



NJ Direct Support Professional Core Competency Career Pathway

Overview of the New DSP Training Requirements

September 17, 2024

Overview

- In 2022, the Money Follows the Person (MFP) Direct Support Professional (DSP) Competency and Capacity Building Steering Committee convened.
- It included over 20 members representing various DDD constituency groups for the purpose of establishing a competency-based career pathway for DSPs employed by DDD service providers in New Jersey.
- Today's presentation will focus on the competency domains identified by the committee and training recommendations for onboarding DSPs over their first 180 days of employment.

Competency Domains

Safety

Supporting Health and
Wellness

Documentation

Communication

Cultural and Linguistic
Competence

Empowerment, Advocacy,
and Rights

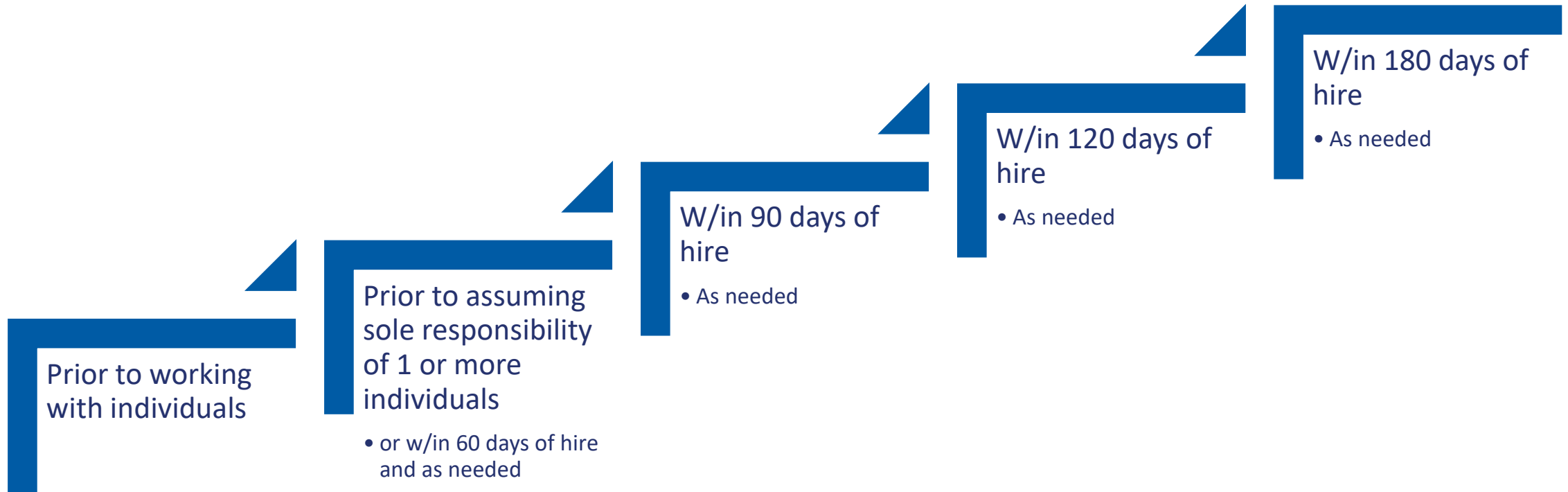
Positive Behavior Support &
Crisis Prevention and
Intervention

Professionalism and Ethics

Review of Existing Trainings

- Determine which existing trainings met the competency areas as defined by the steering committee.
- Determine and remove redundant trainings
- Determine Training Methods for each training topic

Proposed Timeline for Onboarding Training



Training Scope

The new training requirements apply to agency-employed Direct Support Professionals and Supervisors providing:

- Behavioral Supports
- Community Based Supports
- Career Planning
- Community Inclusion Services
- Day Habilitation
- Individual Supports
- Prevocational Training
- Respite Services
- Supported Employment (Individual)
- Supported Employment (Group)
- Supports Brokerage

Timelines for Implementation

- **Soft Launch: October 1, 2024**

- Implementing the New DSP Training Standards: A Guide for DDD Providers to be released for October (includes updated Appendix E: Quick Reference Guide to Mandated DSP Training).
- Staff hired prior to the full implementation date will continue to meet current manual requirements until the release of the updated Policy Manuals which is targeted for January 1, 2025 (to include updated Appendix E: Quick Reference Guide to Mandated DSP Training).
- Update agency training operations and phase in new training requirements with existing staff.

