

The College of Direct Support Learner's Guide



STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

THE ELIZABETH M. BOGGS CENTER
ON DEVELOPMENTAL DISABILITIES
Department of Pediatrics

UMDNJ
ROBERT WOOD JOHNSON
MEDICAL SCHOOL
University of Medicine & Dentistry of New Jersey

Last updated 9/2011

Website: www.collegeofdirectsupport.com/embcenter

For Technical Assistance on using the College of Direct Support please contact your agency CDS Administrator.

The NJ Partnership for Direct Support Professional Workforce Development



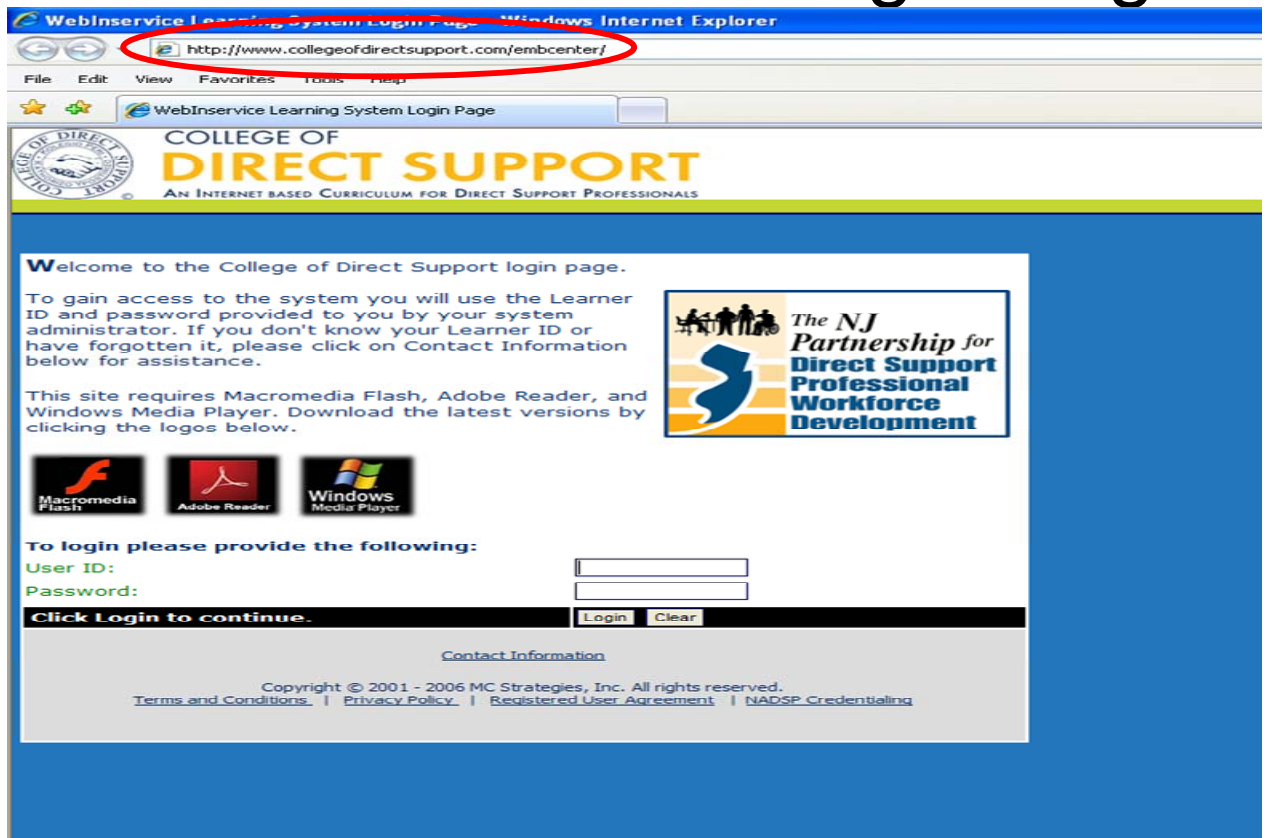
“It’s about the Quality... of supports that a well-trained workforce provides.”

