Statewide Implementation of the College of Direct Support

In 2009, The NJ Division of Developmental Disabilities will subscribe to the College of Direct Support (CDS), making the Career Path available to all DSPs who work with people and agencies who receive HCBS waiver funding. The CDS, a learner management system, will be used to track pre-service training of all agency staff. Agencies will also have the opportunity to offer the Career Path to its DSPs and use the CDS to assign courses of their choosing to their staff.

All agencies will need to identify a CDS Administrator (or collaborate with another agency on administration). All agencies must submit a list of current staff to DDD for bulk upload into the CDS. DDD will be sending spreadsheets out to each agency for creation of this list. Information that will be required includes the staff person’s

- First and last name
- Last 4 digits of their social security number
- Hire Date
- Email address. This may be the person’s personal email address, their agency address, or a general mailbox listed for all staff.
- Agency Name, DDD Region, and County, other info as required by DDD

Agencies will be given access to the CDS through the regional rollout process taking place in 2009. Technical support will be provided by the CDS System Administrator and training will be provided by The Boggs Center starting in early 2009. Agencies will need to have their CDS Administrator participate in training on CDS Administration. Lead and Non-Lead Training agencies as well as DDD regional training coordinators will need to attend both the agency level administrator training and administration training designed specifically as it relates to Pre-Service training.

All new hires will be entered into the CDS when the agency starts to use the system. All agencies will use the CDS to enter new hires, track Pre-Service training as well as other DDD tracking requirements by December 31, 2009.

Participation in the Career Path is voluntary, and the amount of salary increase given is determined by the agency. Participation is highly recommended to reduce staff attrition, increase morale, and recognize the professionalization of DSPs. There will be no fee for agencies to access the CDS. Agencies also have the opportunity to offer the curricula on a course by course basis to its staff. It is recommended that agencies review the courses to find those that would meet their training needs.

Informational sessions on statewide implementation of the CDS will be held at all of the membership associations and are available by request. In addition to the CDS Administration Trainings, informational sessions on how to implement the career path, and Becoming and Effective Mentor and Mentor train-the-trainers will be offered throughout 2009 and 2010.
## Benefits of CDS Implementation

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<th>Issue</th>
<th>How CDS addresses it</th>
<th>What agencies need to do</th>
<th>Benefits to DSPs</th>
<th>Benefits to PWD</th>
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<th>Agency Responsibilities</th>
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<tr>
<td>CMS is requiring NJ to centralize tracking of pre-service training</td>
<td>Pre-service training will be recorded in each Learners record</td>
<td><strong>Must have</strong> all current and new hires entered into CDS Select an administrator and have him/her attend 1 day CDS administration training</td>
<td>Transcripts and electronic records are created that show completion</td>
<td>More consistent training leads to better support</td>
<td>Easy access to staff training records, even new hires.</td>
<td>Complete spreadsheet with staff as requested by DDD. Select an agency administrator to be trained on CDS Administration. Maintain Pre-Service Training Records as required by DDD.</td>
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<td>High DSP attrition &amp; vacancy rates</td>
<td>Increases high quality accessible educational opportunities for DSPs and FLS as part of NJ career path</td>
<td><strong>Option</strong> to offer the career path</td>
<td>Knowledge and skills increase, receive on the job support from mentor, higher pay for time invested</td>
<td>Higher quality support, better relationships over time</td>
<td>Well trained staff. Increased staff job satisfaction through recognition. Reduced turnover and associated cost. No financial fee involved for access to CDS training.</td>
<td>Maintain the integrity of the Career Path (courses, mentoring, portfolio). Salary increases for DSPs on career path (amount determined by each agency).</td>
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<td>Lack of Sufficient Training for DSPs and FLS</td>
<td>Provides high quality training courses that demonstrate nationally recognized best practice</td>
<td><strong>Option</strong> to have agency staff take various courses in the CDS</td>
<td>Increase in knowledge and skills, increased reassurance that they know how to do the job</td>
<td>Skilled staff that are kept up to date on best practices</td>
<td>Well trained and more confident staff. Can be used to train staff in self directed programs. Better supports – great way to advertise the agency. PWD and Families want well-trained staff.</td>
<td>Choose which classes they would like their staff to take, computers, and training time.</td>
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A Calendar of Career Path Information Sessions and College of Direct Support Administration Trainings provided by The Boggs Center will be available at the beginning of 2009.