

Department of Behavioral Health and Developmental Services
Office of Developmental Services



Direct Support Professional Training Requirements for the ID & Day Support Waivers

(Effective July 1, 2012)

Fulfilling **Direct Support Professional (DSP) training requirements** for providers of Intellectual Disability (ID) and Day Support (DS) Medicaid Waivers' Residential, Personal Assistance, Day Support and Prevocational services requires a review of the "Orientation Manual for DSPs (rev. July 2012)" and successful passing of the associated test.

This manual consists of six chapters of introductory materials on:

- The Values that Support Life in the Community
- Introduction to Intellectual and Developmental Disabilities
- Nuts and Bolts of the ID and DS Waivers
- Communication
- Positive Behavioral Support
- Health and Safety.

It includes practical suggestions for DSPs designed to help them discern their role and responsibilities as a provider of support to persons with intellectual disability. Each chapter is designed to facilitate thoughtful discussion between direct support professional and supervisor. Because of this, the content should be presented in either 1:1 or small group sessions and followed by discussion with the direct supervisor and the testing of DSPs using the accompanying test. PowerPoint slides that compliment the manual are available on the DBHDS website to assist Supervisors with training DSPs. If a DSP experiences difficulty with one or more sections of the test, the information should be re-presented and that section of the exam may be subsequently retaken. Copies of this manual can be obtained via the DBHDS Website: <http://www.dbhds.virginia.gov/>.

Supervisors' Responsibilities

Supervisors of direct support professionals should review the following information (and training slide content either through a live training or online through the DBHDS Knowledge Center) and must complete the attached "Supervisor Assurance Certificate" (dated July 2012).

*Why is DSP training required?**

- So people get quality services
 - To build skills and confidence
 - To enhance the supervisor-DSP relationship.
- *Required **before** providing services in the ID and DS Waiver

What is the purpose of the DSP Orientation training?

- To outline the current values and best practices associated with providing Intellectual Disability and Day Support Waiver services and supports.
- To provide direct support professionals with practical tips on how to implement these values and better support individuals with intellectual and other disabilities.
- To prepare DSPs, who come with varying degrees of experience, for the work ahead of them.
- To promote person-centered service delivery.

What are my responsibilities as a supervisor?

- To obtain a training certificate by attending either a live DBHDS training or through the DBHDS Knowledge Center and passing the DSP Orientation Manual test.
- To complete a Supervisor Assurance Certificate that verifies the completion of the training and confirms understanding of the requirements and use of the DSP Orientation Manual and slideshow for training DSPs.
- To ensure that each direct support professional, providing **Residential, Personal Assistance, Day Support and Prevocational services** has completed the training and successfully passed the associated test. The training must be completed and the test passed by DSPs **before beginning ID or DS Waiver service** delivery.
- To schedule a time to meet with DSPs once they have read the manual, to go through the materials and talk about the important points in made in each section of the manual.
- To be prepared to answer questions about the manual and explain how the principles and values described are supported by your agency and the work they will be doing.
- To ensure that all DSPs pass the test before providing services (s), each DSP must achieve at least a total of 60 test items correct. The DSP may take and pass the chapter tests all at once or one at a time as the chapter content is presented.
- When using the *DSP Orientation Manual*, to either train DSPs directly 1:1 or in a small group (2 – 5 persons), discussion is imperative. **This is NOT meant to be a self-study option!**

Additional information about tests and certificates

- DSPs who come to your agency from another agency and have documentation of having completed training and passed the test there do not have to be retrained, although you should still discuss the values and concepts as they pertain to your agency's policies with your new employee. Ensure that you receive a copy of their certificate and keep it on file.

NOTE: Failure to train direct support professionals and have the proper documentation for yourself and/or direct support professionals may result in financial retractions from DMAS.

Supervisor Assurance

I, _____ (print), recognize that, as a condition of providing Residential Support, Personal Assistance, Day Support or Prevocational services under the ID or DS Waiver, the following requirements must be met. I hereby assure that, as supervisor of these services, the following events have occurred as described.

- 1) I have read the "Orientation Manual for Direct Support Professionals."
- 2) I have obtained a training certificate by attending either a live DBHDS training or through the DBHDS Knowledge Center and passing the DSP Orientation Manual test (with a total score of 80% = 60 questions correct or better).
- 3) I [or a certified DSP Orientation Manual trainer] will use the "Orientation Manual for Direct Support Professionals" to train all DSPs who will be providing ID or DS Waiver Residential Support, Personal Assistance, Day Support or Prevocational services and ensure they have passed the associated test prior to providing direct care services.
- 4) I [or a certified DSP Orientation Manual trainer] will give DSPs the associated chapter tests, either one at a time after reviewing each chapter or together as one test after reviewing the entire manual. I understand that in order to pass the test, DSPs must respond correctly to at least 60 questions, but that they may retake portions of the test with which they had particular difficulty after further review of the material.
- 5) I agree NOT to give the "Orientation Manual for Direct Support Professionals" to DSPs as a self-study tool, but rather to meet with them individually or in small groups to review the content and dialogue about it. I will meet with DSPs who utilize the on-line Orientation training for DSPs to facilitate their further understanding of the material and answer questions.

Supervisor's Signature

Date

Director/Manager's Signature (Optional)

Date

Agency Name and Address

Please keep this assurance and your training certificate on file for viewing during a DMAS Quality Management Review.

Direct Support Professional Assurance

[For use with the "Orientation Manual for Direct Support Professionals"]

I, _____ (print) recognize that, as a condition of providing Residential Support, Personal Assistance, Day Support, or Prevocational services under the ID or DS Waiver, the following requirements must be met. I hereby assure that, as a direct support professional delivering one or more of these services, the following events have occurred as described:

- 1) I have received instruction from my supervisor regarding the contents of the "Orientation Manual for Direct Support Professionals."
- 2) I have taken and passed (with a total score of 80% = 60 questions correct or better) the "DSP Orientation Test."
- 3) The above events occurred prior to my providing direct support services of Residential Support, Personal Assistance, Day Support or Prevocational services under the ID or DS Waiver

My signature and date below indicate the date I passed the "DSP Orientation Test."

Direct Support Professional's Signature

Date

Supervisor's Signature

Date

Trainer's Signature (if applicable)

Date

Agency Name

Agency Address

Please keep this assurance and a copy of the scored test on file for viewing during a DMAS Quality Management Review. Keep a copy for your own records.