“It’s about the Value... of professionalism gained through the College of Direct Support state-of-the-art training”.

“It’s about the Future... of Direct Support Professionals and the lives of people with developmental disabilities”

The College of Direct Support offers online learning and education to provide the Direct Support Workforce with more opportunities to strengthen the knowledge and skills needed to support people with disabilities. The goal is to provide a variety of opportunities to support the careers of direct support professionals.

NJPDSPWD CDS Login Page



Be sure to have the correct address: www.collegeofdirectsupport.com/EMBCenter (Google may yield another CDS site).

If you do not see the New Jersey partnership (indicated on the right), then you are on the wrong web page.

There is also a link to the New Jersey College of Direct Support Log in page on the DDD website: <http://www.state.nj.us/humanservices/ddd/home/>

Once on the website scroll down until you see the New Jersey Partnership for Direct Support Professional Workforce Development logo. The link will take you to the NJ Partnership website.

Continued...

User ID: First Initial, Last Name, Last 4 Digits of Person's Social Security number. Do not include spaces, hyphens, commas or any additional characters (ex. Joe Schmoe will be: **jschmoe1234**).

ID's are not case sensitive.

Password: default password is hello (you can change your password once you log into the system).

Then click the "Login" button.

The first time on you login to the site, you will be taken to the WebInservice Learning system Usage Agreement Page. You must click on the box at the bottom of the page "I agree to the terms and conditions listed above" and then click on "Send My Response" to get into the system.

Internet Compatibility Issues

If you are using the College of Direct Support and are unable to get drop down menus when you click on the main menu bar, there may be a compatibility issue with your Internet Explorer, you may have a different version than the one required to use the system.

Try the following steps:

On the top of your web page go to "tools"

then click "compatibility view settings"

a pop-up window will appear

then check the box that says "display all websites in compatibility view"

then click the "close" button.

The page should refresh automatically (if not, then click refresh)

You should now be able to access the drop down menu

CDS Personal Page

COLLEGE OF
DIRECT SUPPORT
AN INTERNET BASED CURRICULUM FOR DIRECT SUPPORT PROFESSIONALS

Home eLearning Classes & Events Discussion Surveyor Tools Credits Logout Help Demo Purpose - New Jersey DHS/DDD

Personal Page for: [Demo Purpose](#)

Manage

My eLearning Lessons [View](#) 5 Lessons due

My Classes & Events [View](#) 0 Scheduled in the next 15 days

My Announcements [View](#) 7 New Announcements
4 Acknowledgements due
4 Acknowledgements overdue

My Surveys [View](#)

My Discussions [View](#) 0 Scheduled in the next 30 days
0 New Postings

My Ontrack Items [View](#) 0 Items due in the next 30 days

Quick Links

Self-Enroll - Classes & Events [View](#)

Self-Enroll - eLearning [View](#)

Change My Password [View](#)

References [View](#)

Reports

My Transcript - All Training [View](#)

Credits Earned [View](#)

Click Below To Access Additional Information about the CDS Product

Copyright © 2001 - 2011 MC Strategies, Inc. All rights reserved.
[Terms and Conditions](#) | [Privacy Policy](#) | [Registered User Agreement](#) | [NADSP Credentialing](#)

Click on “My E-Learning Lessons” to move directly to your assigned lesson plan (you can also click on “E-Learning” then “My E-Learning Lessons” to view your lessons).

Additional Information:

Change Your Password

Once you are logged in your Personal Page opens. If this is the first time you have logged in it is a good time to change your password.

Click the **View** button next to Change My Password at the bottom of your screen

Enter current password

Enter new password

Enter new password again in Confirm Password

Click **Submit** button

Personal Page

Each time you log your Personal Page opens. There is a series of Menu Tabs across the top of the page and a set of Quick Links down the left side of the page. The quick links take you directly to the page they describe while the menu tabs offer you additional options.

E-Learning

My E-Learning Lessons – takes you to your Lesson Plan and the ability to view and sort your lessons a variety of ways.

