

Required Training for Direct Support Professionals (DSPs) providing ECF CHOICES services¹

Requirements: The topics below are categorized as: 1) External certifications; 2) Training modules that are required to be completed online via Relias, with the option to incorporate in-person components; and 3) Training modules **required** to be provided in-person by providers' training staff. This requirement applies even if the module is based in Relias online training. For example, the provider will be expected to conduct a classroom style presentation of the Relias module and incorporate in-person techniques during the module to achieve active engagement and gauge understanding by staff.

Additionally, for all topics except external certifications, demonstration of competency is required regardless of methodology utilized (online vs. in-person). Providers will be required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record. These records will be reviewed at least annually.

External Certifications:

1. First Aid

Completion of module (estimated): Approx. 5.5 hours

Deadline for completion: Prior to supporting a person without the presence of staff who are certified.

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to remain current.

2. CPR with Abdominal Thrust

Completion of module (estimated): Approx. 6.5 hours

Deadline for completion: Prior to supporting a person without the presence of staff who are certified.

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to remain current.

3. As necessary: Medication administration: This training is only required if the DSP will administer medications (when employed by a DIDD contracted agency for applicable service).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to remain current.

¹ These requirements apply for the following services only: Employment services with the exception of Benefits Counseling and Co-Worker Supports; Community Integration Support Services; Independent Living Skills Training; Community Living Supports and Community Living Supports-Family Model; Personal Assistance; Supportive Home Care; Respite.

Relias Modules: required online only (in-person enhancements are optional)

4. HIPPA: The Basics

Completion of module (estimated): Approx. 0.5 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

5. Infection Control: The Basics

Relias Course Description: Healthcare-associated infections are a serious issue in healthcare. Preventing the transmission of infections from one person to another is critical. Understanding how infections are transmitted is essential for all healthcare workers. In this course, the learner will learn about the basics of infection control including the chain of infection, methods of transmission, standard precautions, and transmission-based precautions.

Completion of module (estimated): Approx. 0.25 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

6. Employment Support Focused Learning

Relias Course Description: Understanding how to support an individual with disabilities to obtain and maintain employment is an essential component of your job as a direct support professional. In this course you will learn about why employment is important for people with disabilities and how it affects quality of life. You will learn about the types of employment that are available to people with intellectual and developmental disabilities and the way each of them work. You will be introduced to the members of a typical employment team and how they work together to support employment.

Completion of module (estimated): Approx. 1 hour

Deadline for completion: Prior to supporting a person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

7. Title VI Course

Course Description: TBD

Completion of module (estimated): Approx. 1 hour

Deadline for completion: Prior to supporting a person (except for during job shadowing).

NOTE: This module is being modified for Employment and Community First CHOICES and therefore is not yet available for training. It will be required for all existing employees within 90 days upon notification that it is available.

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

8. Tennessee Conservatorship

Course Description: TBD

Completion of module (estimated): Approx. 1 hour

NOTE: This module is being modified for Employment and Community First CHOICES and therefore is not yet available for training. It will be required for all existing employees within 90 days upon notification that it is available.

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

Required in-person: Relias and MCO-developed modules

9. Principles and Practices of Effective Direct Supports: The Role of the Direct Support Professional

Relias Course Description: This course defines and discusses professionalism as it relates to direct support practice and explains how professionalism is achieved and practiced by people who support people with disabilities. In this course, you will learn time-management and organization techniques to benefit the efficiency and effectiveness of your professional practice, as well as investigate the skills, knowledge, and attitudes you need to be truly skilled and competent in your important work.

Additional requirement: Provider will need to enhance the modular training to include Disability awareness and cultural competency training, including person-first language; etiquette when meeting and supporting a person with a disability; and working with individuals who use alternative forms of communication, such as sign language or non-verbal communication, or who may rely on assistive devices for communication or who may need auxiliary aids or services in order to effectively communicate; and the DSP's responsibility in promoting healthy lifestyle choices and in supporting self-management of chronic health conditions.

Completion of module (estimated): Approx. 5 hours, including the additional requirement.

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

10. Person Centered Planning for Individuals with Developmental Disabilities

Relias Course Description: This course is designed to give you the tools you need to incorporate person-centered thinking and planning into your work supporting individuals with developmental disabilities. In this course, you will learn about what makes person-centered planning different from traditional approaches to developing service plans for individuals with developmental disabilities. You'll learn about the importance of distinguishing between what is important to an individual and what is important for that individual, as well as the importance of teamwork in using the person-centered planning approach. Through interactive lessons, personalized planning strategies, and descriptive examples, you will learn how to implement the person-centered approach to supporting the individuals with developmental disabilities with whom you work. This course is appropriate for entry level to intermediate staff and managers.

Completion of module (estimated): Approx. 3 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

11. Environmental Safety for Individuals with I/DD

Relias Course Description: This course provides information for support staff to help maintain a safe environment for individuals with intellectual or developmental disabilities. It discusses safety inside and outside of the home and how to respond to environmental safety concerns.

Completion of module (estimated): Approx. 3 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

12. Disability Overview

Relias Course Description: Everyone has a quality they feel sets them apart. Some of us are tall, some short. Some people have blue eyes, others brown. Some differences between people are called disabilities. This course looks closer at what the term disability means and provides an overview of the different types of disability you are likely to encounter as a direct support provider, including some of the basic supports people use to further their own independence and participation. Topics include physical and sensory impairments, learning and communication disorders, brain injury, and a section on developmental disabilities. Through interactive lessons, as well as descriptive tools and stories, you will learn how to distinguish different types of impairment and disability and become familiar with their causes, characteristics, and basic supports appropriate to each. This course is written for direct support professionals who work in the field of developmental disabilities.

