



Mississippi Department of Mental Health
Provider Bulletin
Number PR0034

Subject: Required Staff Training –
Rule 12.5 of DMH Operational
Standards

Issue Date: May 21, 2014

Effective Date: June 1, 2014

Scope

All DMH/H Certified Providers

Purpose

To provide clarification of expected implementation of Rule 12.5 of the DMH Operational Standards.

Subject

Rule 12.5 requires that all staff, most importantly staff members working directly with a person receiving services, must have the skills and competencies needed in order to implement the person's plan for receiving services. For people transitioning into community based services who have intellectual/developmental disabilities, the person's plan is generated through person-centered planning. Prior to transition, person-centered profile information is made available to the community based service provider.

All service providers, most importantly the individual staff members who will be working directly with a person during and after his/her transition to the community are responsible for reviewing the person-centered profile information provided to ensure that proper supports for the person's needs are in place. The following documentation must be maintained by the certified provider for each person transitioning into a community program:

- Date of receipt of the person-centered profile information
- Date of review of information for all staff working directly with the person
- Information reviewed by staff.

An example of implementation is included below.

John is transitioning from Ellisville State School. The person-centered profile information is provided to XYZ provider prior to discharge. John will be transitioning into both a day program and a community living program. All day program staff and community living staff (inclusive of all shifts) working with John will be expected to review the information and be able to implement the plan for John's services.

End of Provider Bulletin