E-Learning Not Completed - This page lists only your incomplete lessons.

E-Learning All My Lessons – This page lists all of your online lessons both complete and incomplete.

E-Learning by Program - This page sorts all of your lessons by a Program. If your manager has asked that you complete all of your HIPAA lessons, you could use the Program sort to ensure you have completed all lessons assigned by the HIPAA program. Not all managers assign lessons by Program so this page could be blank even though you have lessons assigned.

E-Learning by Module – This page sorts all of your online lessons by the module used for assignment. A module is group of lessons assigned together by the administrator based on training objectives. Your manager may ask you to complete all of the lessons in the Mandatory module. Click on the tab for E-Learning by Module to locate these lessons.

E-Learning Self Enroll - This page lists all on line lessons that are available for you to choose to assign to yourself. On this page you have the choice to see what lessons are available to the entire organization, only your facility, only your department, only groups that you belong to, or just for you. You may remove any incomplete lessons from your lesson plan that you added by the self enroll process.

E-Learning Self Enrollment – takes you directly to the **E-Learning Self Enroll** page.

Calendar – shows what days you have lessons due and the number of lessons due

View of Lessons Assigned

The screenshot shows the 'My E-learning Lessons - Demonstration Purpose-onetwo' page. The page has a navigation menu with options: Home, eLearning, Classes & Events, Surveyor, Discussion, Tools, Admin, Logout, Help. The main content area is titled 'My E-learning Lessons - Demonstration Purpose-onetwo' and has several tabs: E-learning Not Completed, E-learning All My Lessons, E-learning By Program, E-learning By Module (selected), E-learning Self Enroll, and Discussions.

Module Name	Test	Eval	Due	Status	Started	Completed	Pretest Score Date	Score Date
Lessons in Module: DDD - Intro to Developmental Disabilities								
Introduction to Developmental Disabilities (Revision 2): A Brief History of Developmental Disability	Test		11-12-2011	X3	09-13-2011		0.00%	70.00% 09-13-2011
Pretest - Introduction to Developmental Disabilities (Revision 2): Causes of Developmental Disabilities	PreTest		11-12-2011	X3				
Introduction to Developmental Disabilities (Revision 2): Introduction			11-12-2011	X3				
Pretest - Introduction to Developmental Disabilities (Revision 2): Services for People with Developmental Disabilities	PreTest		11-12-2011	X3				
Pretest - Introduction to Developmental Disabilities (Revision 2): Terminology and Classification	PreTest		11-12-2011	X3				
Pretest - Introduction to Developmental Disabilities (Revision 2): The Language and Ideas of Best Practices	PreTest		11-12-2011	X3				
Lessons in Module: DDD - Maltreatment of Vulnerable Adults and Children								
Maltreatment of Vulnerable Adults and Children: Documenting Abuse, Neglect, and Exploitation	PreTest		12-12-2011	X3				
Maltreatment of Vulnerable Adults and Children: Introduction			12-12-2011	X3	09-13-2011			
Maltreatment of Vulnerable Adults and Children: Preventing Abuse, Neglect, and Exploitation	PreTest		12-12-2011	X3				
Maltreatment of Vulnerable Adults and Children: Reporting Abuse, Neglect, and Exploitation	PreTest		12-12-2011	X3				
Maltreatment of Vulnerable Adults and Children: Defining Abuse, Neglect, and Exploitation	Test	eval	12-12-2011	✓	09-13-2011	09-13-2011		80.00% 09-13-2011
Maltreatment of Vulnerable Adults and Children: Following Up on Reports	Test	eval	12-12-2011	✓	09-13-2011	09-13-2011		80.00% 09-13-2011

Once you click “My ELearning Lessons” you will be brought to a page that looks similar to this. The ELearning by Module tab will show you a list of lessons you’ve been assigned. Click on the hyperlink to start the lesson.

You will need to take the pre-test before entering into the lesson. Notice that there is a button “Pre-Test” next to the lesson name. After you take the pre-test, the button will read “Test”. You will be instructed to take the test after reviewing the lesson. You do not have to do a test for the introduction lessons.

