QUICK REFERENCE GUIDE TO MANDATED STAFF TRAINING AND PROFESSIONAL DEVELOPMENT

The following training standards will go into effect February 1, 2016 for new hires. Already employed staff must come into compliance with these standards by January 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
DDD System Mandatory Training Bundle • DDD Shifting Expectations: Changes in Perception, Life Experience, & Services • Prevention of Abuse, Neglect, & Exploitation Module o CDS Maltreatment Prevention and Response: Lesson 1: The Direct Support Professional Role o CDS Maltreatment Prevention and Response: Lesson 3: What is Abuse? o CDS Maltreatment Prevention and Response: Lesson 4: What is Neglect? o CDS Maltreatment Prevention and Response: Lesson 5: What is Exploitation? o CDS Maltreatment Prevention and Response: Lesson 7: The Ethical Role of the DSP • DDD Life Threatening Emergencies (Danielle's Law)	• 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	Within 30 days of hire	College of Direct Support
Prevention of Abuse, Neglect, & Exploitation Practicum (on-site competency assessment)	• 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	Within 30 days of hire	Service Provider Individual/Family (SDE)

Provider Developed Orientation *Includes a minimum of the following topics:* • Cultural Competence • Individual Rights • Working with Families	• 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
Individual/Family Developed Orientation *Topics covered should assist the SDE in getting to know the individual and may include the following suggestions:* • 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	• Self-Directed Employees (SDEs)	Within 30 days of hire	Individual/Family
Support Coordination Orientation • Prerequisite Support Coordination Orientation Lessons • Person-Centered Planning & Connection to Community Supports	• Support Coordination	Prior to delivering services	College of Direct Support & The Boggs Center on Developmental Disabilities
Employment Specialist Foundations: Basic Knowledge and Skills • Overview, Assessment/Discovery • Marketing & Job Development • Instruction & Data Collection • Retention & Long Term Follow Along	• Career Planning	Within the 1st year of hire	The Boggs Center on Developmental Disabilities
	• Supported Employment – Individual Employment Support • Supported Employment – Small Group Employment Support	Within 90 days of hire	
Medicaid Training for NJ Support Coordinators	• Support Coordination	Within 90 days of hire	College of Direct Support
Support Coordination Modules	• Support Coordination	Within 90 days of hire	College of Direct Support
A Support Coordinator's Guide to Navigating the Employment Service System	• Support Coordination	Within 90 days of hire	College of Direct Support
Cultural Competence	• Support Coordination	Within 90 days of hire	College of Direct Support

Medication *(Unless medications are not being distributed)* • 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	• 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) *(Unless medications are not being distributed)*	• Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees (*SDE version*)	Prior to administering medications and annually thereafter	Service Provider Individual/Family (SDE)
Cardio Pulmonary Resuscitation (CPR) **Standard First Aid**	• 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**	• 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	• Day Habilitation • Prevocational Training (when service is facility based)	Annually	Service Provider
Universal Precautions	• Day Habilitation • Prevocational Training (when service is facility based)	Annually	Service Provider
Specialized Staff Training *May include but is not limited to the following:* • 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)	• 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)

Positive Behavior Supports & Functional Assessment • Introduction to Positive Behavior Supports • Applied Positive Behavior Supports: Functional Behavior Assessment and Development of Behavior Support Plans	• Behavioral Supports	Prior to working with individuals	The Boggs Center on Developmental Disabilities
	If applicable and because staff is implementing a behavior plan for the following services: • Community Based Supports • Community Inclusion Services • Day Habilitation • Prevocational Training • Respite • Self-Directed Employees	Prior to implementation of a behavior plan	
Minimum 12 Hours of Professional Development *Relevant to the service and/or supporting individuals with I/DD* • Trainings • Seminars • Webinars • College of Direct Support • Conferences • In-Service • Etc.	• 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	Annually	