

<b>Department of Health (DOH) Developmental Disabilities Supports Division (DDSD) Policy</b>	<b>Policy Number: T-001</b>
	<b>Supersedes: New Policy</b>
<b>Policy Title: Reporting and Documentation of DDSD Training Requirements Policy</b>	
<b>Effective Date: March 1, 2007</b>	
<b>Approved: Signature on File</b>	<b>Date: 2-23-07</b>

## I. PURPOSE

- A. The purpose of this policy is to establish minimum requirements for reporting and documentation of DDSD training requirements. Specifically, it applies to training requirements for direct service and case management agency staff paid to support:
1. Individuals receiving services through the Developmental Disabilities Waiver;
  2. Adults receiving residential or day services through the State General Fund.

## II. POLICY STATEMENTS:

- A. Within five (5) working days of a training, certified trainers of core curriculum modules shall, using approved forms/processes, submit course information to the DDSD statewide training database, indicating at least the following:
1. Name of course
  2. Date(s) of course
  3. Name of certified facilitator(s)
  4. Names and unique identifier information (first three letters of last name, first two letters of first name and last four numbers of the social security number, i.e., John Doe would be DOE-JO-1234) of all course participants.
  5. Pass (P) or Fail (F) course grades for each course participant.
- B. Within five (5) working days of a train-the-trainer session, certified mentors of core curriculum modules shall, using approved forms/processes, submit trainer certification information to the DDSD statewide training database, indicating at least the following:
1. Name and signature of trainer (who is being certified)
  2. Name and signature of course mentor
  3. Name of course
  4. Date of certification
  5. Level of certification
- C. Agencies shall submit the names, hire dates and position titles of all direct support staff, direct support supervisors, service coordinators, case managers and case management supervisors to the DDSD statewide training database. This data must be submitted using approved forms and processes within ten (10) working days of the date of hire.
- D. Agencies shall submit names, hire dates and position titles of any other agency personnel who will take core curriculum trainings as part of their job responsibilities (e.g., respite staff and trainers) to the statewide training database. This data must be submitted using approved forms and processes within ten (10) working days of the date of hire.
1. An individual's training history will be tracked by their unique identifier within the statewide training database.
- E. Agencies shall submit information to the DDSD statewide training database regarding personnel changes (e.g., when a staff member leaves the agency, changes his/her name or receives a promotion) within ten (10) working days, using approved forms/processes.
- F. Agencies shall maintain accurate and complete training records.

- G. Agencies shall maintain documented proof that former and current staff have completed required trainings. Documented proof shall consist of at least one the following:
  - 1. Competency verification forms;
  - 2. Copies of course completion certificates/cards (when courses do not require trainees to complete a competency verification form/test);
  - 3. Individual transcripts generated from the DDS D statewide training database (e.g., when staff completed trainings while working for a different provider agency); or
  - 4. Agency sign-in sheets (only for individual-specific training sessions outside of a formal classroom setting).
- H. Within ten (10) working days of a request, agencies shall provide former and current staff with copies of the first page of their completed competency verification forms and/or course completion certificates/cards. Agencies can charge a reasonable fee to process such requests (e.g., \$5.00).
- I. Agencies shall develop a written procedure, specifying the standardized process for agency tracking of individual-specific training requirements.
- J. Agencies shall be subject to training audits conducted by DOH staff or designees. Training audits may include (but not be limited to) the following:
  - 1. Training record reviews
  - 2. Interviews with agency personnel
  - 3. In-class monitoring

### III. APPLICABILITY:

This policy applies to trainers and mentors of core curriculum training courses. It also applies to agencies that provide any of the following services:

- A. Developmental Disabilities Waiver
  - 1. Case management services
  - 2. Community living services (e.g., supported living, family living and independent living)
  - 3. Adult habilitation services
  - 4. Supported employment services
  - 5. Personal support services
  - 6. Respite services
  - 7. Tier III crisis service
- B. State General Fund residential and day services for adults with developmental disabilities
- C. ICF/MR residential and day services (for Jackson Class Members)

Developmental Disabilities Waiver and the State General Funded Service descriptions and standards can be accessed on the DDS D website at [www.health.state.nm.us/ddsd/](http://www.health.state.nm.us/ddsd/) under the “Rules” tab of the homepage.

### IV. DEFINITIONS:

- A. *Certified Mentor*: means a person who has completed the DDS D mentorship certification process, which includes, but may not be limited to, the following: attending DDS D’s mentorship course, demonstrating mastery of the course content and demonstrating ability to mentor a potential trainer effectively.
- B. *Certified Trainer*: means a person who has completed the DDS D trainer certification process, which includes, but may not be limited to, the following: attending DDS D’s trainer certification course, attending a train-the-trainer session and demonstrating ability to facilitate the course effectively.

- C. *Core Curriculum Training*: means a training that was developed to address one or more set(s) of DDS competency statements.
- D. *Jackson Class Member*: means all members of the plaintiff class of the Jackson Litigation, as defined in Court's Order Reconfiguring the Class, dated February 24, 1995.
- E. *Staff*: means the employees, contractors, or subcontractors of case management and direct service provider agencies.
- F. *Training*: means a systematic and organized presentation of information that promotes on-the-job application of targeted competencies (i.e., applicable awareness, knowledge and skills). Training, by definition, is not limited to a classroom environment. To be effective, training needs to be applied to the job with the support of the agency.

**V. REFERENCE:**

Developmental Disability Act [28 –16A-13. (C) (2)].