

Welcome to the Arc Employer of Record Financial Management Services (FMS) program! Certifications are a requirement to work for an Employer of Record Client. It's the Employee's responsibility to keep them current and in compliance with the Medicaid Policy as you agreed to on the Employment Agreement.

Please read all Instructions thoroughly!

First Aid (In Person 4 hours), Blood Borne Pathogens Online (1 hour) & Recipient Rights (4 hour Webinar or In Person) are the required Trainings. Environmental Emergency Preparedness Online (1 hour) for Child Waiver staff also.

PLEASE COMPLETE ALL CERTIFICATIONS WITHIN THE REQUIRED GRACE TIME. NO EXCEPTIONS!

Please see all attachments for more information.

All Certifications MUST be submitted upon completion.

YOU WILL NEED A COMPUTER TO COMPLETE ALL OF THE ONLINE TRAINING.

Please email all Timesheets, logs, documents & certifications to fitimesheet@thearcoakland.org or fax: 248-816-3340

Please check your junk/spam emails sent by MORC, OCHN, or Arc if not in your inbox.

If you need assistance, please contact the Arc. 248-816-1900 Prompt 1 For the FMS

Be safe and well.

Thank you, Diane.

Diane McDaniel, Financial Management Services

The Arc of Oakland County

1641 W. Big Beaver Rd., Troy, MI 48084

Phone: 248-816-1900 Ext 222

Fax: 248-816-3340

email: dmcdaniel@thearcoakland.org

Achieve with us.®

EOR NEW HIRE TRAINING INSTRUCTIONS

Welcome to the Arc Employer of Record Financial Management Services (FMS) program!

Certifications are a requirement to work for an Employer of Record Client. It's the Employee's responsibility to keep them current and in compliance with the Medicaid Policy as you agreed to on the Employment Agreement.

Please read all Instructions thoroughly!

CPR/First Aid (In Person 4 hours), Online Blood Borne Pathogens (1 hour) & Recipient Rights (4 hour webinar) are the required Trainings.

PLEASE COMPLETE ALL CERTIFICATIONS WITHIN THE REQUIRED GRACE TIME. NO EXCEPTIONS!

Please see all attachments for more information. All Certifications MUST be submitted upon completion.

YOU WILL NEED A COMPUTER TO COMPLETE ALL OF THE FOLLOWING:

New Hire Recipient Rights 4 Hour Webinar or In Person Training: log onto: www.oaklandchn.org

New Hire Recipient Rights must be completed within 30 days of your start date with your client.

Please schedule this asap

After you log onto OCHN >How Do I...>SIGN UP FOR> Trainings> Scroll to find New Hire Rights Training-Virtual Webinar> Select a **Virtual Date Session**> Register **Staff proceed as a guest.**

OCHN will email the link to the course the day before the scheduled training for the Webinar.

OR

Log onto OCHN >How Do I...>SIGN UP FOR> Trainings> Scroll to find New Hire Rights In-Person Training.

Select an **In-Person Session**> Register **Staff proceed as a guest.**

IN PERSON class is located at 5505 Corporate Dr, Troy MI 48098. Map attached.

Answers to registration questions: Your name, email, & phone #. Provider: Arc of Oakland County, & Role: other.

If you do not receive the link, then email jacobsb@oaklandchn.org

OCHN will email the NHRR certificates to the staff either that day or the day after the course. Please forward that email with the completed certificate to the Arc.

Your Employer and Fiscal Intermediary is the Arc of Oakland County

For Bloodborne Pathogens: Due within 60 days of the starting date with your client.

The LearnUpon website is terminated. And the new OCHN training portal is not up yet.

You can however take **Bloodborne Pathogens** through this Training: <https://plp.michiganvirtual.org/> And once the page is up, type in **Bloodborne Pathogens** on the page search. It should bring up the free course. You will have to make an account on the Michigan Virtual Professional Learning Portal website to proceed. When I registered, I had to create an account: **email, name, cell #, other, I don't have a PIC, make a password, (write it down), County-Oakland, District-other.** Watch for emails for other emails sent for the portal & log in info.