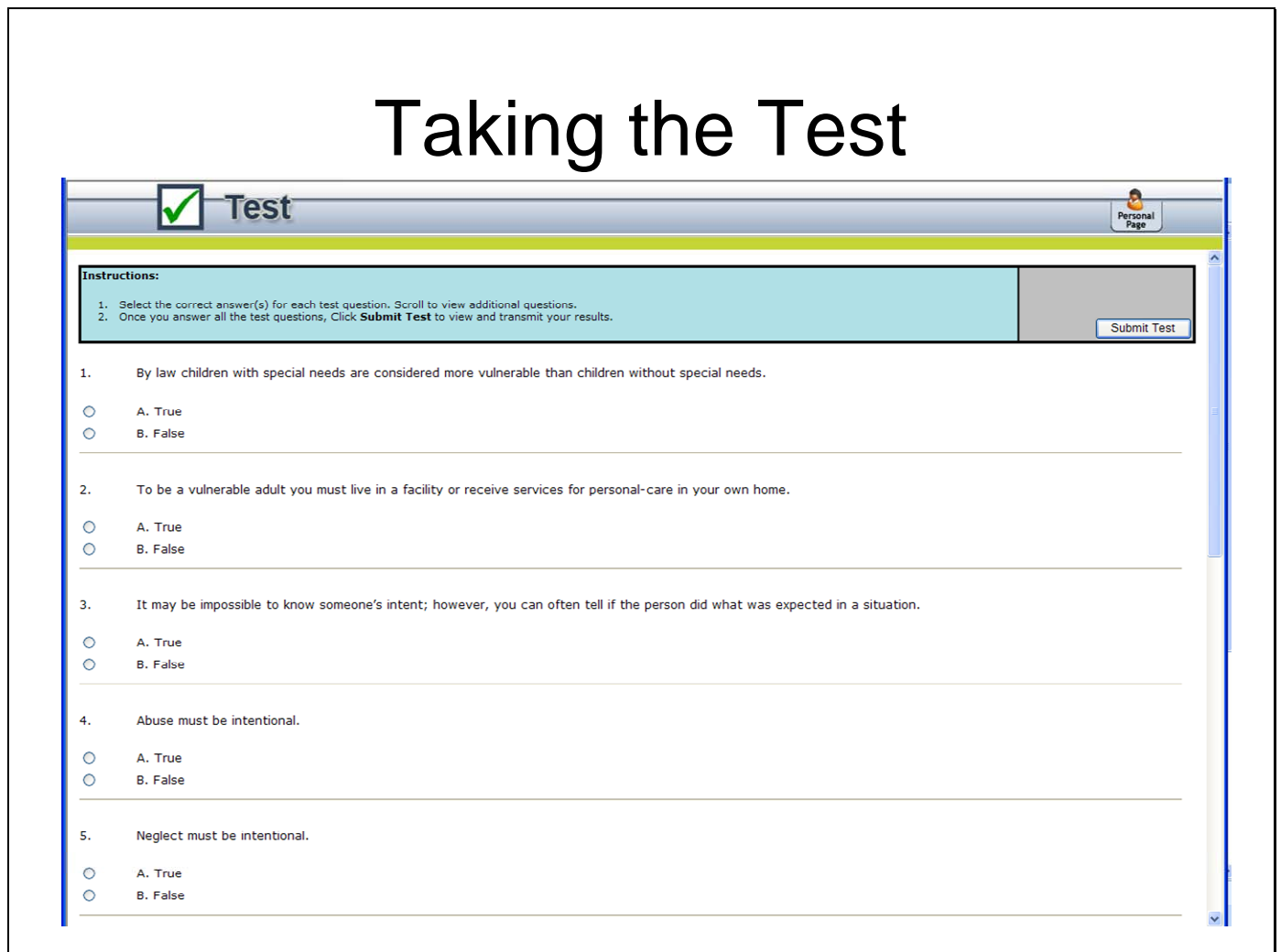
On this page you can:

Click on any lesson name to go through a lesson.