- **Full Implementation: January 1, 2025**

- The new onboarding training requirements apply to staff hired on or after January 1, 2025.
- Staff hired prior to January 1, 2025, will be required to complete all new trainings by December 31, 2025.

Review of Draft Appendix E: Quick Reference Guide to Mandated DSP Training

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Prior to working with individuals	DDD Life Threatening Emergencies	Maintained	CDS (DDD Developed)	.5 hours	Safety	<ul style="list-style-type: none"> Behavioral Supports Career Planning Community Based Supports Community Inclusion Services Day Habilitation Individual Supports Prevocational Training
	DDD Stephen Komninos Law	Maintained	CDS (DDD Developed)	.5 hours	Safety	
	DDD Incident Reporting	Modified <i>(pulled out of Provider Orientation and made a stand alone training)</i>	CDS (DDD Developed)	TBD	Safety	
	Provider Developed Orientation - Mission, philosophy, goals, services, and practices - Personnel policies - Understanding service plans and individual services - Documentation and record keeping	Modified <i>(timeline change {was 90 days} and some former elements removed and made stand alone trainings)</i>	Provider Developed Orientation	Time will vary by provider	Professionalism and Ethics Documentation	<ul style="list-style-type: none"> Respite Supported Employment: Individual Supported Employment: Group Supports Brokerage
	Orientation to Supports Brokerage	Maintained	Boggs Center (BC)	2 Day	Professionalism and Ethics	<ul style="list-style-type: none"> Supports Brokerage

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Prior to Administering Medications	<p>Intro to Administering Medication</p> <ul style="list-style-type: none"> - Medications 1: Overview and Key Concepts - Medications 2: Healthcare Appointments - Medications 3: Getting and Storing Medications - Medications 4: Documentation and Communication - Medications 5: Supporting Medication Administration & Preventing and Addressing Errors - Medications 6: Observation and Next Steps <p>Onsite Competency Assessment & Practicum</p>	Modified (New Training Content)	CDS [BC Developed w/Committee]	TBD	<i>Supporting Health and Wellness</i>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Prior to Implementing Behavior Support Plans	Introduction to Positive Behavior Supports	Modified <i>(pulled out of Specialized Training and made a stand alone training as applicable)</i>	BC – Live Virtual Or DDD Approved Provider Developed Training	5 hours	<i>PBS and Crisis Prevention and Intervention</i>	<ul style="list-style-type: none"> Behavioral Supports Community Based Supports Day Habilitation Individuals Supports Respite
Prior to assuming “sole” responsibility of 1 or more individuals, or within 60 days of hire, and as needed	CPR Certification	Maintained	Nationally Accredited Training Source	2.5 hours	<i>Supporting Health and Wellness</i>	<ul style="list-style-type: none"> Community Based Supports Community Inclusion Services
	First Aid Certification	Maintained	Nationally Accredited Training Source	3 hours	<i>Supporting Health and Wellness</i>	<ul style="list-style-type: none"> Day Habilitation Individual Supports Prevocational Training Respite

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Prior to assuming “sole” responsibility of 1 or more individuals, or within 60 days of hire, and as needed	<p>Specialized Staff Training about individual(s) supported. Including but not limited to:</p> <ul style="list-style-type: none"> - 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 	Maintained	Provider Developed + On the Job Mentoring	Timeframes will vary by person served and provider	<p><i>Safety</i></p> <p><i>Supporting Health and Wellness</i></p> <p><i>Person-Centered Practices and Supports</i></p>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Prior to assuming “sole” responsibility of 1 or more individuals, or within 60 days of hire, and as needed	Prevention of Abuse, Neglect, and Exploitation (CDS Maltreatment Prevention and Response) <ul style="list-style-type: none"> - The DSP Role - What is Abuse - What is Neglect - What is Exploitation - The Ethical Role of DSPs Onsite Competency Assessment	Modified <i>(Timeline change {was 90 days})</i>	CDS	2 hours	<i>Safety</i>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	Basic Safety <ul style="list-style-type: none"> - Safety in the Home/Service Setting - Community Safety - Vehicle Safety - Balancing Risk with Individual Choice 	Modified <i>(pulled out of Provider Orientation and made a Stand Alone Training with identified minimum elements)</i>	Provider Developed Curriculum	Timeframe will vary by provider	<i>Supporting Health and Wellness</i>	

