**PRA Training Plan**

|  |  |  |
| --- | --- | --- |
| **Done?** | **General Training & Orientation** | **Notes** |
|  | Add to internal lists & meetings |  |
|  | Office Tour |  |
|  | Office Space |  |
|  | Phone, Voicemail |  |
|  | Email/Webmail/Outlook/Printer |  |
|  | Microsoft Teams/GoToConnect |  |
|  | Mailbox |  |
|  | Lexis Log-In |  |
|  | Phone Lists |  |
|  | Business Cards |  |
|  | PRA Electronic Folders |  |
|  | PRA Listserv |  |
|  | PRU Case Acceptance Policy |  |
|  | PRU Case Management & Case Files |  |
|  | Timekeeping & CFW |  |
|  | Intake Training |  |
|  | Interpretation & Translation |  |
|  | Health Program Overview |  |
|  | Public Benefits Overview |  |
|  | Mileage & Reimbursement |  |
|  |  |  |
| **Done?** | **Substantive PRU Areas to Train/Read On** | **Notes** |
|  | Seclusion & Restraint |  |
|  | Emergency Medications |  |
|  | Deniable & Undeniable Patients’ Rights |  |
|  | Developmental Disabilities |  |
|  | Mental Health Diagnosis & Treatment |  |
|  | Informed Consent |  |
|  | Psychiatric Medications |  |
|  | Behavioral Health System of Care Overview |  |
|  | Working with Mental Health Consumers |  |
|  | Conservatorships |  |
|  | Minors’ Rights |  |
|  | Overview of Sources of Law |  |
|  | Reviewing Medical Records |  |
|  |  |  |
| **Done?** | **Offsite Observation/Training** | **Notes** |
|  | BAP New Staff Training |  |
|  | BHSD 5150 Training |  |
|  | BHSD Trauma & Informed Systems Training |  |
|  | Behavioral Health Board Meeting |  |
|  | Visit Crestwood MHRC or Golden Living Center |  |
|  | VMC Utilization Review Meeting |  |
|  |  |  |
| **Done?** | **Patients’ Rights Resources** | **Notes** |
|  | California Hospital Association - MH Manual |  |
|  | California Hospital Association - Consent Manual |  |
|  | California Hospital Association - Minors |  |
|  | Joint Commission Behavioral Health Standards |  |
|  | Disability Rights California Resources |  |
|  | PRU Intake Instructions |  |
|  | PRU Case Acceptance Guidelines |  |
|  | Patients' Rights Infosheets |  |

**FACILITY HEARINGS TRAINING: CERTIFICATION REVIEW & RIESE HEARINGS**

|  |  |  |
| --- | --- | --- |
| **Done?** | **Administrative** | **Notes** |
|  | Hearing Binder |  |
|  | Hearing Calendar |  |
|  | Hearing Conflicts |  |
|  | Hearing Paperwork |  |
|  | Billing & Timekeeping |  |
|  | Valley Medical Center Badge & C-lot Sticker |  |
|  |  |  |
| **Done?** | **Certification Review Hearings** | **Notes** |
|  | Certification Review Hearing Overview |  |
|  | Legal Paperwork (5150/5250/Cert decision) |  |
|  | Cert Line / Notifying Hearing Officers |  |
|  | Advisements |  |
|  | Options: Hrg/Chart Review/Waiver/Vol/PP |  |
|  | Interviews |  |
|  | Working with Hearing Officers |  |
|  | Working with Facility Representatives |  |
|  | Working with Providers / Negotiation |  |
|  | 5150/5250 Process & Procedural Issues |  |
|  | Facility Logistics |  |
|  | Postponements |  |
|  | Medical Record Request & Review |  |
|  | Substantive Grounds (GD/DS/DO) |  |
|  | Third Party Support & Affidavits |  |
|  | Procedural Arguments |  |
|  | Notices of Deficiency |  |
|  | Voluntariness Hearings |  |
|  | Post-Hearing Follow-Up & Writ Advisement |  |
|  | Writ Referrals |  |
|  | Post-Certification Commitments & Remedies |  |
|  | Minor Certification Review Hearings |  |
|  |  |  |
| **Done?** | **Facility Training** | **Notes** |
|  | Crestwood Psychiatric Health Facility |  |
|  | Good Sam / Mission Oaks |  |
|  | Kaiser Santa Clara Behavioral Health Center |  |
|  | North County (ECH, VA Palo Alto, Stanford) |  |
|  | San Jose Behavioral Health |  |
|  | Valley Medical Center |  |
|  | Uplift Family Services Crisis Stabilization Unit |  |
|  |  |  |
| **Done?** | **Capacity Hearings** | **Notes** |
|  | General Capacity Hearing Overview |  |
|  | Informed Consent & Exceptions |  |
|  | Review Riese Petition Paperwork |  |
|  | Riese Petition Process |  |
|  | Refusal / Medication Administration |  |
|  | Advisement |  |
|  | Interview |  |
|  | Negotiation |  |
|  | Threshold & Procedural Issues |  |
|  | Hearing Procedure |  |
|  | Post-Hearing Follow Up & Advisement |  |
|  | Writ Referrals |  |
|  | Types of Medications, Purpose |  |
|  |  |  |
| **Done?** | **Capacity Hearings** | **Notes** |
|  | [Logistics Manual](file:///\\Dc1\mhap\MHAP%20Group%20File\Patients'%20Rights%20Unit\Facility%20Hearings\Facility%20Hearings%20-%20Training%20&%20Tip%20Sheets\Hearing%20Advocate%20Tip%20Sheet%20-%20Rev'd%202018.doc) |  |
|  | Cert Review Policy & Procedure Manual |  |
|  | Capacity Hrg Policy & Procedure Manual |  |
|  | [Patients' Rights Advocacy Manual](https://www.camhpra.com/advocate-manual) |  |
|  | [Doe v. Gallinot](file:///\\Dc1\mhap\MHAP%20Group%20File\Patients'%20Rights%20Unit\Facility%20Hearings\Certification%20Review%20Hearings%20-%205250\5250%20-%20Sources%20of%20Law\Doe%20v.%20Gallinot%20-%20District%20&%20Appellate.docx) |  |
|  | Riese v. St. Mary's |  |
|  | [LPS Case Summaries](file:///C:\Users\kawai.daugherty\AppData\Local\Microsoft\MHAP\MHAP%20Group%20File\Patients'%20Rights%20Unit\Facility%20Hearings\Certification%20Review%20Hearings%20-%205250\5250%20-%20Sources%20of%20Law\LPS%20Case%20Law%20Summaries%20-%20DRC.pdf) |  |
|  | 72 Hour Statutes WIC 5150 et seq |  |
|  | 14 Day Hold Statutes WIC 5250 et seq |  |
|  | Grave Disability Outline |  |
|  | Riese Training Outline |  |
|  | [Santa Clara County 5150 Manual](https://www.sccgov.org/sites/bhd-p/Training/5150CIT/Documents/5150-Trng-Manual-rev-05Jan11.pdf) |  |