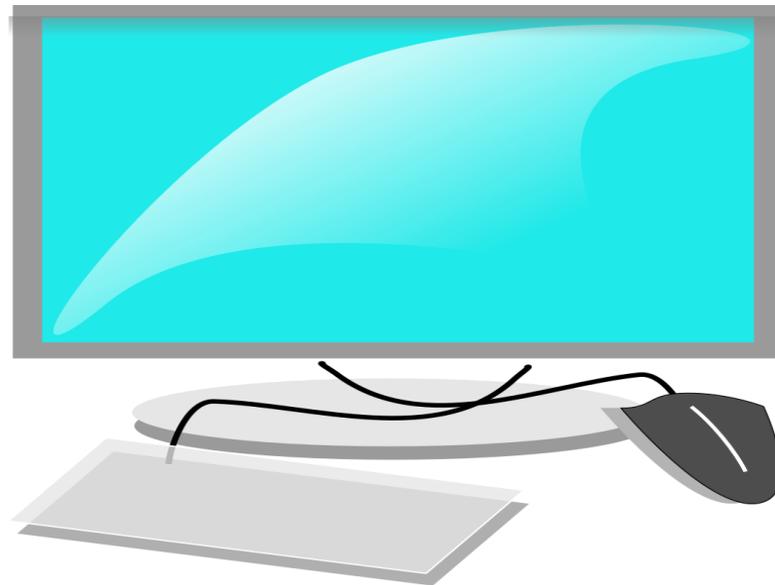


Staff Qualifications and Training Requirements for Self-Direction With Employer Authority



05/05/2016

Staff Qualifications for Self-Direction

Employees of Individual/Designated Representative with Employer Authority

- **At least 18 year of age (Respite employees at least 16 years of age)**
- **Pass a Screening and Background Check (Optional for Respite services)**
- **Completion of Education, Licensing or Certification as required by Qualified Provider Standards for Service.**
- **Training in CDS Module “Self-Directed Services – Required” and First Aid must be completed within 30 days of hire.**

Staff Qualifications for Self-Direction

Employees of Individual/Designated Representative with Employer Authority

- **DDP Certification as a Support Broker if a paid service.**
- **Not listed as an Excluded Individual or Entity by US Dept of Health and Human Services or US General Services Administration System for Award Management**

Staff Qualifications for Self-Direction

Contractors of Services for Individual or Designated Representative with Employer Authority

- **Employee of a service agency enrolled as a Montana Medicaid Provider meeting Qualified Provider requirements that is licensed, bonded and insured to deliver services, if required by DDP.**
- **(Some community service entities may not require enrollment as a Medicaid Provider - examples: Transition, Retirement, Supported Employment – Co-Worker Support Services.)**
- **Pass a Screening and Background Check**

Staff Qualifications for Self-Direction

Contractors of Services for Individual or Designated Representative with Employer Authority

- **Completion of Training, Education, Licensing or Certification as required by Qualified Provider Standards for Service**
- **Not listed as an Excluded Individual or Entity by US Department of Health and Human Services or US General Services Administration System for Award Management**

Training Requirements for Employees of Persons Self-Directing with Employer Authority

College of Direct Supports - Maltreatment - 10 Lessons

- ❖ What is Maltreatment?
- ❖ What is Abuse?
- ❖ What is Neglect?
- ❖ What is Exploitation?
- ❖ An Overview of Risks for Maltreatment
- ❖ Reducing Caregiver Risk of Maltreating
- ❖ Engaging and Supporting Protective Factors in Individuals
- ❖ Responding to Potential Maltreatment
- ❖ Where to Report Potential Maltreatment
- ❖ How to Report Potential Maltreatment

Training Requirements for Employees of Persons Self-Directing with Employer Authority

CDS - Professional Documentation Practices - 5 lessons

- ❖ **The purpose and Meaning of Documentation in Direct Support Work**
- ❖ **Reasons for Documentation**
- ❖ **Basic Rules of Documentation**
- ❖ **Documentation and the Direct Support Professional**
- ❖ **Protecting Confidentiality**

Training Requirements for Employees of Persons Self-Directing with Employer Authority

CDS - Safety – 11 Lessons

- ❖ **What is Risk?**
- ❖ **Balancing Risk with Individual Safety and Choice**
- ❖ **Personal Safety**
- ❖ **Individual Safety Plans**
- ❖ **Fire Prevention**
- ❖ **Fire Emergency Response**
- ❖ **Fire Emergency Plans and Evacuation**
- ❖ **Individualized Fire Safety Plans and Skills**
- ❖ **Community Safety**
- ❖ **Role of the Direct Support Professional: Accident Prevention, Risk Assessment, and Risk Management**
- ❖ **Reporting Incidents and Accidents**

Training Requirements for Employees of Persons Self-Directing with Employer Authority

Other Training Requirements

- **Completion of First Aid course.**
- **Training in areas specific to the need of the individual being served as outlined in the Plan of Care.**
- **Persons assisting with medication will be 18 years of age or older and be DDP certified to administer medications.**
- **INVEST Employment Specialist Training Curriculum training for employees providing Job Discovery/ Job Preparation and Supported Employment-Individual Employment Support.**

Training Requirements for Employees of Persons Self-Directing with Employer Authority

- **All College of Direct Support Lessons and First Aid training are due within 30 days of hire.**
- **Total of twenty-six College of Direct Support lessons**
- **Online Lessons take approximately 20-30 minutes per lesson - Some Lessons have activities included that may add up to an additional 20 minutes per lesson.**
- **Total lessons take approximately 16 hours to complete for most learners.**
- **Each lesson may be completed automatically if student passes the pretest with a score of 80% or better.**