

**History and Current Requirements for Direct Support Professional Training
In Use for ID Waiver Residential, Personal Assistance, Day Support and Prevocational Services
and DS Waiver Day Support and Prevocational Services**

Time Frame	Discussion
January-February 1997	DMHMRSAS conducted statewide training for supervisors/trainers using the new “MR Orientation Workbook,” edition 1997. Certificates provided to those who attended live trainings, approving them as trainers for direct support staff. Test was now available for direct staff to complete.
September 1998	1998 “MR Operations Manual” instructed providers to document successful completion of the test for every staff by including the name of staff, date of hire, and date of successful completion of the test. No certificates for direct support staff mentioned/available.
February 1999	<p>DMHMRSAS Brief #13 introduced <u>Assurance Certificates</u> for both supervisors/trainers and direct support staff. Assurance Certificates and instructions for their use accompanied Brief #13. Providers were instructed to retain direct support staff’s test, and newly tested staff should have a “Direct Support Staff Assurance Certificate” completed and kept on file. <u>The Assurance Certificate itself does not indicate needing a copy of the test.</u></p> <p>The Supervisor Training Video is introduced as a means to train new supervisors/trainers how to use the Workbook and administer the accompanying test. Another option referenced for new supervisors/trainers is to receive instruction from an existing supervisor/trainer who attended one of the 1997 DMHMRSAS statewide training sessions.</p>
November 2002	The “MR Staff Orientation Workbook” is revised, along with the Assurance Certificates. No mention of keeping a copy of the direct support staff test.

Time Frame	Discussion
September 2006	<p>The College of Direct Supports is added as an option for training direct support professionals (DSPs) and the Assurance Certificates were revised to reflect this addition.</p> <p><u>DSPs providing supports under the DS Waiver must complete their training prior to providing services.</u></p>
December 2007	<p>The option of DSP training via an online curriculum offered by Service Source was added.</p>
7/1/09	<p>The “MR/ID Community Services Manual” includes the requirement that all DSPs subject to these training requirements under the ID Waiver be trained prior to beginning service delivery.</p>
July 2012 to present	<p>The “Staff Orientation Workbook” was revised and renamed as the “Direct Support Professional Orientation Manual.” All providers’ supervisors/trainers of DSPs were required to attend a live training conducted by DBHDS regarding new procedures/materials. Supervisors/trainers are now required to take the DSP test themselves and retain this on file.</p> <p>Agency supervisors/trainers unable to participate in the live training or hired after the live training are required to access the training online. Certificates available/required to be kept on file for both the live and online training verifying all are credentialed.</p> <p>DSP staff hired before 7/1/12 is not required to participate in the updated training. Those hired on/after 7/1/12 must participate in the updated training, use the updated manual and take the updated test (passing with a score of 80% or better) before beginning ID or DS Waiver service delivery.</p> <p>The Supervisor Assurance Certificate contains a reference to keeping the training certificate and Supervisor Assurance Certificate on file for viewing during a DMAS Quality Management Review or audit. The Direct Support Assurance Certificate references the need to keep the Assurance Certificate and a copy of the scored test on file for viewing during a DMAS Quality Management Review or audit.</p> <p>Use of the College of Direct Support and Service Source’s online training were phased out.</p>

Time Frame	Discussion
09/18/12	Medicaid Memo released detailing the updated training procedures effective 7/1/12.
10/04/12	Revised Medicaid Memo detailing the updated training procedures effective 7/1/12 released. Includes 11/1/12 date for commencement of auditing using the new procedures.