GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

POLICY	
Department on Disability Services	Subject: Provider Training Policy
Responsible Program or Office: Developmental Disabilities Administration	Policy Number: 2016-DDA-TRAINING-POL01
Date of Approval by the Director: July 6, 2016	Number of Pages: 4
Effective Date: July 6, 2016	Expiration Date, if any: N/A
Supersedes Direct Support Training Policy (2013-DDS-TRAINING-POL003) Dated April 24, 2013	
Cross References, Related Policies and Procedures, and Related Documents: Provider Staff Training Procedures; Incident Management Enforcement Unit Policy and Procedures; Human Rights Policy; Behavior Support Policy and Procedures; Regulations Implementing the Home and Community-Based Services Waiver for Individuals with Intellectual and Developmental Disabilities (Title 29 DCMR); Person-Centered Thinking Tools Procedure	

All underlined words/phrases can be found in the Definitions Appendix.

1. PURPOSE

This purpose of this policy is to establish the standards and guidelines, by which the Department on Disability Services ("DDS"), Developmental Disabilities Administration ("DDA"), will design, mandate and evaluate on-going competency and value-based training requirements for all DDA providers.

2. APPLICABILITY

This policy applies to all DDA providers, subcontractors, and other vendors, that provide services and supports to people with intellectual and developmental disabilities.

3. AUTHORITY

The authority for this policy for this policy is established in DDS as set forth in D.C. Law 16-264, the "Department on Disability Services Establishment Act of 2006," effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and D.C. Law 2-137, the "Citizens with Intellectual Disabilities Constitutional Rights and Dignity Act of 1978," effective March 3, 1979 (D.C. Official Code § 7-1301.01 *et seq.*).

4. POLICY

It is the policy of DDS to ensure that all people receiving services from DDA are supported by well-trained provider staff who shall participate in initial, on-going and enhanced professional development training, as applicable, that equips them with key knowledge, skills and abilities to support people to achieve more independent and inclusive lives in the community.

5. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director. Implementation for this policy is the responsibility of the DDS Deputy Director for DDA.

6. STANDARDS

The following are standards by which DDS will evaluate compliance with this policy:

1. People receiving supports and services from DDA shall have trained, competent, and qualified provider staff.

2. At the time of hire, all persons who provide direct support shall demonstrate competency in basic writing and communication skills by completing an assessment test measuring reading and writing abilities to verify their ability to communicate effectively with the people they support and carry out the duties of the position, for example, writing daily progress notes.

3. Anyone who provides direct support shall receive pre-service competency-based training to gain a working understanding of the field of developmental disabilities, its history, current values, and best practices, including person–centered thinking and the role of the support professional in a person's life.

4. Anyone who provides direct support shall complete competency-based training to adequately meet the individualized needs of the person they support in accordance with the guidelines and information described in the Individual Support Plan ("ISP") and applicable supporting documents such as the Health Care Management Plan ("HCMP"), and Behavioral Support Plan ("BSP"), etc. This training shall occur prior to the direct support staff working independently with the person.

5. At the time of hire, and annually thereafter, all Direct Support Professionals ("DSPs") shall complete competency-based training in the following topics:

    (a) DDS Incident Management and Enforcement ("IMEU") training in accordance with the District of Columbia ("DC") requirements for incident reporting.
    (b) Universal precautions and infection control that meets the Occupational Safety and Health Administration ("OSHA")

requirements.

(c) OSHA requirements for people who may be exposed to hazardous chemicals.
(d) Fire and safety precautions.
(e) Health Insurance Portability and Accountability Act ("HIPAA") training and guidelines to maintain confidentiality.
(f) DDS IMEU training on recognition and reporting of abuse, neglect, exploitation and serious physical injury.

6. At the time of hire and annually thereafter, anyone who provides direct support is required to complete competency-based training in the following topics:

   (a) DDS IMEU training in accordance with the DC requirements for incident reporting.
   (b) HIPAA training and guidelines to maintain confidentiality.
   (c) DDS IMEU training on recognition and reporting of abuse, neglect, exploitation and serious physical injury.

7. Prior to working independently with people who receive supports from DDA, all DSP's shall have and maintain certification in First Aid and Cardiopulmonary Resuscitation ("CPR"), with CPR certification and renewal via in-person class.

8. Upon hire, and on an annual basis thereafter, all provider staff that transport people in automobiles shall complete training in vehicle safety.

9. All non-licensed personnel administering medication shall meet all requirements as set forth by the DC Board of Nursing or the applicable state board of nursing.

10. All DSPs that work in homes classified as Intermediate Care Facilities for Individuals with and Intellectual Disability ("ICFs") must maintain all training requirements consistent with all DC and federal laws and regulations government such facilities.

11. All providers or contractors who are licensed professionals, must be trained in the DDS Human Rights and Incident Reporting/Management modules as well as complete the competency verification process with a passing score.

12. Any person delivering services under the Home and Community-Based Services Waiver for Individuals with Intellectual and Developmental Disabilities ("HCBS/IDD") waiver program must adhere to the training requirements consistent with DC rules governing the HCBS/IDD waiver program.

13. In addition to the applicable requirements described in policy statements (above), all DSPs shall receive on-going enhanced professional development training that provides the experienced professional with the opportunity to refresh their knowledge and learn current best practices utilized within the profession. This must be completed within the first year of employment and annually thereafter based upon the anniversary date of hire. It is also recommended that anyone who provides direct support continue to engage in enhanced/professional development training.

14. Executive Management staff of HCBS IDD waiver day, vocational, and residential programs shall take all training required by the HCBS IDD waiver, including but not limited to Person-Centered Thinking, Supported Decision Making, and Discovery.

15. The provider shall not require staff to pay for training nor deduct pay from staff paychecks to cover required training.

16. Prior to using manual restraint techniques, where applicable, provider staff shall be certified in DDS-approved behavioral intervention procedures (*e.g.* Mandt, CPI, or Positive Behavior Strategies). Staff members providing direct support shall maintain annual certification in DDS-approved behavioral intervention procedures if the person he/she supports has a behavior support plan that includes the use of crisis intervention and/or prevention techniques.

17. All new staff of Individualized Day Supports ("IDS") providers are required to complete mandatory orientation in Community Mapping and the Supporting People to Use Public Transportation effective immediately. Current IDS must complete this training within 60 days of the effective date of this policy, if they have not already been trained. Staff of IDS providers may also be expected to complete other trainings specific to IDS.

18. Each direct support staff person must have a complete training record that includes the completion date and verification score for each training requirement prior to working alone at a direct service location.

19. All trainings completed by provider staff shall remain on the staff person's record and may be transferred to other providers who employ that staff person.

20. Provider organizations have 60 days from the effective date of this policy to bring their training programs up to the above mentioned standards in this policy and attached procedures.

Andrew P. Reese, Interim Director

7/6/16
Date