

**DEPARTMENT OF
PUBLIC HEALTH AND HUMAN SERVICES**



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POLICY MEMO

To: State Staff and Developmental Disabilities Providers
Re: College of Direct Support Training
From: Jeff Sturm, Program Director

The 2007 Legislative Session funded the Developmental Disabilities Program to enter into a contract with The College of Direct Support to provide standardized, quality training for Montana Direct Care Employees. This funding is allocated to the program yearly and a rate was established that funded another 20 hours of training specifically for the College of Direct Support courses.

Last year a workgroup was formed which consisted of providers and other stakeholders, facilitated by State staff. The workgroup shaped policy which determined that all Direct Care Professionals would complete a standardized set of lessons, which was called Tier One. This set of lessons would be completed within six months for existing employees and six months after employment began for new hires. This standard remains to day and all new hires must complete Tier one within six months from the date of hire.

In year two, which begins July 1, 2008, providers have two options as to the path they wish to pursue in relation to the College of Direct Support to meet the 20 hours of training funded by the Developmental Disabilities Program through the rate. They are as follows:

- Providers may choose to develop their own modules from the College of Direct Support lessons. If a provider chooses to do this, once they have established their list of required lessons they will need to submit them to the Central Office and the Quality Improvement Specialist they work with.
- Providers may choose to utilize the Career Track for Credentialing that is attached with this document. This is a standard set of lessons for a five year plan to allow Direct Care Professionals the opportunity to meet all the requirements to be come credentialed through the National Association of Direct Care Professionals. The committee is looking into the possibility of funding the application fee for any employee who wishes to take this career path.

Providers do not need to pick one or the other. They may wish to create a list of standardized courses but allow employees to choose the career path if they desire. The Provider administrator will keep the records and assign the employee the training option they wish to pursue. Once a training option has been selected the Quality Improvement Specialist must receive a list of employees and their selected training requirements.

Each year the provider may once again determine what lessons to require for their employees to meet the 20 hours of College of Direct Support Training funded through the rate.

The College of Direct Support continues to create new lessons each year. If there are courses which you feel would enhance the quality of education and the care of individuals in your services please notify us and we will submit your requests to the College of Direct Support Administrator.

If any of you require technical support in building your training lists or with administrative issues please notify Bill Heinecke at (406) 444-6952. If you would like to meet regionally as a group for technical assistance please notify your Regional Manager. Upon notification we will make the necessary arrangements to provide on-site local assistance.