>Maine Dept of Education provides Curriculum with reviews by the Maine Board of Nursing</td>
<td>Maine Department of Health and Human Services, Office of Adult Mental Health Services, and Adults with Cognitive and Physical Disabilities Services.</td>
<td>The Direct Support Professional Curriculum is administered by the Behavioral Health Sciences Institute, under a contract with DHHS.</td>
<td>This requirement is implemented by the Department of Health and Human Services, licensing and regulatory services.</td>
<td>Maine Dept of Health &amp; Human Services, Office of Adult Mental Health Services oversees Mandt requirements for MHRT I workers in collaboration with Muskie School's Center for Learning.</td>
<td>Maine Dept of Health &amp; Human Services, Office of Adult Mental Health Services oversees MHSS requirements for MHRT I workers in collaboration with Muskie School's Center for Learning.</td>
<td>Maine Dept of Health &amp; Human Services, Office of Adult Mental Health Services oversees CPR and First Aid requirements for MHRT I workers in collaboration with Muskie School’s Center for Learning.</td>
<td>Psychiatric Centers employ Mental Health Workers. These are centers of treatment, research and education for people with serious and persistent mental illness. Psychiatric centers are operated by the Maine’s Department of Health and Human Services, DHHS-OAMHS oversees training requirements.</td>
<td>Maine Dept of Health &amp; Human Services, Office of Adult Mental Health Services oversees OQMHP-PNMI. OQMHP-PNMI requirements in collaboration with Muskie School’s Center for Learning.</td>
<td>The Department of Education oversees OQMHP-PNMI-Day Treatment requirements.</td>
<td>Maine Dept of Health and Human Services-Office of Adult Mental Health Services oversees certification requirements.</td>
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<td>Each school district has committees for an Ed Tech chair person. These school district committees provide oversight and ensure that Bi Tech requirements are being met. The Maine Department of Education Certification Office issues the Ed technician authorization.</td>
</tr>
</tbody>
</table>

- NA: Not applicable

- PSS: Police Services

- CNA: Certified Nursing Assistant

- CNA-M: Medication Administration Assistant

- HHA: Home Health Aide

- Empl. Spec.: Employee Specification

- DSP: Direct Support Professional

- CRMA: Community Residential Assistant

- CPR: Cardiopulmonary Resuscitation

- MHSS: Mental Health Support Services

- MHRT: Mental Health Residential Treatment

- OQMHP: Outpatient Quality Management and Health Planning

- PNMI: Psychiatric Nursing Medical Intervention

- Day Treat.: Day Treatment

- CPSS: Certified Professional Social Worker

- ADDA: Adult Developmental Disabilities

- Ed Tech I: Education Technician I

- Playtech I: Play Therapist I
A: Maine Direct Service Worker Training Programs (DRAFT Fall 2009/Muskie MPCA-0809) Presented Nov.30,2009

<table>
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<th>Critical Aid Course (MHRT-1)</th>
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<th>MHRT I</th>
<th>MH Worker I</th>
<th>CIPSS Final Aid Course (OQMHP)</th>
<th>OQMHP Day Trtmt</th>
<th>OQMHP-PMI</th>
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<tr>
<td>NA</td>
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</table>

Who offers training courses?

- Taught by DHHS approved trainers. PSS, Train the trainer programs: BHSI, (Spurwink Institute and University of Maine Academic).
- Offered in approved high school, adult ed., and community colleges, and by approved employer sites.
- Taught by Board of Nursing approved instructors. Courses offered at facilities, by adult education and vocational programs.
- Taught by approved licensed professional nurses at licensed Medicare course health agencies.
- Center for Community Innovation (Maine’s Employment Curriculum for Employment Support Personnel, approved only if taken by Jan 1, 2010). Additional approved courses include: The New England TACE (Technical Assistance and Continuing Education) Center, USA, course-Vocational Counseling and Placement in Rehabilitation, and UNH course-Counseling & Placement in Rehabilitation.
- The following web-based trainings have been approved: Virginia Commonwealth University, Supported Employment Certificate, Virginia Commonwealth University-supported employment for individuals with mental illness (DHHS-only), and University of Georgia Job Coach/Employment Specialist Certification. If taken by 9/1/2003, the following courses are approved: University of Hartford CPR-First certification, Southern Maine Community College, Employment Specialist course, BDL Employment Specialist course, and Goodwill Employment Specialist course.

On-line option

- NA Saco River Education, Healing Spirit, Assistance Plus (private provider)
- Portions of the course can be completed through the PSS program.
- Yes See "Who Offers Training Courses."
- Not in Maine (see College of Direct Support for national curriculum.

Note: Online CPR is not an option for MHRT I credit

No re-certification requirements

- NA
- NA
- The entire course is not offered online, however, one of the requirements of the CIPSS is to complete a web-based training.

