South Dakota County Board of Mental Illness (CBMI) Training

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South Dakota Department of Social Services

First Time Users

If you already have an account, please skip to page 3 for training instructions. If this is your first time training, please use the following directions.

Step 1

Go to https://dss.sd.gov/qmhp/Default.aspx

Step 2

Click "Register Here" .



Step 3

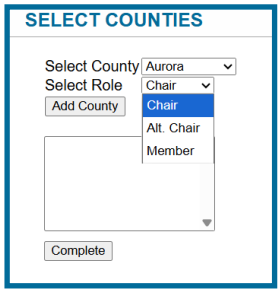
Check the box to indicate you are a CBMI member. Then fill out your contact information. This will be used to get in contact with you for training purposes as needed. It is recommended to use your personal email rather than your work email.

***Please remember this password. You will need it to login and take the test!**



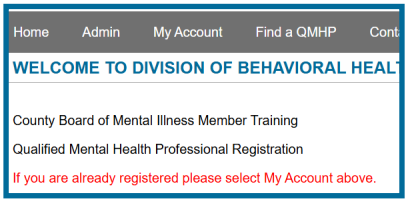
Step 4

Select the county you cover and your role in that county. Then click "Add county". Repeat if you have a role in more than one county. Once all counties are added, click complete.



Step 5

You will be prompted to log in. Log in with the password you just created and follow the training instructions on page 3.



Training Instructions

If you are completing CBMI training for the first time, please see page 2 for how to register.

Step 1

Go to https://dss.sd.gov/qmhp/Default.aspx and log in. If you've forgotten your password, please see page 4.

Step 2

There are seven modules in the training, each consisting of a video to view.

Select the first module to begin training. Training modules must be completed in the order they are listed. You do not need to complete all modules at once. Your progress of completed modules will be saved. You cannot save your progress in the middle of a module. You may utilize the workbook found at dss.sd.gov/behavioralhealth/professional_trainings.aspx to take notes and reference later on.

Please note under "Module Status", upon completion of a module, it will say "Completed" and you can move on to the next module. You *cannot* go back to a past module.

Module	Video Length (min)	Work Book Pages
1	5:57	2 - 7
2	3:44	8– 13
3	6:24	14—19
4	5:36	20—27
5	4:19	28—33
6	2:51	34—41
7	2:12	42– 47

Module Name	Module Status
QMHP Introduction 2021	Completed
QMHP Voluntary Admission of Adults 2021	New
QMHP Voluntary Admission of Minors 2021	New

Step 3

After the training videos, additional slides will be displayed for your review.

Step 4

Upon completion of training, your score will appear, and your certificate will auto-populate. To print or download your certificate, please click "Certificate".

Training	Start Date	Date Completed	Completed By	Modules Completed	Status(%)	Certificate	Expiration Date	Renewal Date
Qualified Mental Health Professional Training 2021				13 / 13	Passed	Certificate		

Training Questions

How long do I have to complete the training?
Once the training is initiated, you must complete the entire training within 30 calendar days. Failure to complete the training will result in a 30-day wait period before you are able to re-register and take the training/testing again.

What happens if I fail the test?
Failure is a result of not viewing all modules within 30 days of starting. Please send an email to DSSBHQMHP@state.sd.us requesting approval to re-start. Once approved, log back in with the same email and password to re-register for the CBMI training.

Do I earn CEU's for this training?
No, this training is not eligible for CEUs.

What is the requirement for renewing the training?
The CBMI training does not need to be completed more than once.

Technical Support Questions

What do I do if I forget my password?
Please click the "Forgot Password" link below the login screen at https://dss.sd.gov/qmhp/Views/Login.aspx. An email will be sent to the email you registered with. If you have not received the email within 30 minutes, please check your spam folder. If you did not receive an email in your spam folder, please contact the Division of Behavioral Health at DSSBHQMHP@state.sd.us or call 605-367-5236 for further assistance.

What should I do if I get the error message "Enter a unique email"?
This message appears when you are attempting to create a new registration with an email already registered in the system. Click "log in" and enter your email and password (see above for how to reset your password if needed). If this does not work, contact the Division of Behavioral Health for assistance at DSSBHQMHP@state.sd.us or call 605-367-5236.

What do I do if I need my name changed on my certificate?
Contact the Division of Behavioral Health at DSSBHQMHP@state.sd.us or call 605-367-5236.