

Guidance on New Hire Rights Training

As a response to COVID-19 concerns, Oakland Community Health Network is working with the Michigan Department of Health and Human Services to temporarily adjust the New Hire Rights Training requirements. **Rights training is mandated by statute within 30 days of hire and this requirement is not subject to flexibility and will continue to be enforced.** However, for the time being, we are allowing a live, online webinar option that will only be accepted during this state of emergency.

New Hire Rights Trainings will be held via live, online webinar, utilizing Microsoft Teams. Participants will need to [download the Microsoft Teams application \(on the computer or via a smartphone\) or use it via the Microsoft Teams website.](#)

- [Here is a link to how to Join a Microsoft Teams Meeting.](#)

Upcoming Trainings – [click here to register](#)

- Friday, March 20, 12pm – 4pm
- Wednesday, March 25, 9am – 1pm
- Tuesday, March 31, 9am – 1pm
- Thursday, April 2, 12pm – 4pm

We will continue to add additional trainings as live webinar trainings as needed per the recommendations of the CDC, MDHHS, and Oakland County Health Division.

How do I register?

Registration will occur as normal, online at www.oaklandchn.org, under Training in the top banner. Select Training Schedule and then click on the date of the training that you would like to attend.

Where do I find the link for live webinar?

A link to the live webinar will be sent to registered participants the day before the training. In the email, there will be a “Join Microsoft Meeting” link that participants can click on to join the webinar.

How do I “join” a Teams meeting?

Select Join Microsoft Teams Meeting in your email to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

[Here is a link to how to Join a Microsoft Teams Meeting.](#)

How do I get my certificate?

At the end of the webinar, a link to an online test will be posted in the webinar chat. Each participant must take this test to receive a certificate. A certificate will be emailed to the email provided by 5:00pm of the business day following the day of the training.

How do I ask questions during the training?

Questions can be asked during the webinar utilizing the chat feature in Microsoft Teams.

How do I get copies of the training materials?

Links to the training materials will be posted in the webinar chat and will also be attached to the email with the webinar link.

What if I am unable to log on?

Please contact Customer Service (1-800-341-2003) or the Training Director at 248-858-5338. ***It is strongly recommended you download Microsoft Teams prior to the training started to test it out.*** Anyone joining more than 15 minutes late will have to reschedule and attend another training.

What if I am hard of hearing or deaf?

You can use the live captions option (English only) in Teams! If you need an interpreter, please call 248-858-1795 and we will work with you to schedule an interpreter.

Can I watch in a group?

Per the recommendations from the CDC, MDHHS, and Oakland County Health Division and to enforce social distancing, staff should take the training on individually and not in groups. If there is a small group of people who must watch the webinar together, each person must complete the test link that will be provided at the end of the webinar to get a certificate.

Questions?

Please contact Oakland Community Health Network's Training Director at zizumbot@oaklandchn.org or 248-858-5338. [Click here to visit OCHN's Training webpage.](#)



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