You can click on any test button to take a test

You can also see the status of lessons you have been assigned

Taking the Test



The screenshot shows a web browser window with a title bar that says "Test" next to a green checkmark icon. In the top right corner, there is a "Personal Page" icon. Below the title bar, there is a light blue box containing instructions:

Instructions:

1. Select the correct answer(s) for each test question. Scroll to view additional questions.
2. Once you answer all the test questions, Click **Submit Test** to view and transmit your results.

To the right of the instructions box is a "Submit Test" button. Below the instructions, there are five multiple-choice questions, each with two radio button options: "A. True" and "B. False".

1. By law children with special needs are considered more vulnerable than children without special needs.
 A. True
 B. False
2. To be a vulnerable adult you must live in a facility or receive services for personal-care in your own home.
 A. True
 B. False
3. It may be impossible to know someone's intent; however, you can often tell if the person did what was expected in a situation.
 A. True
 B. False
4. Abuse must be intentional.
 A. True
 B. False
5. Neglect must be intentional.
 A. True
 B. False

This pre-test is not counted toward your score and is simply a way for you to have an understanding of your existing knowledge and know where you need to learn more.

To take the test, select your answers. When you are done answering the questions click "Submit Test".

The test will be graded immediately and show you score.

You can then click on Personal Page to get back to the E-Learning information.

Once you are back to the homepage click on E-Learning Lessons, then click the hyperlink for lesson associated with the test you completed

You will also be instructed to complete a test after you have completed the lesson. You must complete the test after completing the lesson in order for the test to be counted. You must receive a score of 80% or higher and you can take the test up to three times.

Entering E-Learning

The screenshot shows an e-learning interface with a blue header and footer. The main content area is white. At the top right of the header, there are icons for 'Annotation', 'Personal Page', 'Lesson Info', 'My Notes', 'Lesson Help', and 'Take Test'. The title 'A Brief History of Developmental Disability' is on the left, and 'Introduction to Developmental Disabilities Rev 2' is on the right. Below the title, there is a 'Learner Objectives' section with a list of four objectives. Below the objectives, there is a paragraph of text and three buttons: 'OJT', 'Portfolio', and 'Activities and Resources'. At the bottom of the main content area, it says 'This lesson was most recently updated on: June 15, 2010'. The footer contains 'Glossary' and 'Resources' on the left, and 'Page 3 of 49', 'Previous Page', and 'Next Page' on the right.

A Brief History of Developmental Disability Introduction to Developmental Disabilities Rev 2

Learner Objectives

Learner Objectives. After completing this lesson you will be able to:

1. Describe changing views and treatment of people with disabilities in history.
2. Describe the good and bad effects of three ways in which people with disabilities have been viewed.
3. Compare and contrast differing views of disability across cultures.
4. Recognize current and anticipated challenges and changes for people with disabilities and changes in the roles of direct support professionals as a result.

This course has a number of ways of assessing learner competence. There are three buttons below. Click on each of these buttons if you would like to learn more about assessment related to this content. Reviewing and using these lists will help you find ways to measure transfer of skill to the work environment.

OJT **Portfolio** **Activities and Resources**

This lesson was most recently updated on: **June 15, 2010**

Page 3 of 49

Glossary Resources Previous Page Next Page

This is an example of the first slide of a selected lesson. Navigate through the lesson at your own pace by using the “Previous Page” and “Next Page” buttons.

Lesson Reviews or Objectives will appear in most lessons.

In the bottom right hand side of your screen you will see the number of screens in the lesson, and the screen that you are on. If you need to leave in the middle of a lesson, click on the “Personal Page” button to return back to your personal page. The next time you enter into the training, the lesson will resume from the page you left off.

To return to your home page with or without taking the test, click on the “Personal Page” button.

