



Clarification and Update to Mandated Staff Training and Professional Development

The *Quick Reference Guide to Mandated Staff Training* has been revised with the following additions:

- Timeframe for completion of *DDD System Mandatory Training Bundle and Preventing Abuse, Neglect, and Exploitation Practicum/Competency Assessment* for new hires **extended to within 90 days of hire**
- Timeframe for completion of new *DDD Shifting Expectations Module* for existing staff (if not supporting individuals enrolled in the Supports Program) **extended to July 1, 2017**. Please note that the full DDD System Mandatory Training Bundle is *not* required for existing staff hired prior to February 1, 2016.
- **Incident Reporting added** as a required topic under Provider and Individual/Family Developed Orientation
- **Positive Behavior Supports Training requirement reduced for direct care staff** – changed to differentiate requirement for staff needing an Overview training versus Behavioral Supports credentialed staff to receive more advanced applied training and added alternate training approval process (see below).
- **Employment Specialist Foundations: Basic Knowledge & Skills** – clarified that providers can continue to request alternate training approval for this training requirement (see process below).
- Clarified that **12 hours of training is based on calendar year and shall be prorated at 1 hour per month** for any staff hired after January 1. **Part-time staff working less than 30 hours per week are pro-rated to require only 6 hours** of training per calendar year regardless of hire date.
- Added note that **all mandated trainings and orientation count towards the minimum 12 hours of professional development** training per year.

New Mandated Training Requirements Implementation Summary

For a summary of implementing the new mandated training requirements based on the hire date of staff in 2016, please see the new *Mandated Training Requirements Implementation 2016* document, included with this clarification/update.

Positive Behavior Supports Alternate Training Approval

Service providers may conduct training on Positive Behavior Supports Overview and/or Functional Assessment in lieu of sending staff to the Boggs Center training(s) if preapproved by the Director, Supports Program & Employment Services. Please submit a copy of the agency's curriculum as well as the trainer's credentials to Jennifer.Joyce@dhs.state.nj.us for review and approval by the Division before utilizing the alternate training.

Employment Specialist Foundations Alternate Training Approval

Additional Supported Employment, Customized Employment, Employment Specialist, or Job Coach training options may be utilized in lieu of the Boggs Center training if preapproved by the Director, Supports Program & Employment Services. Please submit details of the proposed training entity to Jennifer.Joyce@dhs.state.nj.us for review and approval by the Division before utilizing alternate training entities.

Provider Developed Orientation

Service providers shall provide employees with orientation that includes *but is not limited to* an overview of the organization's mission, philosophy, goals, services, and practices; personnel policies of the provider agency; understanding the individual's service plan and using information documented in it to individualize strategies and services; documentation and record keeping; and training relevant to health and safety; cultural competence; individual rights; working with families; and incident reporting. Providers are not required to utilize the College of Direct Support (CDS) for training topics required, but have the option to do so. Providers are required to have available upon request by the Division the curriculum utilized and trainer credentials for any provider developed training.

Trainer Qualifications

Please note that service providers electing to continue with the Interim Pre-service Training System through June 30, 2016 must adhere to all prior requirements including trainer qualifications. Trainers implementing new training requirements (conducted by the service provider and not CDS or Boggs) must have at least one year experience in the field or one year experience in training.

Licensed Settings

The Office of Licensing (OOL) will be following the Division's training requirements when auditing for the presence of trainings during licensing reviews. See also the **Joint Memorandum** between Office of Licensing and DDD related to Training Requirements, which is intended to establish consistency with training standards between OOL and DDD.