

Maine DHHS Office of Substance Abuse & Mental
Health Services

**TRAINER STANDARDS FOR
NON-ACADEMIC CURRICULA**

**MENTAL HEALTH REHABILITATION
TECHNICIAN/COMMUNITY
CERTIFICATION
(MHRT/C)**

Current as of November 21, 2019



Established by the Maine Department of Health and Human Services, Office of Substance Abuse & Mental Health Services in collaboration with the University of Southern Maine, Edmund S. Muskie School of Public Service, Institute for Public Sector Innovation, Center for Learning.



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INTRODUCTION

The Mental Health Rehabilitation Technician/Community (MHRT/C) certification program is a competency-based program with established educational standards for community based mental health workers. Full certification for these workers requires that they demonstrate knowledge and skill in eight (8) competency domains. As a training *option* for applicants to achieve certification, standardized non-academic courses for each competency domain are being developed by the Maine Department of Health and Human Services, Office of Substance Abuse and Mental Health Services (DHHS/SAMHS), in collaboration with the Muskie School Center for Learning (CFL).

Each domain is comprised of a set of unique competencies grounded in, and guided by, the fundamental components of recovery, and reflect the values of consumer choice and empowerment, integrated care, respect, advocacy, responsibility, and hope. The domains embody the principles that recovery is non-linear and unique to each individual's life stage and development. The domains address the importance of a holistic, strengths-based and person-centered approach toward recovery across the lifespan. *It is imperative that trainers of this material hold true these values.*

Non-academic MHRT/C trainer standards serve to inform a quality-assurance system for the training and education that entry-level mental health practitioners require. These standards are one of the components of the MHRT/C redesign initiative. The overall goal of these efforts is to ensure that workers entering the field have the knowledge competencies to provide quality, person-centered, behavioral health services to Maine's citizens.

APPLICATION / APPROVAL PROCESS FOR TRAINERS

All non-academic trainers must follow the approval process outlined in this document to demonstrate qualifications in the particular course they wish to teach. Once approved, they will participate in a daylong train-the-trainer session for each course approved to teach, as well as complete a one (1)-time webinar covering principles of adult learning.

Material submitted for approval should include a trainer application form found on page eight (8), as well as documentation of relevant education, work experience, and training qualifications (i.e. resume or curriculum vitae, official academic transcript, list of courses taught, documentation of professional development, and three (3) written references.) These requirements appear on the next page. Additional *course-specific* requirements appear on pages three (3) through five (5).

There is no fee at this time to apply to become a trainer and to participate in the train-the-trainer session. If approved to teach a curriculum, a trainer sets their own fee structure and manages all course logistics.

Application materials will be reviewed by representatives from DHHS/SAMHS and the CFL. If accepted, and following successful completion of the train-the-trainer course and adult learner webinar, training approval is effective for a three (3)-year period. Renewal requirements are outlined on page seven (7).

The CFL will maintain a database of all approved trainers and a calendar listing of upcoming courses on the CFL website.

There will be periodic train-the-trainer programs offered for new instructors, as the standardized curricula are completed.

Send applications to the Muskie School's Center for Learning, 12 East Chestnut Street, Augusta, ME 04330, or email to jacinda.dionne@maine.edu. Allow 2-3 weeks for review.

MHRT/COMMUNITY CORE TRAINER QUALIFICATIONS

Individuals who apply to become trainers of non-academic MHRT/C courses will be evaluated according to the criteria below. These criteria are required in order to participate in the train-the-trainer session(s) for the domain(s) they are applying to teach.

Relevant work experience

Applicants must have a minimum of five (5) years of practical experience in the behavioral health field, preferably with an agency licensed by Maine DHHS as a Mental Health Agency to provide Community Support Services. Their experience should be directly related to the content area of the course to be taught. The applicant should attach a resume and letter describing how their experience relates to the content area they wish to teach. Please include the name of a clinical supervisor.

