

QUICK REFERENCE GUIDE TO MANDATED STAFF TRAINING & PROFESSIONAL DEVELOPMENT

The following training standards will go into effect immediately for staff supporting individuals enrolled in the Supports Program and on February 1, 2016 for new hires. Already employed staff must come into compliance with these standards by July 1, 2017.

Please Note: In addition to the DDD mandated training summarized below and described further in Section 17 of this manual, all staff must comply with any training requirements associated with licensing, certification, etc. specific to the service being provided.

Mandatory Training	Applicable Services	Timeframe for Completion	Training Entities
<p>DDD System Mandatory Training Bundle</p> <ul style="list-style-type: none"> • DDD Shifting Expectations: Changes in Perception, Life Experience, & Services • Prevention of Abuse, Neglect, & Exploitation Module <ul style="list-style-type: none"> ○ CDS Maltreatment Prevention and Response: Lesson 1: The Direct Support Professional Role ○ CDS Maltreatment Prevention and Response: Lesson 3: What is Abuse? ○ CDS Maltreatment Prevention and Response: Lesson 4: What is Neglect? ○ CDS Maltreatment Prevention and Response: Lesson 5: What is Exploitation? ○ CDS Maltreatment Prevention and Response: Lesson 7: The Ethical Role of the DSP • DDD Life Threatening Emergencies (Danielle’s Law) 	<ul style="list-style-type: none"> • Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage • Self-Directed Employees 	<p>Within 90 days of hire</p>	<p>College of Direct Support</p>
<p>Prevention of Abuse, Neglect, & Exploitation Practicum (on-site competency assessment)</p>	<ul style="list-style-type: none"> • Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage • Self-Directed Employees 	<p>Within 90 days of hire</p>	<p>Service Provider Individual/Family (SDE)</p>

<p>Provider Developed Orientation Includes a minimum of the following topics:</p> <ul style="list-style-type: none"> • Cultural Competence • Individual Rights • Working with Families • Incident Reporting 	<ul style="list-style-type: none"> • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage 	Within 30 days of hire	Service Provider
<p>Individual/Family Developed Orientation Topics covered should assist the SDE in getting to know the individual and may include the following suggestions:</p> <ul style="list-style-type: none"> • Great things about the individual • Areas of importance to the individual • Best ways to support the individual • Information about how the individual communicates • Individual rights • Working with families • Incident Reporting 	<ul style="list-style-type: none"> • Self-Directed Employees (SDEs) 	Within 30 days of hire	Individual/Family
<p>Support Coordination Orientation</p> <ul style="list-style-type: none"> • Prerequisite Support Coordination Orientation Lessons • Person-Centered Planning & Connection to Community Supports 	<ul style="list-style-type: none"> • Support Coordination 	Prior to delivering services	College of Direct Support & The Boggs Center on Developmental Disabilities
<p>Employment Specialist Foundations: Basic Knowledge and Skills</p> <ul style="list-style-type: none"> • Overview, Assessment/Discovery • Marketing & Job Development • Instruction & Data Collection • Retention & Long Term Follow Along <p>OR</p> <ul style="list-style-type: none"> • Division approved alternate training 	<ul style="list-style-type: none"> • Career Planning • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support 	Within the 1 st year of hire	The Boggs Center on Developmental Disabilities OR Division approved alternate training entity
<p>Medicaid Training for NJ Support Coordinators</p>	<ul style="list-style-type: none"> • Support Coordination 	Within 90 days of hire	College of Direct Support
<p>Support Coordination Modules</p>	<ul style="list-style-type: none"> • Support Coordination 	Within 90 days of hire	College of Direct Support
<p>A Support Coordinator’s Guide to Navigating the Employment Service System</p>	<ul style="list-style-type: none"> • Support Coordination 	Within 90 days of hire	College of Direct Support
<p>Cultural Competence</p>	<ul style="list-style-type: none"> • Support Coordination 	Within 90 days of hire	College of Direct Support

Medication <i>(Unless medications are not being distributed)</i> <ul style="list-style-type: none"> • Introduction • An Overview of Direct Support Roles in Medication Support • Medication Basics • Working with Medications • Administration of Medications and Treatments • Follow-up, Communication, and Documentation of Medications 	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees 	Prior to administering medications	College of Direct Support
Medication Practicum (on-site competency assessment) <i>(Unless medications are not being distributed)</i>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees (<i>SDE version</i>) 	Prior to administering medications and annually thereafter	Service Provider Individual/Family (SDE)
Cardio Pulmonary Resuscitation (CPR) Standard First Aid	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees 	Prior to assuming sole responsibility of an individual receiving services	Nationally Certified Training Programs for CPR and for Standard First Aid
CPR Recertification Standard First Aid Recertification	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees 	In accordance with timeframes established by the certified training program	Nationally Certified Training Programs for CPR and for Standard First Aid
Fire Evacuation & Emergency Procedures	<ul style="list-style-type: none"> • Day Habilitation • Prevocational Training (when service is facility based) 	Annually	Service Provider
Universal Precautions	<ul style="list-style-type: none"> • Day Habilitation • Prevocational Training (when service is facility based) 	Annually	Service Provider
Specialized Staff Training <i>May include but is not limited to the following:</i> <ul style="list-style-type: none"> • Specialized diets/mealtime needs • Mobility procedures and safe use of mobility devices • Seizure management and support • Assistance, care, and support for individuals with specific needs related to physical and/or medical conditions • Assistance, care, and support for individuals with identified mental health and/or behavioral needs (must comply with relevant DDD policies) 	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees 	Within 90 days of hire, as needed	Service Provider Individual/Family (SDE)

<p>Positive Behavior Supports Overview</p> <ul style="list-style-type: none"> • Introduction to Positive Behavior Supports <p>OR</p> <ul style="list-style-type: none"> • Division approved alternate training 	<p><i>If applicable & because staff are working with individuals who have behavior support needs:</i></p> <ul style="list-style-type: none"> • Behavioral Supports • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees 	<p>Prior to implementation of behavior supports</p>	<p>The Boggs Center on Developmental Disabilities</p> <p>OR</p> <p>Division approved alternate training entity</p>
<p>Applied Positive Behavior Supports</p> <ul style="list-style-type: none"> • Applied Positive Behavior Supports: Functional Behavior Assessment and Development of Behavior Support Plans <p>OR</p> <ul style="list-style-type: none"> • Division approved alternate training 	<ul style="list-style-type: none"> • Behavioral Supports 	<p>Prior to conducting behavioral assessment or the development, training, supervision, or monitoring of a behavior support plan</p>	<p>The Boggs Center on Developmental Disabilities</p> <p>OR</p> <p>Division approved alternate training entity</p>
<p>Minimum 12 Hours of Professional Development <i>Relevant to the service and/or supporting individuals with I/DD</i></p> <ul style="list-style-type: none"> • Trainings • Seminars • Webinars • College of Direct Support • Conferences • In-Service • Etc. 	<ul style="list-style-type: none"> • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Support Coordination • Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support • Supports Brokerage • Self-Directed Employees 	<p>Annually</p>	<p>Note: All mandated trainings and orientation can be included within the 12 hours. 12 hours based on calendar year and prorated for staff hired after January 1 in any year. Part-time staff (less than 30 hrs/wk) prorated to 6 hours per year regardless of hire date.</p>