ADCA

- No
- No
- No
- NA
- No
<table>
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<tr>
<th>Course Name</th>
<th>Description</th>
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<tr>
<td>CPR/First Aid Course</td>
<td>Certifies individuals in providing CPR and Basic First Aid.</td>
</tr>
<tr>
<td>MHSS Course</td>
<td>Provides training for substance use disorders.</td>
</tr>
<tr>
<td>OQMHP-PNMI course</td>
<td>Offers training for mental health professionals.</td>
</tr>
<tr>
<td>MH worker training</td>
<td>Provides training for mental health workers.</td>
</tr>
</tbody>
</table>

**Trainer Qualifications**

- A high school diploma/GED and 2 years of relevant experience in the field of human services.
- A minimum of 2 years of direct care experience in the field.
- A certified instructor or supervisor must have a current RN license and 2 years of clinical experience.
- Recommendations from peers and supervisors are required.

**Train the Trainer Program**

- 3 days: Day 1: Principles of Adult Learning, Day 2: PSS Curriculum content and the Paperwork process, Day 3: Curriculum delivery and a demonstration of Participants’ abilities in training.
- The program can only be attended by those who have completed the Train the Trainer course.

**Continuing Education**

- Evidence of continuing education is recommended.
- The program is open to all qualified agencies, including those that offer the course approved by DHHS-DHCCARES, Office of Cognitive and Physical Disabilities Services, and Maine Bureau of Rehabilitation Services.

**Registration**

- Trainers must register with the Board of Nursing and have a current RN license.
- The program can only be taught by approved instructors who have a minimum of 2 years of relevant experience.

**Certification**

- Certification is valid for two years.
- Re-certification training is required every two years.
- No specific trainer requirements are identified for OQMHP-PNMI trainers.

**Michigan Conference**

- A certified instructor must have a current BLS provider status certification for at least two years. They must score a minimum of 90% on the written examination during training without remediation. They must have completed an instructor candidate application and should be at least 16 years of age.
### A: Maine Direct Service Worker Training Programs (DRAFT Fall 2009/Muskie MPCA-0809) Presented Nov.30,2009

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<th>MHRT 1</th>
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<th>CIPSS</th>
<th>OQMHP - Day/Total</th>
<th>ADDA</th>
<th>Ed Tech I</th>
<th>Payroll Tech I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 hrs./yr. through regular continuing education and/or work experience</td>
<td>12 hrs./yr. as CNA, plus 4 hrs./yr. as a CNA.</td>
<td>12 hrs./yr. as a CNA with recommendation that 4 of the hours be devoted to topics pertinent to medication administration, and active enrollment/standing in the CNA Registry.</td>
<td>No recertification requirements</td>
<td>No requirement</td>
<td>8 hrs in 2 yrs.</td>
<td>12 hrs./yr.</td>
<td>12 hrs./yr.</td>
<td>CPR: If individuals are certified through the American Red Cross, they must become re-certified every two years. Re-certification training generally takes a ½ day. If certification lapses, they must repeat the full training with an approved program.</td>
<td>Re-certification generally takes less than a ½ day. If certification lapses, they must repeat the full training with an approved program.</td>
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<tr>
<td>CPR/CRMA</td>
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12 contact hours of continuing education must be completed once every two years to maintain certification. The individual must have completed 3 semester hour credits (or their equivalent: 4.5 CEUs or 45 clock/contact hours) at the end of five years to renew their certification. Training for continuing ed requirements must be education related to the subject area that could be part of a traditional school setting. The BLS must be taken every two years. Recertification lasts approximately 4 hours.

In order to earn and maintain certification, participants must complete Peer Support 101, complete the application process, participate in a Web training, complete 10 days of classroom training, complete the final test, engage in quarterly co-supervision (1 time per quarter), complete two continued education classes per year, and deliver 75 hours of peer support per year (documented quarterly).
Department of Health and Human Services: CRMA Licensing and regulatory services. CRMA overview. https://portal.xw.bisoex.state.me.us/dhhs-apps/assisted/crma_overview.asp


Continued on next page

Reference Source (website)

https://portal.xw.bisoex.state.me.us/dhhs-apps/assisted/pss_overview.asp
Train the Trainer: PSS Trainer : Faith Hauger, Program Coordinator-BHSI - 688-4589 x165 fhauger@bhsi.net
MaineCare Benefits Manual and "Changes and Opportunities for Training Employment Specialists and Job Coaches in Maine, 2009-2010" by DHHS-OAMHS;  Adults with Cognitive and Physical Disabilities Services; and Maine Bureau of Rehabilitation Services.


Maine Department of Health and Human Services: Office of Adult Mental Health Services; Waivers & Recovery: Board of Alcohol and Drug Counselors: www.maine.gov/professionallicensing and http://www.mainelegislature.org/legis/statutes/32/title32ch81sec0.html

State Board of Education: http://www.maine.gov/education/index.shtml


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