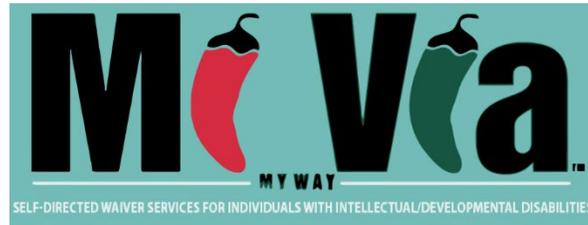


Appendix G:



Mi Via Service Standards

Training

Revised *March 2023*

Mi Via Required Trainings

All staff (Consultants/Employer of Records/Direct Support Professionals) are required to take the following trainings to work with any Mi Via participant.

All Participants will be given the New Mexico Department of Health Reporting Suspected Abuse, Neglect and Exploitation Flyer (ANE) and will review with their consultant. The participant will sign the ANE acknowledgement form.

Abuse, Neglect and Exploitation (ANE)

All Employer of Record (EORs), employees, vendors, and volunteers will be required to complete the ANE Awareness training. EORs, Consultant Agencies and vendor agencies are responsible for ensuring the training requirements outlined below are met.

1. DDS D ANE Awareness On-line trainings shall be renewed annually with successful completion of the DDS D ANE Awareness
2. Training shall be conducted in a language that is understood by the participant, EOR, Consultant, vendor, employee, or volunteer.
3. Training must be conducted by a DOH certified trainer or through online asynchronous course.
4. Documentation of a participant, EOR, Consultant, employee, vendor, or volunteer's training must be maintained for a period of at least three years, or six months after termination of an employee's employment or the volunteer's work.

Consultants

Course Name	Access Location	Compliance	Estimated Time
Abuse, Neglect and Exploitation (ANE) Awareness	Online Courses or Training Calendar. Must complete annually	Before working with a participant	3 hrs.
Introduction to Person-Centered Planning	Online Courses	Within the first 30 days of working with a participant	1 hr.
Keys to Health	Online Courses or Training Calendar	Within the first 30 days of working with a participant	4 hrs.
Consultant Training	Online Courses	Within the first 30 days of working with a participant	1 hr.
Service and Support Plan (SSP)	Online Courses	Within the first 30 days of working with a participant	1 hr.

Employer of Record	Online Courses	Within the first 30 days of working with a participant	1 hr.
Introduction to Waivers	Online Courses	Within the first 60 days of working with a participant	1 hr.

Additional training requirements for consultants not tracked in the Hub:

Fiscal Management and FMA online system

Third Party Assessor (TPA) Training

Employer of Record (EOR)

Course Name	Access Location	Compliance	Estimated Time
Abuse, Neglect and Exploitation (ANE) Awareness	Online Courses or Training Calendar. Must complete annually	Before working with a participant	3 hrs.
Employer of Record	Online Courses	Within the first 30 days of working with a participant	1 hr.
Introduction to Person-Centered Planning	Online Courses	Within the first 60 days of working with a participant	1 hr.
Service and Support Plan (SSP)	Online Courses	Within the first 60 days of working with a participant	1 hr.

Additional training requirements for employer of record not tracked in the Hub:

Fiscal Management and FMA online system

Direct Support Professionals (DSP) *Includes Employees, Vendors and Volunteers. DSP includes Community Membership Supports, Home Health Aide, Homemaker/Direct Support, In Home Living Supports, Respite Providers and Volunteers*

Course Name	Access Location	Compliance	Estimated Time
Abuse, Neglect and Exploitation (ANE) Awareness	Online Courses or Training Calendar. Must complete annually	Before working with a participant	3 hrs.
Introduction to Person-Centered Planning	Online Courses	Within the first 60 days of working with a participant	1 hr.
Keys to Health	Online Courses or Training Calendar	Within the first 60 days of working with a participant	4 hrs.

Introduction to Waivers	Online Courses	Within the first 60 days of working with a participant	1 hr.
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Employment Support Services

Course Name	Access Location	Compliance	Estimated Time
Abuse, Neglect and Exploitation (ANE) Awareness	Online Courses or Training Calendar Must complete annually	Before working with a participant	3 hrs.
Introduction to Person-Centered Planning	Online Courses	Within the first 60 days of working with a participant	1 hr.
Keys to Health	Online Courses or Training Calendar	Within the first 60 days of working with a participant	4 hrs.
Introduction to Waivers	Online Courses	Within the first 60 days of working with a participant	1 hr.
Supported Employment Training Across Waivers	Online Courses	Within the first 60 days of working with a participant	3 hrs.

All courses listed can be accessed through the New Mexico Waiver Training Hub:

<https://www.cdd.unm.edu/other-disability-programs/disability-health-policy/ddsd-courses/index.html>

Optional trainings – On the website and available

Assistance:

If you need assistance with accessing or completing the required trainings, please contact your consultant.