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Prior to assuming “sole” responsibility of 1 or more individuals, or within 60 days of hire, and as needed	Fire Evacuation and Emergency Procedures (requires annual review) - Fire Evacuation - Emergency Procedures	Modified <i>(changes to timeline {was 90 days})</i>	Provider Developed Curriculum	Timeframe will vary by provider	<i>Supporting Health and Wellness</i>	<ul style="list-style-type: none"> Community Based Supports Community Inclusion Services Day Habilitation Individual Supports Prevocational Training Respite
	Understanding and Preventing Life-Threatening Health Conditions	New	CDS [BC Developed]	TBD	<i>Supporting Health and Wellness</i>	
	Crisis Prevention and Intervention	Maintained	DDD Approved Training	Time frame will vary by provider	<i>PBS and Crisis Prevention and Intervention</i>	<ul style="list-style-type: none"> Community Based Supports Day Habilitation Individual Supports Respite

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 60 days of Hire	DDD Service Documentation Requirements & Medicaid, Fraud, Waste and Abuse	New	CDS (DDD Developed)	TBD	<i>Documentation</i>	<ul style="list-style-type: none"> • 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

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
90 days of hire and annually thereafter	Universal Precautions [CDS] <ul style="list-style-type: none"> - Universal Precautions - Blood borne Pathogens - Infection Control and Prevention 	Modified <i>(listed specific lessons that meet requirement)</i>	CDS	CDS: 1 hour	Safety	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	[Relias] <ul style="list-style-type: none"> - Blood borne Pathogens for IDD Setting - Infection Control Essential Principles - Basics of Hand Hygiene 		or Relias or DDD Approved Provider Developed Training	Relias: 1.25 hours Time will vary per provider		
Within 90 days of hire	DSP Professionalism [CDS] <ul style="list-style-type: none"> - Becoming a DSP - Applying Ethics in Everyday Work 	New	CDS	CDS: 1.5 hours	Professionalism and Ethics	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
	[Relias] <ul style="list-style-type: none"> - Principles and Practices in Effective Direct Supports - Professionalism in Direct Support Services 		or Relias or DDD Approved Provider Developed Training	Relias: 1.75 hours Time will vary per provider		

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 90 days of Hire	Employment Specialist Foundations: Basic Knowledge & Skills <ul style="list-style-type: none"> - Overview, Assessment/Discovery - Marketing & Job Development - Instruction & Data Collection - Retention & Long Term Follow Along OR <u>Alternate training entity preapproved by DDD.</u> DDD.TransitionHelpdesk@dhs.nj.gov.	Maintained	Boggs Center on Developmental Disabilities OR <u>Division preapproved training entity</u>	4 Day	<i>Employment</i>	<ul style="list-style-type: none"> • Supported Employment: Individuals Employment Supports • Supported Employment: Group Employment Supports • Career Planning (within 1st year of hire)
Within 90 days of hire	Introduction to Developmental Disabilities [CDS] <ul style="list-style-type: none"> - Terminology and Classification in Developmental Disabilities (1.3) - A Brief History of Developmental Disability (1.4) [Relias] <ul style="list-style-type: none"> - An Overview of Different Types of Disabilities (1) - Intellectual Disabilities: Interventions, Supports, and Outcomes (1) 	New	CDS or Relias or DDD Approved Provider Developed Training	CDS: 2.7 hours Relias: 2 hours Time will vary per provider	<i>Empowerment, Advocacy, and Rights</i> <i>Professionalism and Ethics</i> <i>Person Centered Practices and Supports</i>	<ul style="list-style-type: none"> • 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

