

**New Jersey Department of Human Services
Division of Developmental Disabilities**

January 12, 2016

Clarification to Mandated Staff Training and Professional Development

The newly revised online trainings are continuing to be set up on the College of Direct Supports (CDS) for providers to access, specific to the release of the Quick Reference Guide to Mandated Staff Training and Professional Development. This guide will be an appendix to the Supports Program Manual and part of the manual when it is released in its entirety. The effective date for New Hires will be moved to **February 1, 2016**. In addition, classroom pre-service training for mandated training where available will continue to be recognized through **July 1, 2016**. After this date, all mandated training required by the Division will need to be fulfilled for all staff via the format identified (e.g. CDS, on-site competency assessment, etc.).

- The effective date for use of the revised trainings with New Hires is now **February 1, 2016**
- Classroom pre-service training for mandated training, where available, will continue to be recognized through **July 1, 2016**. After this date, all mandated training required by the Division will need to be fulfilled for all staff via the format identified (e.g. CDS, on-site competency assessment, etc.)
- The revised mandated staff training and professional development requirements apply to all providers in the DDD system

In the updated Quick Reference Guide, please note the following:

- Overview of Developmental Disabilities requirement has been replaced with a new module – Shifting Expectations: Changes in Perceptions, Life Experience, and Services
- The Preventing Abuse, Neglect, and Exploitation requirement has been revised to include the five (5) modules now listed in the attached Guide, and will also require an on-site competency assessment to ensure staff understand and can apply the material. This on-site competency assessment will be issued shortly and is effective **February 1, 2016** if using the online option, and is effective **July 1, 2016** for all others.
- Any online modules no longer required still may be utilized and can count towards the annual professional development hours
- Medication training remains the same until **July 1, 2016** – either online or classroom option with on-site competency assessment
- **After July 1, 2016**, all mandated training requiring an online format must be completed online. The online format may be used in a group/classroom/trainer setting with staff taking the tests individually. Service providers can, if they wish, conduct additional classroom training for their staff as long the basic mandated training utilizing the online format has been completed. Anyone using the pre-service classroom training may continue to do so until **July 1, 2016** and it will be recognized by DDD. However, the new Shifting Expectations module will be required for all staff as an update over the next calendar year.

Thank you for your transition to these new training requirements, as they are expected to:

- Provide shorter initial mandated training and more flexibility for providers in determining appropriate staff development and training over the year
- Improve tracking and compliance with state waiver requirements for mandated training