Make sure to get a certificate and send to me.

For CPRFA IN-PERSON PRE-PAY COURSE TRAINING: CPR is optional. In-Person FIRST AID is required

Reimbursement may be available through the client's budget. Please send the Receipt & Certificate upon completion.

I recommend below: They have the In-Person class required.

Comprehensive Health & Safety Education C.H.A.S.E. LLC

Website: chasebls.net

Health consultant in Farmington, Michigan

Address: 21896 Farmington Rd, Farmington, MI 48336

Phone: (248) 477-1066

OR Other options for CPR & First Aid are these prepay courses:

<https://www.save1cpr.com/>

OR

Lifeline CPR LLC: lifelinecprllc@gmail.com

OR

<https://www.redcross.org/take-a-class>

OR

<https://heartstartcpr-detroit.com>

Please email all Timesheets, logs, documents & certifications to fitimesheet@thearcoakland.org

New Hire Recipient Rights 4 Hour Webinar or In Person Training: www.oaklandchn.org

Log onto OCHN >How Do I...>SIGN UP FOR> Trainings> Scroll to find New Hire Rights Training-Virtual Webinar> Select a **Virtual Date Session**> Register **Staff proceed as a guest.**

OR

Log onto OCHN >How Do I...>SIGN UP FOR> Trainings> Scroll to find New Hire Rights In-Person Training. Select an **In-Person Session**> Register **Staff proceed as a guest.**

Answers to registration questions: Your name, email, & phone #. County is Oakland, & Role: other)

OCHN will email the link to the course the day before the scheduled training.

If you do not receive the link then email jacobsb@oaklandchn.org

OCHN will email the NHRR certificates to the staff. Please forward that email with the completed certificate to the Arc.

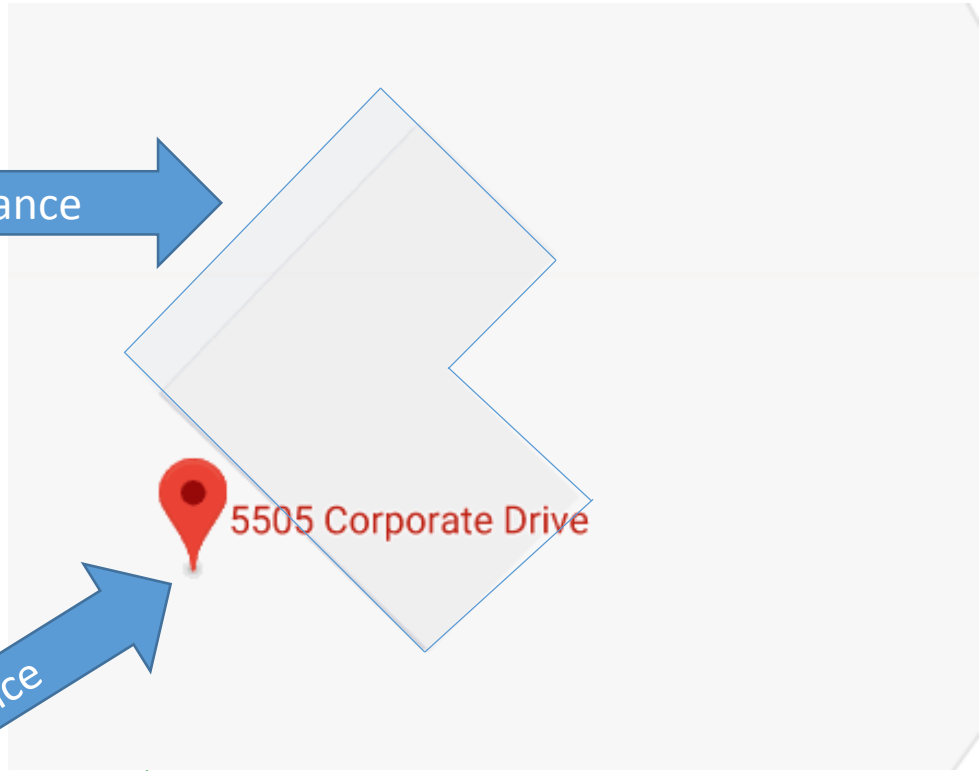
The screenshot shows the Oakland Community Health Network website. The main navigation bar includes 'About Us', 'How Do I...', 'Persons Served', 'Resources', and 'Recipient Rights'. A search bar is located on the right. The page content features a 'Sign Up For' section for the 'Family Support & Subsidy Program'. Below this, there are two service cards: 'Crisis' (with a heart icon) and 'Non-Crisis Services' (with a group of people icon). Each card has a 'More Information on Access to...' button. The footer includes the Oakland Community Health Network logo, 'QUICK LINKS', 'HELPFUL LINKS', and a 'Select Language' dropdown.

