



Individual Trainer/Training Organization Applicant Checklist

What steps do I need to complete to become an approved trainer?

DOCUMENTS/WEBINARS TO COMPLETE		
Steps	Notes	Completion Date
Complete Individual Trainer/Training Organization Application on MICMT Website	https://micmt-cares.org/statewide-trainer-application	
Review Statewide Trainer Qualifications	https://micmt-cares.org/sites/default/files/2021-05/MICMT%20Statewide%20Trainer%20requirements%202021_0.pdf	
Review Memorandum of Understanding/Training Agreement AND submitted a signed copy to MICMT	<p>Training Organization: https://micmt-cares.org/sites/default/files/2021-05/Training%20Agreement%20Document%20Training%20Organization%202021.pdf</p> <p>Individual Trainer: https://micmt-cares.org/sites/default/files/2021-05/Training%20Agreement%20Document%20Individual%20Trainer%202021.pdf</p>	
Review Trainer Orientation slides	https://micmt-cares.org/sites/default/files/2021-05/Trainer%20Orientation%202021%20v3.pdf	
MEETINGS/TRAININGS TO COMPLETE		
Steps	Notes	Completion Date
Meet with MICMT to review application and next steps	MICMT will contact you within seven (7) business days after your application has been submitted	
Complete required prerequisites	<ul style="list-style-type: none"> • Courses should be completed prior for those intend to teach. • For all courses, new individual trainers are expected to be observed by the organizational lead trainer (already approved for that course) the first time they teach the course to ensure that the new trainer is successfully training the course. Additional observations and coaching from the organizational lead trainer may be warranted based on the performance of the new trainer. • For Foundational Care Management Codes & Billing Opportunities, all new individual trainers must complete a dry run session with MICMT before teaching the course & being observed by the organizational lead trainer. 	<p>Intro to TBC:</p> <p>Patient Engagement:</p> <p>Intro to Palliative Care:</p> <p>Foundational Care Management Codes & Billing Opportunities:</p>



<p>Complete dry-run with MICMT</p>	<p>You will be expected to present 30-40 minutes of content to MICMT for each course you are intending to teach. You will be expected to contact MICMT when ready to schedule.</p> <ul style="list-style-type: none"> • Purpose is to demonstrate your comprehensive and understanding of the content • Expectation is not to run through entire presentation during the time allotted, but focus on a few specific sections and present as you would to learner 	<p>Intro to TBC: Patient Engagement: Intro to Palliative Care: Foundational Care Management Codes & Billing Opportunities:</p>
<p>Meet with BCBSM to review billing content *Only applicable to applicants who will be training Intro to TBC/Intro to STBC</p>	<p>You will be expected to present some of the billing content to a BCBSM representative to demonstrate your understanding. You will be expected to contact MICMT when ready to schedule and MICMT will coordinate.</p>	<p>Intro to TBC: Foundational Care Management Codes & Billing Opportunities:</p>
<p>Meet with MICMT to discuss participation in CE application</p>	<p>If you are interested in being under the MICMT CE application for Nursing and Social Work, you will be expected to contact MICMT with your interest. MICMT will coordinate a meeting to discuss requirements.</p>	
<p>Final Approval</p>	<p>MICMT will provide feedback and recommendations if applicable. MICMT will send you written confirmation that you are approved trainer.</p>	



Congratulations! You're an Approved Statewide Trainer?

Now what happens?

Steps	Notes
A formal announcement will be made regarding your approval status and your information will be updated on our website.	Intro to TBC: https://micmt-cares.org/introduction-team-based-care Patient Engagement: https://micmt-cares.org/patient-engagement-approved Intro to Palliative Care: https://micmt-cares.org/introduction-palliative-care Foundational Care Management Codes & Billing Opportunities: https://micmt-cares.org/foundational-care-management
Review Trainer Orientation as a refresher if needed	https://micmt-cares.org/sites/default/files/2021-05/Trainer%20Orientation%202021%20v3.pdf
Submit Training Dates	https://umichumhs.qualtrics.com/jfe/form/SV_01DQPZbUc1eMSIB

Helpful Tips and Reminders:

- Please contact micmt-requests@med.umich.edu for all requests, questions, and scheduling needs. Your request will be triaged to the appropriate person.
- We can continue to update your CE and registration preferences as needed.
 - If you are not sure about participating in the CE process under MICMT or using MICMT for your registration needs, we can continue to revisit this as needed.
- MICMT will work within your timeframe throughout the approval process.
 - If you have training dates in mind, please let MICMT know so we can do our best to work to ensure that you can get approved in a timely manner.
- If you participated on a curriculum workgroup or were a formerly approved CCM or SMS trainer, please note that some of the requirements identified may not be applicable.
 - This will be addressed on a case by case basis.