



## New Hire Recipient Rights Virtual Training using the ZOOM APP.

The DWIHN-Office of Recipient Rights (ORR) has set up a temporary process to ensure New Hire Recipient Rights Training (NHRRT) continues throughout the Covid-19 Pandemic and also designed to stay within the 30 days of hire requirement.

**ORR Trainers: Michael Olver, Jaqueline Frazier & LaShanda Neely**

Contact Monday-Friday / 8am-4pm

[orr.training@dwihn.org](mailto:orr.training@dwihn.org)

(313) 433-0411 or (248) 251-3596

### Step 1

**Assignment :** The morning of your New Hire Recipient Rights Training (NHRRT) class; (between 8:30am and 10am), you will receive an email (sent to the email address provided in your MHWIN record) which will include:

1. **A LINK to the interactive online portion of the class (ZOOM)**
2. **Instructions**
3. **Password**
4. **Desk Reference Guide**
5. **NHRRT PowerPoint Handout**
6. **Recipient Rights Quiz & Survey**

Please test your computer/smart phone to confirm the compatibility to view the ZOOM APP.

You will have until 10am to read all provided class material. **Class begins at 10am and ends at 12pm.**

**DO NOT SHOW UP LATE!**

### Step 2

**Interactive online class:** The day of your NHRRT class, at 10 am please click the **ZOOM LINK** provided in the email to join the live class. You must be present for the entire class time (10am-12pm) to receive your certificate. There will be a presentation and the opportunity to ask questions of the presenters. **Do NOT show up late**, if you are late, you will be turned away and will have to reschedule.

### Step 3

**Test procedure:** Upon completion of Steps 1 & 2:

1. Be sure to write your name, DOB, Date of Hire, MHWIN # (if available) and today's date at the top of the page.
2. Answer every question then email your test back to: [orr.training@dwihn.org](mailto:orr.training@dwihn.org) .
3. **All tests must be returned by 2:00pm (no later than 3:00pm) the day of your class.**
4. **A Certificate of Completion will be available within three business days of class completion. Please contact your employer to receive your certificate.**