



DD Orientation Training Requirements for Non-DBHDS-Licensed Providers

(Building Independence, Family & Individual Supports, and Community Living Waivers)

(Effective September 1, 2016)

Fulfilling the **competency requirements** for **non-DBHDS-licensed providers** in the Building Independence (BI), Family & Individual Supports (FIS), and Community Living (CL) Medicaid Waivers' requires successful passing of a knowledge-based test located online for supervisors and in the "Orientation Manual for DSPs and Supervisors (July 2016)" for DSPs. This orientation process establishes basic requirements for all DSPs and their supervisors of services as described in the chart below. The manual containing the test is available on the DBHDS website at www.dbhds.virginia.gov under Professionals and Service Providers, Developmental Services, Provider Development and then selecting the Competencies and Training tab.

Each Direct Support Professional (DSP) and supervisor completing the test must maintain the appropriate signed assurance, which is included within this document. The chart below outlines the testing and competency requirements for non-DBHDS-licensed services provided under these waivers:

Testing and assurances required for non-DBHDS-licensed providers of these services
<ul style="list-style-type: none">• Agency-Directed Personal Assistance• Agency-Directed Companion• Agency-Directed Respite

To assist in passing the test and meeting requirements, DBHDS has provided the "Orientation Manual for DSPs and Supervisors (July 2016)." It includes content that meets DBHDS requirements for training and contains practical suggestions designed to help staff discern their role and responsibilities as a provider of support to persons with developmental disabilities.

Orientation Manual content includes: the characteristics of developmental disabilities and Virginia's DD Waivers, person-centeredness, positive behavioral supports, effective communication, DBHDS-identified health risks and the appropriate interventions, and best practices in the support of people with developmental disabilities.

Each chapter is designed to facilitate thoughtful discussion between DSPs and their supervisors. Because of this, the content should be presented in either 1:1 or small group sessions, followed by discussion with the direct supervisor and the testing of DSPs using the accompanying test. PowerPoint slides that compliment the manual are available on the DBHDS website to assist Supervisors with training DSPs. If a DSP experiences difficulty with one or more sections of the test, the information should be re-presented and that section of the exam may be subsequently retaken.

Accessing Online Testing for Supervisors

Supervisors requiring the test can access training slides, complete the test, and obtain a certificate online through the DBHDS Learning Management System at <https://covkc.virginia.gov/dbhds/external>. Supervisors must retain the appropriate assurance and a copy of the LMS certificate of completion during the provision of services under these waivers.

Supervisor-specific Responsibilities

Supervisors of direct support professionals providing supports in non-DBHDS-licensed agencies should review the following information (and training slide content on supervisor's responsibilities online through the DBHDS Knowledge Center) and must complete the attached "Supervisor Assurance" (dated July 2016).

*Why is training required?**

- So people get quality services
- To build skills and confidence
- To enhance the supervisor-DSP relationship.

*Required **before** providing services in the BI, FIS, or CL Waivers

What is the purpose of the Orientation Manual option for training?

- To outline the current values and best practices associated with providing Developmental Disability Waiver services and supports.
- To provide DSPs and supervisors with practical tips on how to implement these values and better support individuals with intellectual and other disabilities.
- To prepare DSPs and supervisors who come with varying degrees of experience, for the work ahead of them.
- To promote person-centered service delivery.

What are my responsibilities as a supervisor?

- To obtain a certificate through the DBHDS Knowledge Center and pass the Orientation Manual test (with a total score of 80% or better).
- To complete a Supervisor Assurance that verifies the completion of the supervisor's

training and confirms understanding of the requirements for training and ensuring the training and testing of DSPs.

- To ensure that each direct support professional, providing services has completed training and successfully passed the Orientation Manual test. Training must be completed and the test passed by DSPs **before providing reimbursable supports through the BI, FIS or CL Waivers.**
- To schedule a time to meet with DSPs once they have received training, to talk about the specific topics.
- To be prepared to answer questions and explain how principles and values are supported by your agency and the work they will be doing.
- To ensure that all DSPs pass the test before providing services, each DSP must achieve at least a total of 80% of the test items correct. The DSP may take and pass the chapter tests all at once or one at a time as the chapter content is presented.

