APPENDIX E – QUICK REFERENCE GUIDE TO MANDATED STAFF TRAINING

The following training requirements are in effect for staff supporting individuals in the Community Care Program and Supports Program. Please see Section 17 in the policy manuals for requirements associated with licensing/certifications for specific services.

Timeline	Required Trainings	Training Method	Applicable Services
Prior to working with individuals	DDD Life Threatening Emergencies (Danielle's Law) (.5)	College of Direct Support	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
	DDD Stephen Komninos' Law (.5)	College of Direct Support	
	Incident Reporting + Documented Review of Agency Procedures	College of Direct Support	
	Provider Developed Orientation – Mission, philosophy, goals, services, and practices – Personnel policies – Understanding service plans and individual services – Documentation and record keeping	Provider Developed Orientation	
	Orientation to Supports Brokerage	Boggs Center	Supports Brokerage
Prior to administering Medications **Medication Practicum Competency Assessment and Skills Evaluation completed prior to administering**	Intro to Administering Medications - Medications 1: Overview and Key Concepts (.3) - Medications 2: Healthcare Appointments (.35) - Medications 3: Getting and Storing Medications (.25) - Medications 4: Documentation and Communication (.3) - Medications 5: Supporting Med Administration & Preventing and Addressing Errors (.55) - Medications 6: Observation and Next Steps (.25) Medication Practicum (on-site, in person) includes: • Mock Medication Administration (new-hires only) • Medication Competency Assessment • Medication Administration Skills Evaluation	College of Direct Support Must be a trained and experienced supervisor, nurse, trainer, or person with a similar leadership position within the agency	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Required Trainings	Training Method	Applicable Services
medications and annually thereafter	Resource: Medication Practicum: A Guideline for Evaluators		
Prior to implementing Behavior Support Plans	Introduction to Positive Behavior Supports	Boggs Center Live Virtual Training [Or DDD Approved Agency Training]	• Behavioral Supports • Community Based Supports • Day Habilitation • Individuals Supports • Respite
Prior to assuming "sole" responsibility of 1 or more individual(s) and every 2 years	CPR Certification	Nationally Accredited Training Source	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	First Aid Certification	Nationally Accredited Training Source	
Prior to assuming "sole" responsibility of 1 or more individuals, or within 60 days of hire, and as needed	DDD Failure to Report	College of Direct Support	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
Prior to assuming "sole" responsibility of 1 or more individuals, or within 60 days of hire, and as needed	Specialized Staff Training about individual(s) supported. Including but not limited to: – Special diets mealtime needs – Mobility procedures & devices – Seizure management & support – Assistance, care and support for physical or medical conditions, mental health and/or behavior needs Support needs and preferences as outlined in the PCPT & ISP and other resources	Provider Developed + On-the-Job Mentoring	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Required Trainings	Training Method	Applicable Services
Prior to assuming "sole" responsibility of 1 or more individuals, or within 60 days of hire, and as needed **Competency Assessment**	Prevention of Abuse, Neglect, and Exploitation (CDS Maltreatment Prevention and Response) – The Direct Support Professional Role (.4) – What is Abuse (.4) – What is Neglect (.4) – What is Exploitation (.4) – The Ethical Role of DSPs (.4) Preventing Abuse Neglect and Exploitation (PANE) Competency Assessment Resource: Preventing Abuse, Neglect, and Exploitation (PANE): A Guide for Evaluators	College of Direct Support Must be a trained and experienced supervisor, nurse, trainer, or person with a similar leadership position within the agency	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
Prior to assuming "sole" responsibility of 1 or more individuals, or within 60 days of hire, and as needed	Basic Safety – Safety in the Home/Service Setting – Community Safety – Vehicle Safety – Balancing Risk with Individual Choice	Provider Developed Curriculum	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	Understanding and Preventing Life-Threatening Health Conditions (2) – Introduction to Understanding and Preventing Life-Threatening Conditions – Choking – Aspiration – Constipation – Dehydration – Seizures – Infection – Gastroesophageal Reflux Disease (GERD) – Pressure Injuries	College of Direct Support	
Prior to assuming "sole" responsibility of 1 or more individuals, or within 60 days of hire, and as needed	Crisis Prevention and Intervention	DDD Approved Training *Contact DDD Behavioral Services Unit for more information*	*Providers serving persons as having an acuity differentiated factor and are receiving any of the following services:* • Community Based Supports • Day Habilitation • Individual Supports • Respite

