

**Date:** August 1, 2018

**DDSD-DDW Numbered Memo 2018-14**

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**To:** All DD Waiver Providers, Case Managers, Consultants, Community-Based Service Providers, and Interested Parties

**From:** Jim Copeland, DDSD Director

**Subject:** Training Database Position Consolidation

Over that past several months, the Training Unit in collaboration with the DDSD compliance team has worked to consolidate position titles in the CDD Training Database. There were many position titles in the database that were largely unused and were also non-existent in our field. Please see the outline below of how we have consolidated positions and how trainings should be entered moving forward.

Position(s) that should be in the Database	Position(s) that should be consolidated with the position on the left
Direct Support Staff	<ul style="list-style-type: none"> <li>• Community Access Staff</li> <li>• Customized In-Home Support Providers</li> <li>• Family Living Providers</li> <li>• Greenhouse Staff</li> </ul>
Direct Support Supervisor	<ul style="list-style-type: none"> <li>• Greenhouse Manager</li> </ul>
Internal Service Coordinator	•
Independent Case Manager	•
Case Management Supervisor	•
Nurses	•
Occupational Therapist	•
Speech and Language Therapist	•
Behavior Support Consultant	•
DDSD	<ul style="list-style-type: none"> <li>• All DDSD Staff should be consolidated into one category rather than have multiple DDSD offices statewide</li> </ul>
DHI -QMB	
DHI – IMB	
Admin/Management	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Management</li> <li>• Program Director</li> <li>• Record Keeper</li> <li>• Health Services</li> </ul>

No Training Required	<ul style="list-style-type: none"> <li>• Family Member</li> <li>• Guardian</li> <li>• Other Waiver Independent Case Manager</li> <li>• Advocate</li> <li>• Recreational Therapist</li> <li>• Self-Advocate</li> <li>• Vocational Therapist</li> <li>• General Support Staff</li> <li>• Medical Professional</li> <li>• New Job Title</li> </ul>
Substitute Care	•
Trainer	•
Mi Via	•
Crisis Response Staff	•
Respite	• Behavioral respite
Military/Maternity/Other Leave	• Inactive Status
Med Frag	•
Position Unknown	•
ICF	• ICF Nurse
Physical Therapist	•
Volunteer/Contractor	<ul style="list-style-type: none"> <li>• Consultant/Independent Contractor</li> <li>• Pending Contractor</li> </ul>
HRC	•
Physical Therapist	•

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