Completion of module (estimated): Approx. 3 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

13. Assisting People with Intellectual and Developmental Disabilities in Choice Making

Relias Course Description: People who have disabilities continue to face barriers in their participation as equal members of society with other citizens and still regularly experience violations of their human rights, dignity, and autonomy. These violations are often due to attitudinal prejudices by others in society toward the person's ability and right to assume a leadership role in his/her own life, misguided helpfulness toward the person with the

disability, and the person's own lack of self-assurance and skill in making decisions and asserting his/her own thoughts, desires, and values. As a person who supports people who have disabilities to demonstrate the skills of autonomy and independence, you must recognize the value of the contributions made by people with disabilities to the overall well-being and diversity of their communities. Your assistance of the person you support in his/her full enjoyment of his/her human rights and fundamental freedoms and of his/her full participation in the behaviors of choice making and self-determination will result in his/her improved sense of belonging to and equality in the community. Developed and written by the DSPATHS Credentialing Program, this training provides you with an overview of teaching and supporting the choice-making efforts of the people you support. As a person who provides direct support to people with disabilities, one of your most important responsibilities is to assist the person you support to assume maximum control in his/her own life. This effort is also directed towards those you support who require more intensive supports. In this course, you will investigate the importance for the person you support of achieving the maximum degree of individual autonomy and independence, including the freedom and ability to make his/her own choices. You will also learn how to teach and facilitate the skills needed for the person you support to communicate his/her feelings, thoughts, and decisions, as well as to facilitate and teach the skills of problem solving and assertive communication. This course is written for direct support professionals and frontline supervisors who support people with disabilities.

Completion of module (estimated): Approx. 3.25 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

Exception for DSPs who are working in the current DIDD system: DSPs who have already completed this training are required to demonstrate competency prior to supporting a person. Providers are required to maintain training completion documents with attestation of demonstrated competency, signed and dated by the employee and the trainer, in the employee's personnel record.

14. Making Personal Growth and Dignity Possible: A New Approach to Risk

Course description: TBD

Completion of module (estimated): Approx. 1.5 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

NOTE: This module is being modified for Employment and Community First CHOICES and therefore is not yet available for training. It will be required for all existing employees within 90 days upon notification that it is available.

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

For all training items below: the content will be developed by the MCO and provided by the provider to their staff in person.

15. Training specific to the person/the person's plan

Completion of module (estimated): Approx. 1 hour; may vary depending on the person's plan.

Deadline for completion: Prior to supporting the person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

16. Abuse and neglect prevention, identification and reporting and critical incident management and reporting.

Completion of module (estimated): Approx. 2 hours

Deadline for completion: Prior to supporting a person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

17. Documentation of service delivery

Minimum expectations:

- Goals from PCSP (as related to service)
- Date/hours worked
- What did the person do today? (what, where, when, how long, etc.)
- Who was there? (Name of the supports present paid staff at a minimum; include natural supports, friends, etc. if applicable)
- What did you learn that worked well? What did the person like about the activity/opportunity? What needs to stay the same?
- What did you learn that did not work well? What did the person not like about the activity/opportunity? What needs to be different?
- Other observations from today for the next support person(s).

Completion of module (estimated): Approx. 1 hour

Deadline for completion: Prior to supporting a person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

18. Use of the EVV System (For PA/SHC/Respite providers only)

Completion of module (estimated): Approx. 1 hour

Deadline for completion: Prior to supporting a person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

NOTE: Each of the modules listed below is under development and therefore are not yet available for training. Upon notification that the modules are available, these will be required for all existing DSPs within 90 days.

19. “An introduction to behavioral health, including behavior support challenges, individuals with I/DD may face; understanding behavior as communication; potential causes of behavior, including physiological or environmental factors; and person-centered supports for individuals with challenging behaviors, including positive behavior supports”.

Completion of module (estimated): 2 hours

Deadline for completion: Staff persons who are assigned to work with someone who has behavioral health support needs must receive this training prior to supporting that person. Furthermore, all staff persons, regardless of current assignments, are required to complete this training within 6 months of hire.

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

20. Federal HCBS setting requirements and the importance of the member’s experience

Completion of module (estimated): Approx. 1 hour

Deadline for completion: Prior to supporting a person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

21. Connecting People with Disabilities and Community Members

Content must be developed using:

http://www.rtc.umn.edu/docs/Friends_Connecting_people_with_disabilities_and_community_members.pdf

Completion of module (estimated): Approx. 1 hour

Deadline for completion: Prior to supporting a person (except for during job shadowing).

No exceptions: DSPs who are working in the current DIDD system are still required to complete this module.

The above completes (approximately) the first week and a half of program required provider training. All training components must include competency based tests demonstrating staff understanding of training materials.

Total: 43.5 hours of training

Additional requirements include a minimum of 18 hours of shadow time with an experienced staff person serving the same member or member with similar support needs. If the provider offers multiple types of services (e.g., employment, PA/respite, CLS, etc.), the job shadowing experience should include exposure to those services the DSP may be assigned.

Comprehensive total: 67.5 hours of training

Total hours are estimates as in-person training times may take longer than the estimated allocation.

Note: The above is for all non-employment and employment providers. Employment provider staff persons are required to complete additional, employment specific trainings.