**Section 380.130 Staff Qualifications and Training Requirements**

a) *Training for all new employees specific to the various levels of care offered by a facility shall be provided to employees during their orientation period and* then *annually. Training shall be independent of the Department and overseen by* DHS-DMH *to determine the content of all facility employee training and to provide training for all trainers of facility employees*. (Section 2-103 of the Act) DHS-DMH will determine if the outlined employee training plan submitted to it by the facility meets the DHS-DMH requirements prior to the acceptance of the facility's plan of operation by the Department.

b) *Training of employees shall be consistent with nationally recognized national accreditation standards as defined in* the *Act* and this Part. *Training shall be required for all existing staff at a facility prior to the implementation of any new services authorized under* the *Act* and this Part. (Section 2-103 of the Act)

c) The facility shall have a written policy for regular staff training at all levels of service that the facility provides. Training referenced in this Section may be provided via any of the usual methods of adult education, including, but not limited to, in-service training, webinar, comport programs, on-line education, and on-the-job training.

d) The curriculum for staff training will be developed or approved by DHS-DMH and will include, but not be limited to, understanding symptoms of mental illnesses; principles of evidence-based practices and emerging best practices, including trauma informed care, illness management and recovery, wellness recovery action plans, crisis prevention intervention training, consumer rights, and recognizing, preventing, and mandatory reporting of abuse and neglect. Training shall also include relevant health and safety matters. Training shall use didactic as well as practical and on-the-job experiences.

e) Executive Director

1) The executive director shall meet the requirements in Section 380.430.

2) The executive director shall complete at least 15 hours of training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming duties in a facility.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (e)(2) within the past five years may use this training to meet the requirements of this subsection (e). The facility shall document this training in the employee's personnel file.

4) The executive director also shall complete additional training annually as prescribed by DHS-DMH.

f) Psychiatric Medical Director

1) The psychiatric medical director shall be a board eligible or board certified psychiatrist.

2) The psychiatric medical director shall complete training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming the duties of this position.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (f)(2) within the past five years may use this training to meet the requirements of this subsection (f). The facility shall document this training in the employee's personnel file.

4) The psychiatric medical director shall not have a revoked or currently suspended license, and shall not be on probation.

g) Program Director

Each program operated by the licensee shall have a program director who is a licensed practitioner of the healing arts.

h) Licensed Practitioner of the Healing Arts (LPHA)

1) The LPHA shall meet the definition of this job title in 59 Ill. Adm. Code 132.

2) The LPHA shall complete training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming the duties of this position.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (h)(2) within the past five years may use this training to meet the requirements of this subsection (h). The facility shall document this training in the employee's personnel file.

4) The LPHA also shall complete additional training annually as prescribed by DHS-DMH.

i) Qualified Mental Health Professional (QMHP)

1) The QMHP shall meet the definition of this job title.

2) The QMHP shall complete training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming the duties of this position.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (i)(2) within the past five years may use this training to meet the training requirements of this subsection (i). The facility shall document this training in the employee's personnel file.

4) The QMHP also shall complete additional training annually as prescribed by DHS-DMH.

j) Mental Health Professional (MHP)

1) The MHP shall meet the definition of this job title in 59 Ill. Adm. Code 132.

2) The MHP shall complete training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming the duties of this position.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (j)(2) within the past five years may use this training to meet the requirements of this subsection (j). The facility shall document this training in the employee's personnel file.

4) The MHP also shall complete additional training annually as prescribed by DHS-DMH.

k) Certified Recovery Support Specialist (CRSS)

1) The CRSS shall meet the definition of this job title in Section 380.100.

2) The CRSS shall complete at least 60 hours of training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming the duties of this position.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (k)(2) within the past five years may use this training to meet the requirements of this subsection (k). The facility shall document this training in the employee's personnel file.

4) The CRSS also shall complete additional training annually as prescribed by DHS-DMH.

5) A facility shall make its best efforts to hire the required CRSS staffing. If a facility is unable to meet the minimum staffing requirements of Sections 380.300(g)(4), 380.310(j)(5), 380.320(g)(3) and 380.330(i)(3), the facility may hire a person who is eligible to obtain the CRSS certification within 12 months after the date of hire. The facility shall support the individual toward obtaining the necessary training hours, work hours and completion of the exam.

A) The individual shall have a high school diploma or GED. The individual shall receive 100 hours of training and education, including 40 hours in the CRSS domains of recovery support, mentoring, advocacy and professional responsibility; 6 hours in professional ethics for a CRSS; and 54 hours in areas related to the work of the CRSS but not necessarily specific to the four domains.

B) The facility shall continue to make documented efforts to recruit and hire employees who are already certified as a CRSS.

l) Rehabilitation Services Associate (RSA)

1) The RSA shall meet the definition of this job title in 59 Ill. Adm. Code 132.

2) The RSA shall complete training as prescribed by DHS-DMH on mental illness, mental health services, psychiatric rehabilitation, State mental health administrative rules, and the mental health service system prior to assuming the duties of this position.

3) Individuals who have successfully completed training on the specific topics and training hours prescribed in subsection (l)(2) within the past five years may use this training to meet the requirements of this subsection (l). The facility shall document this training in the employee's personnel file.

4) The RSA also shall complete additional training annually as prescribed by DHS-DMH.

m) Volunteers

Volunteers who are regularly scheduled to work at least weekly with consumers at the facility shall complete at least 12 hours of supervised training as prescribed by DHS-DMH prior to beginning their volunteer services. Volunteers shall be subject to all the hiring requirements in Subpart C. Volunteers are prohibited from working in triage centers or crisis stabilization units. In recovery and rehabilitation supports units and transitional living units, their services shall be limited to assisting consumers with ADLs, IADLs and recreational activities.