The screenshot shows the 'New Registration' form. It includes the following fields and options:

- First Name***: Text input field with placeholder 'Name'.
- Last Name***: Text input field with placeholder 'Name'.
- Email Address***: Text input field with placeholder 'Your Email'.
- Phone Number***: Text input field with placeholder 'Your phone'.
- Participant is the same as above**: Radio button group with 'Yes' selected.
- County***: Dropdown menu with 'Oakland' selected.
- Role***: Dropdown menu with 'Other' selected. Below it is the text 'Please select the role you identify with.'
- Submit**: Button.

* indicates a required field

Oakland Community Health Network
5505 Corporate Drive, Troy, MI 48098



Oakland Community
Health Network

Developmental Disabilities • Mental Health • Substance Recovery

For Bloodborne Pathogens:

The LearnUpon website is terminated. & the new OCHN training portal is not working yet.

You can however take **Bloodborne Pathogens through Macomb County Training:**

<https://plp.michiganvirtual.org/>

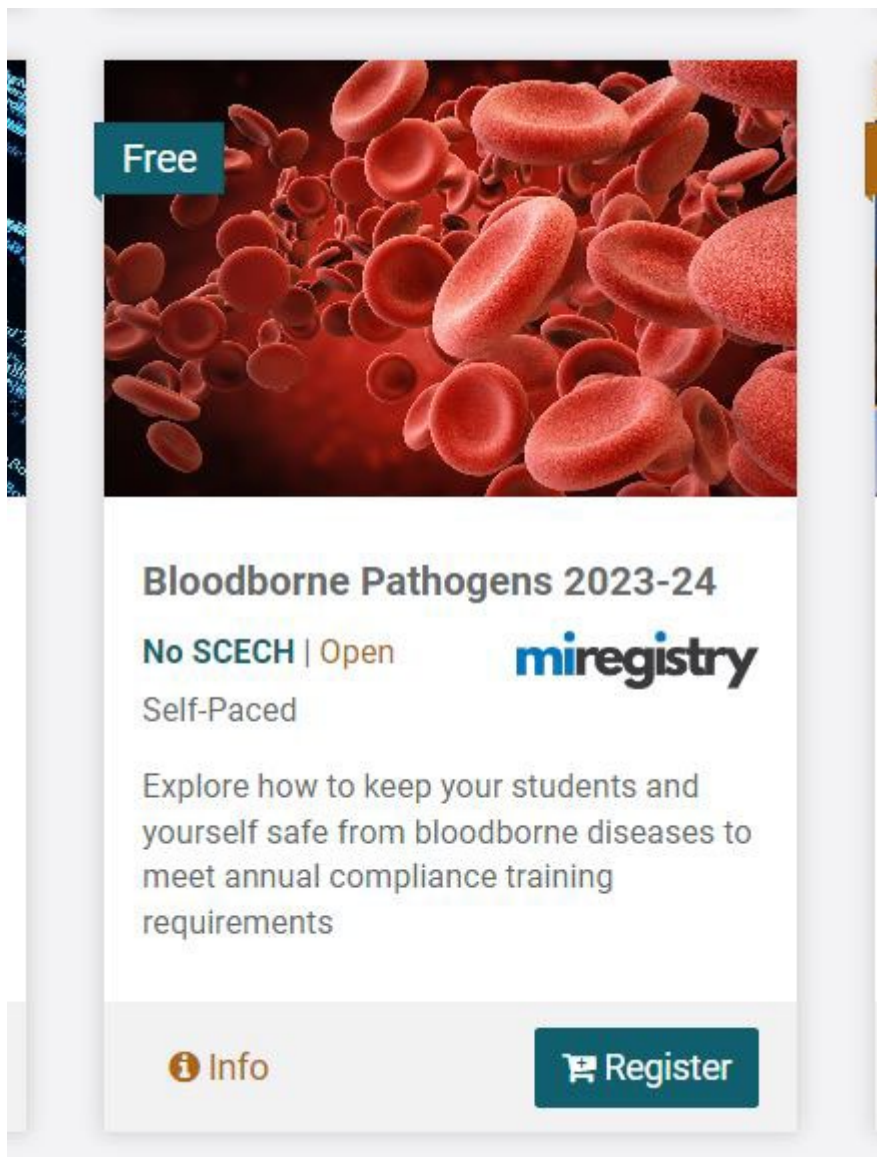
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You will have to make an account on the Michigan Virtual Professional Learning Portal website to proceed.