Relevant academic and professional development

The applicant must have a minimum of a bachelor's or master's degree, depending on the course, and their academic and professional expertise should reflect emerging needs and best practices closely related to the MHRT/C course to be taught. The applicant must provide documentation such as official transcripts and certificates.

Teaching/training experiences

The applicant must have a minimum of two years of recent experience in training/teaching adult learners. Within that two-year period, the applicant must have provided a minimum of thirty (30) hours of training/teaching, with a demonstrated ability to model ethical and professional behavior in the trainer role. Applicant should submit documentation such as an agenda, brochure or certificate issued, of three (3) most recent relevant trainings provided.

Written references

The applicant must provide references from three (3) professionals with direct knowledge of the applicant's training and content area expertise: one (1) reference should focus on the applicant's professional and training ability, and two (2) references should address the applicant's knowledge and expertise in the content area of the course they wish to teach. These recommendations should show the applicant's ability to balance theory/application; model professional behavior/ethics; engage with consumers and practice person-centered care; support SAMHS' stated mission and values; understand adult learners and participants with special considerations; and know the content area of the course to be taught.

MHRT/C TRAINER QUALIFICATIONS FOR SPECIFIC COURSES

TRAINERS MUST MEET ALL REQUIREMENTS FOR THE SPECIFIC COURSE THEY TEACH

Domain 1. Behavioral, Psychological, and Rehabilitation Intervention Models

Applicant must have:

- A master's degree in a related field (e.g. psychology, social work, counseling rehabilitation); Note: Applicant should also hold a current professional licensure or certification in a related field (e.g. LCSW, LCPC, LADC, PsyD, CCS)
- Two (2) years of direct experience with an agency licensed by the State of Maine
- Demonstrated knowledge of psychosocial rehabilitation, counseling, crisis intervention, recovery-oriented systems of care, substance use disorders, and co-occurring disorders
- Practical experience with listening and interviewing skills such as motivational interviewing
- Documentation of twelve (12) hours of professional development education, and/or training in the knowledge areas above, within the past two (2) years

Domain 2. Community Integration and Inclusion

Applicant must have:

- A bachelor's degree in a related field (e.g. psychology, social work, counseling rehabilitation, human development); Note: Applicant should also hold a current full MHRT/C (not provisional), **OR** current licensure or certification in a related field (e.g. LSW, LCSW, LCPC)
- Two (2) years of direct experience with an agency licensed by the State of Maine
- Demonstrated knowledge of Person-Centered treatment planning, community inclusion, Maine's mental health system roles and resources, Peer Support IPS model
- Practical experience with listening and interviewing skills, collaborative planning in a consumer environment, and recovery-oriented systems of care
- Documentation of twelve (12) hours of professional development education, and/or training in the areas of case management and community integration, within the past two (2) years

Domain 3. Ethics and Professional Conduct

Applicant must have:

- A master's degree in a related field (e.g. psychology, social work, counseling rehabilitation); Note: Applicant must hold a current professional licensure or certification in a related field (e.g. LCSW, LCPC, LADC, JD, CCS) and have a minimum of two (2) years of experience working in that field
- Demonstrated knowledge of professional ethical standards, boundaries, dual relationships, ethics in the community mental health system
- Documentation of twelve (12) hours of professional development education, and/or training in the area of ethics, within the past two (2) years

Domain 4. Trauma and Resiliency

Applicant must have:

- A master's degree in a related field (e.g. psychology, social work, counseling rehabilitation); Note: Applicant should also hold a current professional licensure or certification in a related field (e.g. LCSW, LCPC, LADC, PsyD, CCS)
- Two (2) years of practical experience providing trauma-informed care (See SAMHSA link: <https://store.samhsa.gov/product/SAMHSA-s-Concept-of-Trauma-and-Guidance-for-a-Trauma-Informed-Approach/SMA14-4884.html>)
- Demonstrated knowledge of Adverse Childhood Experiences (ACES), principles of trauma-informed care, evidence-based treatment approaches (e.g. Seeking Safety, TREM, EMDR, ^[HL1]), mandated reporting
- Documentation of twelve (12) hours of professional development education, and/or training in the area of trauma-informed care, within the past two (2) years

