

Counseling Contractors Training Overview

Contact Information

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BSCs

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Web links

The web links below contain a BSC map, general overview of training requirements and information for logging into Relias as well as a link to the Relias website. Under “Forms and Publications” is a Rates and Billing Procedures detail and the Statement of Expenditures DHS-3469-COUN, which you will use to submit your Relias training time for reimbursement.

Direct link to Relias: <https://governorstaskforce.training.reliaslearning.com/>

DHHS Counseling Contractor Page: http://www.michigan.gov/mdhhs/0,5885,7-339-71551_7199_17182---,00.html

Training Summary

Required hours

Per the contract: “All individuals providing counseling services for child welfare cases under this Agreement must complete up to 12 hours of training annually as identified by the MDHHS Child Welfare Office.” These hours must be completed whether or not the counselor receives referrals. The training may be completed in Relias, or via an approved outside training.

Contract year

The contract year runs from April 1st to March 31st. This may vary by organization; please refer to your contract for more detail.

Mid-Contract Newly-Hired Therapists

The annual training requirement for Counseling Contractors is 12 hours in 12 months. New therapists hired during the contract year would have to complete one hour of training per month for each month remaining in that contract year. If someone is hired in September of the contract year, there are 7 months left and therefore 7 hours of training would be required.

Relias

Login & Password

Once you are set up in Relias, you will be notified by Katie McClain. Your User Name will be “Firstname.Lastname”, and your Password will be “password”. The page will prompt you to change your password after your first login. If this login does not work, please contact Katie McClain at Central Office and she will reset it for you.

Required courses

There are no required courses for contract purposes.

Billing

Detailed billing information can be found in the documents section of the web page, and is submitted using the Statement of Expenditures form in the same section. In general, you would submit your bill to the BSC office based on the location of your business office within thirty (30) days of completing a course. There is a map of BSC offices on the Counseling Contractors web page (link on page 1).

On the Statement of Expenditures form, under “County”, type in your BSC (BSC 1, BSC 2, etc.). In Section III, under “Type of Service”, use unit code **1H**, and accounting template **491xx7337**. These codes replace the Index and PCA codes that are no longer used in the new Sigma system. Please **handwrite** these codes in, as the 3469 COUN form has not yet been updated to account for the Sigma coding.

Submit bills or questions about billing to the following mailboxes:

BSC 1	BSC-1-Contracts@michigan.gov
BSC 2	BSC-2-Contracts@michigan.gov
BSC 3	BSC-3-Contracts@michigan.gov
BSC 4	BSC-4-Contracts@michigan.gov
BSC 5	BSC-5-Contracts@michigan.gov

Approved Outside Training

Submitting certificates for approval

Erica Barrett in Central Office approves any outside training. Copies of certificates for courses with child welfare subject matter may be mailed, emailed, or faxed to Central Office for approval. Please make sure the certificate includes the name of the person completing the course, the number of hours and course description. Additionally, please include your contract number the subject line.

Billing

MDHHS does not reimburse for hours spent in training that is completed outside of the Relias system.

Please Note!

This document is meant to be a brief overview, not a comprehensive guide. Please refer to your contract for any items not covered here.