



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT ON DISABILITY SERVICES

DDS TRANSMITTAL #18-1

**TO:** All District of Columbia Department on Disability Services Providers

**FROM:** Dianne Jackson *Dianne Jackson*  
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**DATE:** May 24, 2018

**RE:** Provider Training Clarifications: Effective Immediately

Well-trained Provider staff remain vital to the Department on Disability Services' (DDS') ability fulfill its mission to provide supports and services to D.C. residents with disabilities.

Effective immediately, DDS offers these clarifications as answers to Frequently Asked Questions on three issues in the Developmental Disabilities Administration (DDA) Provider Training Policy, 2016-DDA-Training-POL1, and Provider Training Procedure, 2016-DDA-TRAINING-PR01.

The purpose of this transmittal is to clarify existing Provider Training Policy and Procedures in response to frequently-asked questions.

**Clarification Provider Training Requirements**

**Question 1:** In the Provider Training Procedure that addresses Phase IV Training – Professional Development/Continuing Education at 3.D.2., what does the “shall be maintained on annual basis or at the person’s anniversary date of hire” mean?

**Answer 1:** For the Phase IV Training annual training requirement on Professional Development/Continuing Education (PD/CE), Providers may use either date of hire or calendar year to establish an annual schedule. However, to be clear, both methods require any staff member with a direct support role to receive PD/CE training within any and each twelve month period where that staff member provides direct services and/or supports to people with intellectual and developmental disabilities. Providers may not switch between the date of hire and calendar methods to avoid the training within a twelve month period purpose of this Procedure provision.





EXAMPLE 1, MEETS the Annual Requirement

Bene receives training at his date of hire, February 11, 2018, and again on January 4, 2019, when the Provider holds a series of annual PD/CE trainings for staff with direct support roles. In this example, more than 10 months but not more than 12 months pass between the first training Bene receives and her PD/CE training. Then, it would be permissible for Bene to receive the next PD/CE training on January 3, 2019 – that would be exactly twelve months.

EXAMPLE 2, FAILS the Annual Requirement

James receives training at his date of hire, January 2, 2018 and then does not receive PD/CE training against until December 4, 2019 when the Provider holds a series of annual PD/CE trainings for staff with direct support roles. In this example, there are about 23 months between the first training James receives and his PD/CE training. This fails the annual requirement.

Training must be completed within one year of hire. DDS Training Policy governs. Further, any ambiguity believed to exist between DDS Policy and Procedures is to be resolved by referring to Policy, which reads, in Standard.

**Question 2:** May Phase I training be taken on-line, rather than live, in- person?

**Answer 2:** No. Provider staff must take Phase I training live and in-person.

**Question 3:** May Providers rely on old versions of DDS Training materials posted on the Relias or any other non-DDS website?

**Answer 3:** No. DDS review shows those materials are outdated and therefore incorrect in several areas. Providers may not use them to meet DDS' Training Requirements.

**Question 4:** etracking has website information stating that Phase has to be completed within 180 days of hire. DDS' Procedure states: Phase 3 training is due at the time of hire and annually thereafter." Which is correct?

**Answer 4:** DDS Procedure governs and the timing issue about "due at the time of hire and annually thereafter" is answered the same way as Question 1, above.