Timeline	Required Trainings	Training Method	Applicable Services
Within 60 days of Hire	Documentation – DDD Service Documentation Requirements (.5) – Medicaid Fraud, Waste and Abuse (.25)	College of Direct Support	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
Prior to assuming "sole" responsibility of 1 or more individuals, or within 60 days of hire, and annually thereafter	Fire Evacuation and Emergency Procedures – Fire Evacuation Emergency Procedures	Provider Developed Curriculum	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
Within 90 days of hire and annually* thereafter	Universal Precautions [CDS] – Universal Precautions (.3) – Bloodborne Pathogens (.3) – Infection Control and Prevention (.3) [Relias] – Bloodborne Pathogens and Use of Standard Precautions in IDD Settings (1) – Infection Control Essential Principles (.5) – Basics of Hand Hygiene (.25) *Annual refresher training is to be developed by provider (DDD authorization is not required).	College of Direct Support or Relias or DDD Approved Provider Developed Training	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Required Trainings	Training Method	Applicable Services
Within 90 Days of hire	DSP Professionalism [CDS] – DSP Professionalism (.75) [Relias] – Professionalism in Direct Support Services (.75)	College of Direct Support or Relias or DDD Approved Provider Developed Training	• Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	Employment Specialist Foundations: Basic Knowledge & Skills – Overview, Assessment/Discovery – Marketing & Job Development – Instruction & Data Collection – Retention & Long Term Follow Along OR Alternate training entity approved by DDD. DDD.TransitionHelpdesk@dhs.nj.gov	Boggs Center or DDD Approved Training	• Supported Employment: Individual • Supported Employment: Group • Career Planning (within 1st year of hire)
	Introduction to Developmental Disabilities [CDS] – Terminology and Classification (1.3) – A Brief History of Developmental Disability (1.4) [Relias] – An Overview of Different Types of Disabilities (1) – Intellectual Disabilities: Interventions, Supports, and Outcomes (1)	College of Direct Support or Relias or DDD Approved Provider Developed Training	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
	Person-Centered Planning [CDS] – An Overview of Person-Centered Approaches (1) – Bringing Person-Centered Plans to Life (.9)	College of Direct Support or Relias	

Timeline	Required Trainings	Training Method	Applicable Services
	[Relias] – Person-Centered Thinking (.5) – Overview of the Quality-of-Life Approach to Service Delivery (1) – Using Service Plans (.5)	or DDD Approved Provider Developed Training	
	HIPAA [CDS] – Introduction to HIPAA (.4) – The Privacy and Security Rule (.4) – The Breach Notification and Enforcement Rule (.3) [Relias] – HIPAA Basics (.5) – HIPPA Privacy Rule [.25]	College of Direct Support or Relias or DDD Approved Provider Developed Training	
	Collaborating with Families [CDS] – Collaborating with Families: Building Relationships (.5) – Collaborating with Families: Strengthening Partnerships (.5)	College of Direct Support or DDD Approved Provider Developed Training	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Required Trainings	Training Method	Applicable Services
	Individual Rights and Choice [CDS] – Overview of Individual Rights (.9) – Restrictions of Individual Rights (1) – Your Role in Supporting Expression of Rights and Facilitating Choice Making (.8) [Relias] – Rights of Individuals with IDD (.75) – Choice-Making for People with IDD (.75) – Rights Restrictions in IDD Services (.5)	College of Direct Support or Relias or DDD Approved Provider Developed Training	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
	Overview of the HCBS Settings Rule (.5)	College of Direct Support	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
Within 120 Days of hire	Supporting Health and Wellness [CDS] – Lesson 1: Introduction to Supporting Health and Wellness (.25) – Lesson 2: Supporting a Healthy Body (.75) – Lesson 3: Supporting a Healthy Mind (.5) – Lesson 4: Supporting a Healthy Spirit (.5) – Lesson 5: Supporting a Healthy Home (.5) [Relias]	College of Direct Support or Relias or DDD Approved Provider Developed Training	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Required Trainings	Training Method	Applicable Services
	– Health Needs and Outcomes for People with IDD (.5) – Common Health Problems and Interventions for Persons with IDD (.5) – Working with Healthcare Providers (.5) – Supporting Healthy Eating & Exercise (.75)		
	Cultural Competence [CDS] – Cultural Competence (1) [Relias] – Diversity and Disability (.5)	College of Direct Support or Relias or DDD Approved Provider Developed Training	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
	Understanding Behavior and Effective Supports (1.5)	College of Direct Support or Completed full Intro to PBS [Boggs Center or DDD Approved Agency Training]	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	Overview of Dual Diagnosis (1.5)	College of Direct Support or Completed full Understanding and Addressing the Needs of People with Dual Diagnosis [Boggs Center]	• Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
Within 180 days of hire	Intro to Trauma Informed Supports (1.5)	College of Direct Support	• Community Based Supports

Timeline	Required Trainings	Training Method	Applicable Services
		or Completed full Supporting Individuals w/IDD in Trauma Recovery [Boggs Center]	• Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	Everyone Can Communicate [CDS] – Role of DSP as a Communication Partner (1.4) – What is Communication and Why is it important (1.7) – How People Communicate (1.1) – Augmentative and Alternative Communication (1.4) – Strategies to Enhance Communication (1.1)	College of Direct Support or DDD Approved Provider Developed Training	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage
Annually, 12 hours per calendar year for full-time staff (30 or more hours per week). **Annually, 6 hours per calendar year for part-time staff (less than 30 hours per week).**	Professional Development: Mandated Trainings, Orientation, Seminars, Webinars, In-service, College of Direct Support, and Conference all count. – Prorated at 1 hour per month for full-time staff hired after January – Prorated to 1 hour every two months per year for part-time staff (less than 30 hours per week)	Various Trainers	• Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual • Supported Employment: Group • Supports Brokerage

These trainings are for onboarding and initial training purposes. Additional competency skill statements may be addressed through on-the-job coaching and mentoring, and continued professional development beyond the first year

of employment. The trainings listed meet the minimum requirements. Agencies are encouraged to offer additional training and mentoring as part of their onboarding processes.

DSPs hired from Community College (Bergen Co. and Rowan) DSP Programs with Certificate do not need to retake training. Agencies must review transcripts to verify completion. Agencies must complete on-the-job Competency Assessments.