Domain 5. Policy Knowledge

Applicant must have:

- A bachelor's degree in a related field (e.g. public health, community health education, social work, rehabilitation); Note: Applicant should also hold a current licensure or certification in a related field (e.g. LSW, LCSW, LCPC, JD)
- Two (2) years of direct experience with an agency licensed by the State of Maine
- Demonstrated knowledge of the Bates v. DHHS Consent Decree & Rights of Recipients, ADA and other federal and state disability rights laws, advocacy and consumer rights, federal and civil rights laws, mandated reporting
- Documentation of twelve (12) hours of professional development education, and/or training in the area of policy, within the past two (2) years

Domain 6. Mind-Body Connection

Applicant must have:

- A bachelor's degree in a related field (e.g. public health, community health education, nursing, social work, rehabilitation); Note: Applicant should also hold a current full MHRT/C (not provisional), **OR** current licensure or certification in a related field (e.g. RN, LPN, APRN, LSW, LCSW, LCPC, LADC)
- Two (2) years of direct service experience working in a behavioral health home or integrated care setting
- Demonstrated knowledge of the BHH model, co-occurring medical and behavioral issues, interaction of psychotropic medications
- Documentation of twelve (12) hours of professional development education, and/or training in the area of integrated care models, within the past two (2) years

Domain 7. Cultural Competency

Applicant must have:

- A bachelor's degree in a related field (e.g. psychology, sociology, anthropology, international studies)
- Two (2) years of direct experience with diverse cultures and populations
- Demonstrated knowledge of cultural humility and the limitations of one's own cultural experience
- Documentation of twelve (12) hours of professional development education, and/or training in the area of cultural competence/diversity, within the past two (2) years

Domain 8. Vocational Support

Applicant must have:

- A minimum of a bachelor's degree in a related field (e.g. social work, rehabilitation) a master's degree is preferred; Note: The applicant should also hold current licensure or certification in the area of vocational support (e.g. ACRE, CRC, CPRP, CESP)
- Two (2) years of direct experience with an agency licensed by the state
- Demonstrated knowledge of Supported Employment/Individual Placement and Support, work incentives, the importance of work and self-concept, resources in the community (DOL, DVR), federal and state disability programs, and hold a firm belief in a person's right to pursue employment
- Documentation of twelve (12) hours of professional development education, and/or training in the area of integrated employment, within the past two (2) years

MHRT/C NON-ACADEMIC TRAINING QUALITY ASSURANCE

The overall goal of a quality assurance program is to ensure that entry-level mental health practitioners master the MHRT/C knowledge competencies and best practices necessary to provide quality services in the behavioral health field. Trainers will be qualified, and adhere to and practice the tenets of person-centered recovery, consumer empowerment, and the value of community integration. Applications from trainers are measured against the standards contained in this document.

A key aspect of quality assurance is adherence to the standard curriculum. Each of the eight (8) non-academic MHRT/Community curricula is designed as a thirty (30)-hour, five (5)-day, face-to-face course. Each trainer manual contains daily learning objectives; agendas with time frames; course content; trainer notes and tips; examples of exercises, activities, and discussion points; a PowerPoint presentation; handouts; knowledge checks; citations and bibliographies; as well as additional resources. A trainer may suggest additional resource materials or learning activities as homework to be completed outside of class time, but cannot eliminate any of the lessons.

The sequence of the training is prescribed, however, a trainer can choose the schedule for its delivery. For example, a trainer might schedule five (5) consecutive days of training, while another trainer schedules one (1) class per week for five (5) weeks. *The course must be taught in its entirety within a five (5)-week period.*

The trainer manuals were produced on behalf of the Maine DHHS-SAMHS for exclusive use in training individuals who are applying for the Mental Health Rehabilitation Technician Community (MHRT/C) certification. The Department, or its designee, reserves the right to monitor sessions and receives regular reports with evaluation results.