OJT – On the Job Training

The On-the-Job Training (OJT) statements are observable measures of skill. A learner can demonstrate these items in daily work or when asked. OJT lists can be used to ensure the learner can actually apply skills in the work setting. These OJT statements are included to assist people in making the connection between the content of the CDS courses with use of the skills in daily practice. These activities can be used by the learner, supervisors, employers, trainers, and educators in a variety of ways. Each OJT activity is directly connected to the content of the course or lesson. However, not all statements will apply to every learner's situation. They can be selected and adapted to those activities that most closely relate to the work of the learner.

Portfolio

A sample list of work a person could place in a portfolio. This work demonstrates the knowledge, skills, and attitudes reviewed in this course. These activities show an advanced level of competence. They may take several weeks to complete. They are included as a resource for trainers, educators, and learners. All activities are directly linked to course content. However, not all examples provided will apply to every learner's situation. Learners do not have to complete all of these activities. One of these could be selected as a method of demonstrating competence. They can be adapted as needed.

Activities and Resources

Course activities and written exercises to help learners think about the content and ideas presented. They also have forms, documents and/or checklists that can be completed. These opportunities to interact information and get feedback help the learners get more from the content. They can help learners apply the content in actual professional settings. The written exercises can be used as a form of assessment. A supervisor or trainer can review these materials with the learner to see if the learner understands the content. Or the learner may seek feedback based on the written work. He or she may use these exercises as a discussion point with a boss, person's served, or coworker regarding good practice and expectations.

Other Tabs

COLLEGE OF
DIRECT SUPPORT
AN INTERNET BASED CURRICULUM FOR DIRECT SUPPORT PROFESSIONALS

Demonstration Purpose-onetwo - New Jersey DHS/DDD

Home eLearning Classes & Events Surveyor Discussion Tools Admin Logout Help

My E-learning Lessons - Demonstration Purpose-onetwo

E-learning Not Completed E-learning All My Lessons E-learning By Program E-learning By Module E-learning Self Enroll Discussions

Show Module? GO

Lesson Name (click to begin)	Test	Eval	Due	Status	Started	Completed	Pretest Score Date	Score Date
Lessons in Module: DDD - Intro to Developmental Disabilities								
Introduction to Developmental Disabilities (Revision 2): A Brief History of Developmental Disability	Test		11-12-2011	X3	09-13-2011		0.00%	70.00% 09-13-2011
Pretest - Introduction to Developmental Disabilities (Revision 2): Causes of Developmental Disabilities	PreTest		11-12-2011	X3				
Introduction to Developmental Disabilities (Revision 2): Introduction			11-12-2011	X3				
Pretest - Introduction to Developmental Disabilities (Revision 2): Services for People with Developmental Disabilities	PreTest		11-12-2011	X3				
Pretest - Introduction to Developmental Disabilities (Revision 2): Terminology and Classification	PreTest		11-12-2011	X3				
Pretest - Introduction to Developmental Disabilities (Revision 2): The Language and Ideas of Best Practices	PreTest		11-12-2011	X3				
Lessons in Module: DDD - Maltreatment of Vulnerable Adults and Children								
Maltreatment of Vulnerable Adults and Children: Documenting Abuse, Neglect, and Exploitation	PreTest		12-12-2011	X3				
Maltreatment of Vulnerable Adults and Children: Introduction			12-12-2011	X3	09-13-2011			
Maltreatment of Vulnerable Adults and Children: Preventing Abuse, Neglect, and Exploitation	PreTest		12-12-2011	X3				
Maltreatment of Vulnerable Adults and Children: Reporting Abuse, Neglect, and Exploitation	PreTest		12-12-2011	X3				

Other tabs show you:

E-Learning Not Completed

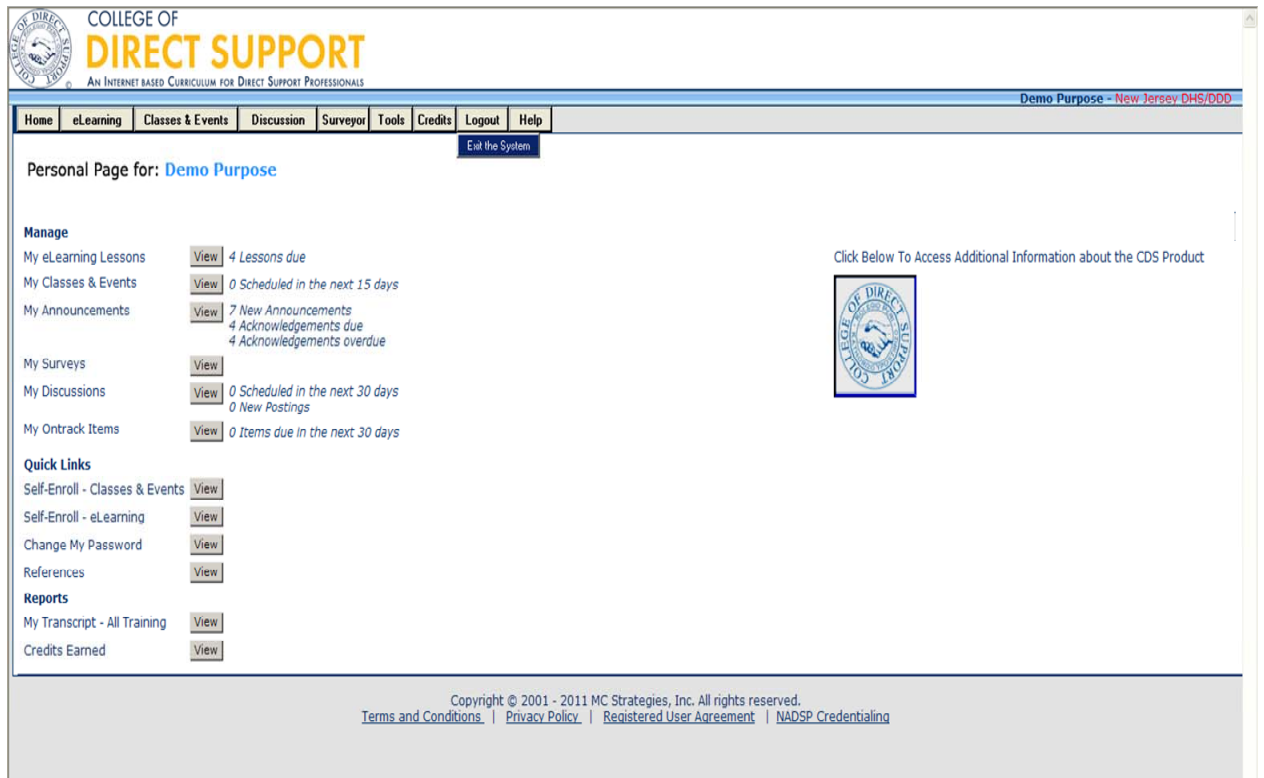
E-Learning All My Lessons (that have been assigned to you)

E-Learning By Program (not applicable)

E-Learning Self Enrollment (not applicable)

Discussions (not applicable)

Logging out



The screenshot displays the user interface for the College of Direct Support. At the top left is the logo and name: COLLEGE OF DIRECT SUPPORT, AN INTERNET BASED CURRICULUM FOR DIRECT SUPPORT PROFESSIONALS. A navigation menu includes Home, eLearning, Classes & Events, Discussion, Surveyor, Tools, Credits, Logout, and Help. The 'Logout' button is highlighted. Below the navigation is a user profile section for 'Demo Purpose' with an 'Exit the System' button. The main content area is divided into 'Manage' (My eLearning Lessons, My Classes & Events, My Announcements, My Surveys, My Discussions, My Ontrack Items) and 'Quick Links' (Self-Enroll - Classes & Events, Self-Enroll - eLearning, Change My Password, References). A 'Reports' section includes My Transcript - All Training and Credits Earned. A footer contains copyright information and links to Terms and Conditions, Privacy Policy, Registered User Agreement, and NADSP Credentialing.

Remember to use the “Logout” button on your home page to exit the system.

Click on “Log out”, then click on “Exit the system”.

A pop up will appear asking “Are you sure you wish to log out?”, then click “OK”.