When I registered, I had to create an account: **email, name, cell #, other, I don't have a PIC, make a password, (write it down), County-Oakland, District-other.** Watch for emails for other emails sent for the portal & log in info.

Mae sure to get a certificate and send to the Arc.

If you are expired, you cannot provide Medicaid paid services to your client until completed.



The advertisement features a top image of red blood cells with a teal 'Free' badge in the upper left corner. Below the image, the course title 'Bloodborne Pathogens 2023-24' is displayed in a bold, dark font. To the left of the title, it says 'No SCECH | Open' and 'Self-Paced'. To the right is the 'miregistry' logo. A descriptive paragraph follows: 'Explore how to keep your students and yourself safe from bloodborne diseases to meet annual compliance training requirements'. At the bottom, there is an 'Info' button with an information icon and a 'Register' button with a shopping cart icon.

Free

Bloodborne Pathogens 2023-24

No SCECH | Open **miregistry**

Self-Paced

Explore how to keep your students and yourself safe from bloodborne diseases to meet annual compliance training requirements

Info **Register**

Video Instructions to Create Account in Michigan Virtual Website for Bloodborne Pathogens

Thank you for contacting Michigan Virtual Customer Care. As we spoke about on phone, I have linked a video below that will show you how to create an account, register for your course, and get your certificate. Please feel free to forward this along to users who are having issues getting their accounts created.

Please note: that if you are registering for a course via a mobile device, the screen may look different than the video. In this case, you may be able to better navigate the webpage by turning your phone sideways to activate the landscape view.

[Create an Account with Michigan Virtual](#)

CPR First Aid New Instructions

The EastersealsMorc Learn Upon Training site is terminated. The training is transitioning over to Oakland Community Health Network (OCHN). No date on this transition yet.

In order to expedite compliance, I recommend taking a Pre-pay External In Person First Aid course. Schedule this asap. CPR is optional.

Reimbursement may be available through the client's budget.

Please send the Receipt & Certificate upon completion.

I recommend below:

Website: chasebls.net & Safety Education C.H.A.S.E. LLC
Health consultant in Farmington, Michigan

Address: 21896 Farmington Rd, Farmington, MI 48336

Phone: (248) 477-1066

OR Other options for CPR & First Aid are these prepay courses:

<https://www.save1cpr.com/>

OR

<https://www.redcross.org/take-a-class>

OR

<https://heartstartcpr-detroit.com>

OR

Lifeline CPR LLC: lifelinecprllc@gmail.com