Additional information about training, tests, and assurances.

- DSPs who come to your agency from another agency and have documentation of having completed training and passed the 2016 Orientation Manual Test there do not have to be retrained, although you should still discuss the values and concepts as they pertain to your agency’s policies with your new employee. Ensure that you receive a copy of their test and assurance and keep it on file.

Documents needing to be maintained for review

Role	Documentation needed
Supervisors of Direct Support Professionals in non-DBHDS-licensed agencies	Online certificate from the DBHDS Learning Management System; Supervisor Assurance;
Direct Support Professionals in non-DBHDS-licensed agencies	Copy of completed Orientation Manual Test; Direct Support Professional Assurance;

NOTE: Failure to train direct support professionals and have the proper documentation for yourself and/or direct support professionals may result in financial retractions from DMAS.

Supervisor Assurance
(for Non-DBHDS-Licensed Services)

[To confirm successful completion of training and testing requirements for the DD Waivers]

I, _____ (print), recognize that, as a condition of providing services or consultation under the BI, FIS and CL Waivers, the following requirements must be met. I hereby assure that, as supervisor of these services, the following events have occurred as described.

- 1) I have reviewed the required training topics (including the characteristics of developmental disabilities and Virginia’s DD Waivers, person-centeredness, positive behavioral supports, effective communication, DBHDS-identified health risks and the appropriate interventions, and best practices in the support of individuals with developmental disabilities) and completed the DBHDS online training for supervisors, which details the supervisors’ responsibilities for ensuring DSP training, testing and competency requirements of the BI, FIS and CL waivers.
- 2) I have obtained a supervisor’s training certificate through the DBHDS Knowledge Center and passed the Orientation Manual test (with a total score of 80% or better).
- 3) I [*or a certified trainer*] will ensure that DSPs who will be providing services have received training in the characteristics of developmental disabilities and Virginia’s DD Waivers, person-centeredness, positive behavioral supports, effective communication, DBHDS-identified health risks and the appropriate interventions, and best practices in the support of individuals with developmental disabilities and have passed the Orientation Manual Test (with a total score of 80% or better).
- 4) When using the “Orientation Manual for DSPs and Supervisors (July 2016),” I agree NOT to give the manual to DSPs as a self-study tool, but rather to meet with them individually or in small groups to review the content and dialogue about it. I will meet with DSPs who utilize the on-line orientation training for DPSs to facilitate their further understanding of the material and answer questions.

Supervisor’s Signature

Date

Director/Manager’s Signature (Optional)

Date

Agency Name and Address

Please keep this assurance and your training certificate on file for viewing during a DMAS Quality Management Review.

Direct Support Professional Assurance

[To confirm successful completion of testing and competency requirements for the DD Waivers]

I, _____(print) recognize that, as a condition of providing direct support under the BI, FIS and or CL Waivers, the following requirements must be met. I hereby assure that, as a direct support professional delivering one or more of these services, the following events have occurred as described:

- 1) I have received instruction in the characteristics of developmental disabilities and Virginia's DD Waivers, person-centeredness, positive behavioral supports, effective communication, DBHDS-identified health risks and the appropriate interventions, and best practices in the support of individuals with developmental disabilities.
- 2) I have taken and passed (with a total score of 80% or better) the "*Orientation Manual Test.*"
- 3) The above events occurred prior to my providing direct reimbursable support services under the BI, FIS, or CL Waivers.

My signature and date below indicate the date I passed the "DSP Orientation Test."

Direct Support Professional's Signature

Date

Supervisor's Signature

Date

Trainer's Signature (if applicable)

Date

Agency Name

Agency Address

Please keep this assurance and a copy of the scored test on file for viewing during a DMAS Quality Management Review. Keep a copy for your own records.