
Updated Guidance for DDW Trainings

April 9, 2020

During the COVID-19 crisis we have tried to make multiple accommodations for trainers and participants to attend courses. All instructions on the March 26, 2020 frequently asked training questions letter with Memo #6 remain the same.

If you are planning to teach any of the DDS core trainings during this national crisis, here are the new things you need to know:

1. If you can conduct remote/video conferencing trainings with participants. You must contact your DDS regional training coordinator to request Live Stream training status. *You will be asked how you are planning to make these training accommodations to comply with remote learning, discussions, activities and exercises accordance with the module intro and trainer guide.*
2. AWMD now has two parts for each module type. Participants need to be entered on both rosters in order to be AWMD certified. If participants are using the ARCA live or recorded version they need to request Part 2 from their agency trainer. Agency trainers are responsible for training Part 2.
 - Assisting with Medication Delivery Part 1 - Live Stream
 - AWMD Part 2: P&P and OTJ (Agency Trainer)
 - AWMD Recertification Part 1 Live Stream
 - AWMD Recertification Part 2: P&P and OTJ (Agency Trainer)
3. PBSS competency can be completed by using the role play at the end of the course, or if trainers would prefer, they may conduct a written competency we now have available.
4. We are creating competency URLs for all Live Streaming DSP Courses. These links will be provided to you once you request the ability to teach Live Streaming courses.

After a participant completes a Live Streaming course:

1. The trainers will send the competency link to participants.
2. The participants will click on the link and it will send them to the New Mexico Waiver Training Hub.
3. The participants enter their unique identifier.
4. The participant completes and passes the competency (passing grade 90%)
5. The participant then sends a copy of the certificate to their trainer.

6. The trainer verifies the participants successful completion of the competency, and enters the participant's course achieved date to the roster in the Training Hub.

*If you prefer managing the competencies without this online link, you may continue what you are doing.

5. To accommodate the need for trainings, we are in the process of recording and mounting all DDW / DSP core courses on The New Mexico Waiver Training Hub. These are temporary versions of Face-to-Face trainings that are recorded for use during the COVID-19 emergency. People successfully completing the recorded course and competency will receive credit for it, have it placed on their transcripts, and can print or download a certificate of completion.

6. For those that took the ANE refresher online as a stopgap the initial guidance from our FAQ letter on March 26, 2020 still stands. You will need to retake the face to face option within 30 days of the social distancing order being lifted.

To accommodate participants, we have now created two additional options that will count to meet the ANE/DOH developed face to face training requirements.

- First and preferable option - ANE (DOH Developed) Live Stream*

<https://ddsctrain.cdd.unm.edu/Calendar.aspx>

- Second option - ANE (DOH Developed) Recorded*

<http://cdd.unm.edu/other-disability-programs/disability-health-policy/ddsdcourses/abuse-neglect-and-exploitation-doh-developed.html>

*Participants who take either of these versions will not have to take the ANE face to face training once we resume normal operations.

7. If you have scheduled face to face training in the New Mexico Waiver Training Hub you need to go into the system and cancel those courses up to May 1, 2020 in accordance with the Governor's order.

If you have questions or need additional clarification or guidance on specific issues to maintain fidelity to the trainings, you may contact your regional trainer:

- Metro: Destinie Jaramillo – Destinie.Jaramillo@state.nm.us
- NE: Jacob Archuleta – Jacob.Archuleta@state.nm.us
- SE: Chris Faggion – Christyn.Faggion@state.nm.us
- SW: Ed Santiago – Edward.Santiago@state.nm.us
- Statewide/NW: David Espinosa – David.Espinosa@state.nm.us
- Statewide TA: Doug Wooldridge - Douglas.Wooldridge@state.nm.us
- Statewide: Jenny Bartos - Jennifer.Bartos@state.nm.us
- Statewide Training Manager: Teresa Tomashot – Teresa.tomashot@state.nm.us

We understand these are difficult times, we truly appreciate all that you are doing to keep people safe.