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 90 days of Hire	Person-Centered Planning [CDS] <ul style="list-style-type: none"> - An Overview of Person-Centered Approaches - Bringing Person-Centered Plans to Life [Relias] <ul style="list-style-type: none"> - Person-Centered Thinking - Supporting Quality of Life for Individuals with IDD - Using Service Plans 	New	CDS or Relias or DDD Approved Provider Developed Training	CDS: 2 hours Relias: 2 hours Time will vary per provider	<i>Person Centered Practices and Supports</i>	<ul style="list-style-type: none"> • Behavioral Supports • Career Planning • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite • Supported Employment: Individual
Within 90 days of hire	HIPAA [CDS] <ul style="list-style-type: none"> - Introduction to HIPAA - The Privacy and Security Rule - The Breach Notification and Enforcement Rule [Relias] <ul style="list-style-type: none"> - HIPAA Basics - HIPPA Privacy Rule 	Modified <i>(Ongoing requirement that was added to Appendix E and listed specific lessons that meet requirement)</i>	CDS or Relias or DDD Approved Provider Developed Training	CDS: 1.1 hours Relias: .75 hours Time will vary per provider	<i>Professionalism and Ethics</i>	<ul style="list-style-type: none"> • Supported Employment: Group • Supports Brokerage

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 90 days of hire	Working with Families [CDS] <ul style="list-style-type: none"> - Family Networks - Understanding Support Networks - Problem-Solving with Support Networks 	Modified <i>(pulled out of Provider Orientation and made a Stand Alone with specific lessons identified that meet requirement)</i>	CDS or DDD Approved Provider Developed Training	CDS: 2.2 hours Time will vary per provider	<i>Communication</i>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
Within 90 days of hire	Individual Rights and Choice [CDS] <ul style="list-style-type: none"> - Overview of Individual Rights - Restrictions of Individual Rights - Your Role in Supporting Expression of Rights and Facilitating Choice Making [Relias] <ul style="list-style-type: none"> - Rights of Individuals with IDD - Choice-Making for People with IDD - Rights Restrictions in IDD Services 	Modified <i>(pulled out of Provider Orientation and made a Stand Alone with specific lessons identified that meet requirement)</i>	CDS or Relias or DDD Approved Provider Developed Training	CDS: 2.7 hours Relias: 2 hours Time will vary per provider	<i>Empowerment, Advocacy, and Rights</i>	

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 90 days of hire	DDD Overview of the HCBS Final Rule	New	DDD CDS (DDD Developed)	TBD	<i>Empowerment, Advocacy, and Rights</i>	<ul style="list-style-type: none"> Behavioral Supports Career Planning Community Based Supports Community Inclusion Services Day Habilitation Individual Supports Prevocational Training Respite Supported Employment: Individual Supported Employment: Group

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 120 days of hire	Supporting Healthy Lives [CDS]	Modified <i>(pulled out of Provider Orientation and made a Stand Alone with specific lessons identified that meet requirement)</i>	CDS	CDS: 8 hours	Supporting Health and Wellness	<ul style="list-style-type: none"> Community Based Supports Community Inclusion Services Day Habilitation Individual Supports Prevocational Training Respite
	<ul style="list-style-type: none"> Care of Common Health Conditions Health Across the Lifespan Individual Health Needs Living Healthy Lives Signs and Symptoms of Illness Working with Healthcare Professionals 		or	Relias		
	[Relias]		or			
	<ul style="list-style-type: none"> Health Needs and Outcomes for People with IDD Health Needs in IDD Healthcare Needs for People with IDD: Assessing Healthcare Needs Common Health Problems and Interventions for Persons with IDD Working with Healthcare Providers Supporting Healthy Eating & Exercise 		DDD Approved Provider Developed Training	Time will vary per provider		

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 120 days of hire	Cultural Competence [CDS] - What is Cultural Competence [Relias] - Respecting Cultural Diversity in Persons with IDD	Modified <i>(pulled out of Provider Orientation and made a Stand Alone with specific lessons identified that meet requirement)</i>	CDS or Relias or DDD Approved Provider Developed Training	CDS: 1 hour Relias: 1 hour Time will vary per provider	<i>Cultural and Linguistic Competence</i>	<ul style="list-style-type: none"> 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	Understanding Behavior and Effective Supports	New	BC on CDS (TBD) or completing full Intro to PBS [Boggs Center or DDD Approved Agency Training]	TBD	<i>PBS and Crisis Prevention and Intervention</i>	<ul style="list-style-type: none"> Community Based Supports Community Inclusion Services Day Habilitation Individual Supports Prevocational Training Respite

