

## 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 (CCP). See the CCP Manual, Section 17, for requirements associated with licensing/certifications for specific services.

Timeline	All Agency Staff	Trainer	Applicable Services
Prior to working with individuals	<b>DDD System Mandatory Training Bundle:</b>  <b>DDD Life Threatening Emergencies</b> (Danielle's Law) <b>DDD Stephen Komninos Law Training</b>	College of Direct Support	<ul style="list-style-type: none"> <li>• Behavioral Supports</li> <li>• Career Planning</li> <li>• Community Inclusion Services</li> <li>• Day Habilitation</li> <li>• Individual Supports</li> </ul>
	<b>Provider Developed Orientation: Incident Reporting</b>	Service Provider	<ul style="list-style-type: none"> <li>• Prevocational Training</li> <li>• Respite</li> <li>• Support Coordination</li> <li>• Supported Employment – Individual Employment Support</li> <li>• Supported Employment – Small Group Employment Support</li> <li>• Supports Brokerage</li> </ul>
	<b>Orientation to Supports Brokerage</b>	Boggs Center on Developmental Disabilities	<ul style="list-style-type: none"> <li>• Supports Brokerage</li> </ul>
Within 90 days of hire	<b>DDD System Mandatory Training Bundle:</b> <b>DDD Shifting Expectations - Changes in Perception, Life Experience &amp; Services</b>  <b>Prevention of Abuse, Neglect &amp; Exploitation: Modules 1, 3, 4, 5, and 7</b>	College of Direct Support	<ul style="list-style-type: none"> <li>• Behavioral Supports</li> <li>• Career Planning</li> <li>• Community Inclusion Services</li> <li>• Day Habilitation</li> <li>• Individual Supports</li> </ul>
	<b>Prevention of Abuse, Neglect &amp; Exploitation Practicum</b> (on-site competency assessment after completing Prevention of Abuse, Neglect & Exploitation modules listed above)	Service Provider	<ul style="list-style-type: none"> <li>• Prevocational Training</li> <li>• Respite</li> <li>• Support Coordination</li> <li>• Supported Employment – Individual Employment Support</li> <li>• Supported Employment – Small Group Employment Support</li> <li>• Supports Brokerage</li> </ul>
	<b>Provider Developed Orientation</b> <i>Includes but is not limited to:</i> <ul style="list-style-type: none"> <li>✓ Overview of the Agency</li> <li>✓ Mission, philosophy, goals, services and practices</li> <li>✓ Personnel policies</li> <li>✓ Safety</li> <li>✓ Supporting Healthy Lives</li> <li>✓ Individualized Service Plan Process and Documentation</li> <li>✓ Individual Support Plans, Progress and Personal Goals</li> <li>✓ Cultural Competence</li> <li>✓ Individual Rights</li> </ul>	Service Provider  AND/OR  College of Direct Support	<ul style="list-style-type: none"> <li>• Career Planning</li> <li>• Community Inclusion Services</li> <li>• Day Habilitation</li> <li>• Individual Supports</li> <li>• Prevocational Training</li> <li>• Respite</li> <li>• Support Coordination</li> <li>• Supported Employment – Individual Employment Support</li> <li>• Supported Employment – Small Group Employment Support</li> </ul>

	<ul style="list-style-type: none"> <li>✓ Working with Families</li> <li>✓ Documentation &amp; recordkeeping</li> </ul>		<ul style="list-style-type: none"> <li>• Supports Brokerage</li> </ul>
<p><b>Annually, 12 hours per calendar year for full time staff (30 or more hours per week).</b></p> <p><b>Annually, 6 hours per calendar year for part time staff (less than 30 hours per week).</b></p>	<p><b>Professional Development:</b> Mandated Trainings, Orientation, Seminars, Webinars, In-service, College of Direct Support, and Conferences all count</p> <p>Prorated at 1 hour per month for <b>full time staff</b> hired after January.</p> <p>Prorated to 1 hour every two months per-year for <b>part-time staff</b> (less than 30 hours a week).</p>	Various Trainers	

