

Registration for New Hire Recipient Rights Training



IS DONE ONLINE!



YOU (The Management) MUST:

1. Acquire a MH-WIN account and log in password.
 - a. If you do not have one, call Michael Anthony at 313-344.9099 ext.3272
 - b. If you do have one then:
2. Log in to MH-WIN
3. Go to “Staff Member List” ...
4. Search for your staff’s name
 - a. If not found – send an email to:

manthony@dwmha.com and orr.training@dwmha.com

(For use by management only. Do not have individual staff contact the training unit).

5. In your email, use Subject line: Record Search (staff’s name)
6. In your email, provide staff name, DOB, DOH, last 4 of SS#, name and address of staff’s work site locations, Company name with phone and email address
 - a. If a staff record already exists, it will be moved to your location list.
 - b. If staff record does not exist, you will be instructed to create one.
7. When record is found or created:
 - c. Go to training link and check training history.
 - d. If no training record is found, register into next empty seat.
 - e. If a training record is found, print the certificate and do not register for a class.

All persons who are newly hired into the public mental health system MUST be trained within 30 days of their hire date.

Persons who have previously worked in the public mental health system and are hired by a new employer are not required to re-attend the New Hire Recipient Rights Training **if:**

- a. Their previous training was provided by an MDHHS-ORR certified trainer / system; and
- b. Proof (certificate or transcript) of that training is provided to the new employer; and
- c. There is no significant break in employment / training. (Determined by DWMHA – ORR).

New Hire training done by Oakland, Macomb or Washtenaw CMH is accepted by DWMHA-ORR

DO NOT CREATE A NEW STAFF RECORD UNTIL YOU ARE CERTAIN THERE IS NO PRE-EXISTING RECORD.

Email questions or documents to email above.