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 120 days of hire	Introduction to Dual Diagnosis	New	BC on CDS (TBD) or completing full Understanding and Addressing the Needs of People with Dual Diagnosis [Boggs Center]	TBD	<i>Supporting Health and Wellness</i>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite
Within 180 days of hire	Intro to Trauma Informed Supports	New	BC on CDS (TBD) Or completing full Supporting Individuals w/IDD in Trauma Recovery [Boggs Center]	TBD	<i>PBS and Crisis Prevention and Intervention</i>	<ul style="list-style-type: none"> • Community Based Supports • Community Inclusion Services • Day Habilitation • Individual Supports • Prevocational Training • Respite

Timeline	Training Title	Training Status	Training Method	Estimated Time	Competency Domain	Service Scope
Within 180 days of hire	<p>Everyone Can Communicate</p> <ul style="list-style-type: none"> - Role of DSP as a Communication Partner - What is Communication and Why is it important - How People Communicate - Augmentative and Alternative Communication - Strategies to Enhance Communication 	New	<p>CDS</p> <p>or</p> <p>DDD Approved Provider Developed Training</p>	<p>CDS: 6.7 hours</p> <p>Time will vary per provider</p>	Communication	<ul style="list-style-type: none"> • 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

Implementing the New DSP Training Standards: A Guide for DDD Providers

Coming soon!

Implementing the New DSP Training Standards: A Guide for DDD Providers- Overview

- Background
- Training Scope & Timeline for Implementation
- Training Platforms, Methods and Requirements
- Provider Developed Training Curriculum Requirements
- Alternate Pathway to Mandated CDS Trainings
- Updated Appendix E: Quick Reference Guide to Mandated Staff Training

Provider Developed Training Curriculum: Required Training Topics

- Provider Orientation
- Specialized Staff Training about Person Served
- Basic Safety
- Fire Evacuation and Emergency Procedures

Provider Developed Training Curriculum: Guidance Elements

- Expected Training Outcomes for DSPs
- Minimum Curriculum Requirements
- Additional Training Requirements
- Resources

Alternate Pathway to Mandated CDS Trainings: Training Topics

- Universal Precautions
- DSP Professionalism
- Introduction to Developmental Disabilities
- Person-Centered Planning
- HIPAA
- Working with Families
- Individual Rights and Choice
- Supporting Healthy Lives
- Cultural Competence
- Everyone Can Communicate

Alternate Pathway to Mandated CDS Trainings: Guidance Elements

- Expected Training Outcomes for DSPs
- Minimum Curriculum Requirements
- Additional Training Requirements
 - Competency Testing
 - On the job mentoring
- Resources

Alternate Pathway to Mandated CDS Trainings: Training Approval

- Agencies seeking authorization for provider-developed curriculum to take the place of any of the above trainings should submit training curriculum, competency tests, and any additional training supplements to DDD-WQU@dhs.nj.gov.
- The Division will review the training to ensure that all minimum required curriculum elements are present. Agencies will be notified by email about the outcome of their request.
 - It is recommended that the provider agency maintain a copy of this email for their records.
 - The Waiver and Quality Unit will maintain an internal database of all requests and outcomes and this information will be made available to OPIA as required.

Additional Notes

- Identified trainings are intended to be for onboarding and initial training purposes and meet the minimum requirements. Agencies are encouraged to offer additional training and mentoring as part of their on-boarding processes.
- Additional competencies may be addressed through on the job coaching and mentoring and continued professional development beyond the first year of the DSPs employment.
- DSPs hired from Community College Programs with Certificate should not need to retake training. Transcripts should be reviewed to verify completion. On the Job Competency Assessments must be done by agencies.

Questions

- General questions or feedback regarding today's presentation can be directed to ddd-wqu@dhs.nj.gov .
- Questions regarding Positive Behavioral Supports Curriculum, Crisis Management Training Curriculum or a listing of Approved Training Curriculum should be directed to ddd.behavioralservices@dhs.nj.gov .