Trainer Expectations

Approved trainers are required to offer each course they are approved to teach, in full, a *minimum* of two (2) times over the three-year trainer certification period. Trainers must inform the CFL of all scheduled trainings in advance, for posting on the CFL website. Trainers are expected to teach all five (5) days of the course they are approved to teach. In the event of a co-trainer, the co-trainer must also apply and be approved to train the course, and the lead trainer must teach all five (5) days. Trainers are responsible for administering their own courses. This includes planning, promoting, and managing logistics such as registration and site management, course delivery, and final test administration. Trainers are required to send the class roster with participants' contact information to Muskie CFL at the beginning of the course. CFL will provide participants a link to an online evaluation, summarize the results and share with trainer and SAMHS. CFL will assist to promote courses on their website.

Approved trainers will use MHRT/C non-academic curricula in compliance with the DHHS rights and permissions outlined in the Trainer Manual.

There are organizations in Maine that provide training logistics management such as Co-Occurring Collaborative Serving Maine and AdCare Educational Institute, as part of the Maine Behavioral Health Workforce Development Collaborative (MBHWDC).

Trainer Performance

All non-academic courses will be evaluated by the learners. The evaluations will address state-of-the-art standards and reflect the quality of the non-academic courses and the trainer. Participants will receive a link to complete an online evaluation at the end of the course. These will be anonymous and processed by Muskie CFL. The evaluations will be promptly and carefully reviewed to identify any potential issues, prior to sending the trainer their individual summary. If trainer feedback is particularly concerning (e.g., lack of professionalism, inappropriate language, lack of focus, dismissing classes early, etc.) additional steps include discussing the comments with the trainer and requiring that they create a specific plan to resolve the issue. Serious complaints about a trainer's performance will be investigated by DHHS-SAMHS and may result in suspension of training approval. Any history of prior complaints will be taken into account.

As stated above, courses will be subject to periodic observation and review by SAMHS staff and representatives of CFL.

Renewal Requirements

Another aspect of the overall quality assurance effort is to monitor ongoing professional development of current and active trainers. Trainers are required to earn re-approval to train the curriculum, every three (3) years.

Trainers of the standardized MHRT/C non-academic curricula can renew their approved status every three (3) years by submitting a renewal form with the following requirements:

- Provide at least two (2) trainings of the MHRT/C curriculum during the three-year trainer certification period (must train all five (5) days)
- Briefly describe three (3) examples of how you applied principles of adult learning into the MHRT/C curriculum training
- Provide documentation of professional development during the three-(3) year period, in the content area of the course(s) approved to teach
- Receive an eighty (80) percent or higher under the trainer performance review section of the participant course evaluation(s)

Prior trainer performance will be considered in the renewal process, in addition to the overall course evaluations.

APPLICATION FOR TEACHING MHRT/C NON-ACADEMIC CURRICULUM

Directions: Please complete this form and send with documentation to the address below.

1. Name: _____ Phone: _____

Address: _____ Email: _____

2. Have you previously applied for an MHRT/C Train-the-Trainer? Yes No

3. Include the name of MHRT/C course you propose to teach.

4. Briefly describe how your professional training, education, experience and other qualifications have prepared you to teach each of these specific courses. Please attach a resume that describes professional positions held and education attained in chronological order with relevant transcripts, diplomas, and certificates. (Use additional paper as needed.)

5. List any professional licenses, certification, or other credentials you currently hold:

License / certificate:

Issued by:

Expiration date:

6. Describe any teaching experience or training that has prepared you to instruct these specific MHRT/C courses. Attach any relevant diplomas, transcripts, or certificates related to the field of education and training.

7. Please list the three (3) most recent trainings you have provided.

8. Include three (3) written references from professionals with direct knowledge of your training and content expertise.

Submit to:
Jacinda Dionne
USM-Muskie School, Center for Learning
12 East Chestnut Street
Augusta, ME 04330
Or Email: Jacinda.Dionne@maine.edu