Timeline	Service Provider Staff	Trainer	Applicable Services
Prior to assuming sole responsibility for one or more individual(s), within 90 days of hire and as needed	<b>Specialized Staff Training</b> Including but not limited to: <ul style="list-style-type: none"> <li>✓ Special diets/mealtime needs</li> <li>✓ Mobility procedures &amp; devices</li> <li>✓ Seizure management &amp; support</li> <li>✓ Assistance, care &amp; support for physical or medical conditions, mental health and/or behavioral needs</li> </ul>	Service Provider	<ul style="list-style-type: none"> <li>• Community Inclusion Services</li> <li>• Day Habilitation</li> <li>• Individual Supports</li> <li>• Prevocational Training</li> <li>• Respite</li> </ul>
	<b>Employment Specialist Foundations: Basic Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>✓ Overview, Assessment/Discovery</li> <li>✓ Marketing &amp; Job Development</li> <li>✓ Instruction &amp; Data Collection</li> <li>✓ Retention &amp; Long Term Follow Along</li> </ul> OR Alternate training entity preapproved by the Division: <a href="mailto:DDD.TransitionHelpdesk@dhs.nj.gov">DDD.TransitionHelpdesk@dhs.nj.gov</a>	Boggs Center on Developmental Disabilities  OR  Division preapproved training entity	<ul style="list-style-type: none"> <li>• Supported Employment – Individual Employment Support</li> <li>• Supported Employment – Small Group Employment Support</li> <li>• Career Planning (within 1<sup>st</sup> year of hire)</li> </ul>
Within 90 days and annually	<b>Fire Evacuation &amp; Emergency Procedures</b>	Service Provider	<ul style="list-style-type: none"> <li>• Day Habilitation</li> <li>• Individual Supports</li> <li>• Prevocational Training (when service is facility-based)</li> </ul>
	<b>Universal Precautions</b>		
Prior to assuming sole responsibility of one or more individual(s) & every 2 years	<b>CPR Certification</b> Recertification every two years	Nationally Certified Training Programs	<ul style="list-style-type: none"> <li>• Community Inclusion Services</li> <li>• Day Habilitation</li> <li>• Individual Supports</li> <li>• Prevocational Training</li> <li>• Respite</li> </ul>
	<b>Standard First Aid Certification</b> Recertification every two years		
Prior to administering medication	<b>Medication</b> <ul style="list-style-type: none"> <li>✓ Overview of Direct Support Roles</li> <li>✓ Medication Basics</li> <li>✓ Working with Medications</li> <li>✓ Administration of Medications &amp; Treatment</li> <li>✓ Follow-up, Communication and Documentation of Medications</li> </ul>	College of Direct Support	
Prior to administering medication & annually	<b>Medication Practicum</b> (on-site annual competency assessment after completing medication training above)	Service Provider	

Timeline	Service Provider Staff	Trainer	Applicable Services
Prior to implementing a behavior support plan	<b>For <u>staff overview</u> training:</b> <b>Positive Behavior Supports Overview</b> Introduction to Positive Behavior Supports OR Alternate training preapproved by the Provider Performance and Monitoring Unit at <a href="mailto:DDD.BehavioralServices@dhs.nj.gov">DDD.BehavioralServices@dhs.nj.gov</a>  <b>OR</b>	Boggs Center on Developmental Disabilities  OR  Division preapproved alternate training	<ul style="list-style-type: none"><li>Behavioral Supports</li><li>Community Inclusion Services</li><li>Day Habilitation</li><li>Individual Supports</li><li>Prevocational Training</li><li>Respite</li></ul>
Prior to conducting behavioral assessment or developing, training, supervising or monitoring a behavior support plan	<b>For <u>credentialed staff advanced</u> training:</b> <b>Applied Positive Behavior Supports</b> Functional Behavior Assessment & Development of Support Plans OR Alternate training preapproved by the Provider Performance and Monitoring Unit at <a href="mailto:DDD.BehavioralServices@dhs.nj.gov">DDD.BehavioralServices@dhs.nj.gov</a>		<ul style="list-style-type: none"><li>Behavioral Supports</li></ul>
Timeline	Support Coordination Staff	Trainer	Applicable Services
Prior to delivering services	<b>Support Coordination Orientation</b> ✓ Prerequisite Orientation Lessons ✓ Person Centered Planning & Connection to Community Supports	College of Direct Support AND Boggs Center on Developmental Disabilities	<ul style="list-style-type: none"><li>Support Coordination</li></ul>
Within 90 days of hire	<b>Medicaid Training for NJ Support Coordinators</b>	Provider Developed	
	<b>NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person-Centered Planning Tool (PCPT) Overview</b>	AND/OR	
	<b>NJISP Related: Employment Expectations and Overview</b>	College of Direct Support	
	<b>NJISP Related: Service Entry and iRecord Overview</b>		
	<b>NJISP Related: Individualized Service Plan Process and Documentation</b>		
	<b>Support Coordinator’s Guide to Navigating the Employment Service System</b>		
<b>Cultural Competence</b>			

Timeline	Self-Directed Employees	Trainer	Services
Within 6 months of hire	<b>DDD System Mandatory Training Bundle:</b> <b>DDD Life Threatening Emergencies</b> (Danielle's Law)  <b>DDD Stephen Komninos Law</b>  <b>DDD Shifting Expectations: Changes in Perception, Life Experience &amp; Services</b>  <b>Prevention of Abuse, Neglect &amp; Exploitation: Modules 1, 3, 4, 5, and 7</b>	College of Direct Support  OR  non-online version available	<ul style="list-style-type: none"> <li>Self-Directed Employees (SDEs)</li> </ul>
	<b>Prevention of Abuse, Neglect &amp; Exploitation Practicum</b> (on-site competency assessment after completing Prevention of Abuse, Neglect & Exploitation modules listed above)	Individual/Family	
	<b>Individual/Family Developed Orientation</b> Length & content determined by the Individual/Family	Individual/Family	
If applicable, prior to administering	<b>Medication</b> ✓ Medication Basics ✓ Working with Medications ✓ Administration of Medications & Treatment ✓ Follow-up, Communication and Documentation of Medications	College of Direct Support  OR  non-online version available	
If applicable, prior to administering	<b>Medication Practicum</b> (on-site competency assessment after completing training listed above)	Individual/Family	
Within 6 months of hire & every 2 years	<b>CPR Certification</b> Recertification every two years  <b>Standard First Aid Certification</b> Recertification every two years	Nationally Certified Training Programs	
If applicable, within 6 months of hire	<b>Specialized Training</b> As determined by caregivers	Individual/Family	
If applicable, within 6 months of hire	<b>Behavior Supports Plan Overview</b>	Author of the Behavior Plan	