

### **All DSPs working with individuals shall meet the following requirements**

- Be at least 18 years of age
- Demonstrate the ability to communicate adequately in order to
  - Complete required forms and reports of services provided
  - Follow oral and written instructions, and
  - Communicate with an individual in the individual's mode of communication
- Complete training as referenced in this policy
- Demonstrate continuous competency as described in this policy
- Negative TB test
- CPR certification
- Auto insurance information
- Driver's License

### **Initial Training for DSPs**

- Before providing services to individuals, all DSP staff will undergo competency verification based on initial orientation training in
  - DDRS approved core competencies
  - DDRS incident reporting
  - Physical intervention techniques necessary to provide emergency behavioral supports as outline in the "Behavior Support Plan" policy
- The DDRS approved core competencies include the following:
  - Person Centered Planning, which includes but is not limited to the following training topics
    - Person centered planning tools
    - Respect and individual rights
    - Choice
    - Competence, and
    - Community presence and participation
  - Protection against abuse, neglect, or exploitation which includes but is not limited to the following training topics:
    - The cause of abuse, neglect, and exploitation
    - The prevention of abuse, neglect, and exploitation
    - The reporting of abuse, neglect, and exploitation
  - Health and Wellness, which includes but is not limited to the following training topics
    - Universal precautions
    - Personal care
    - Safety during emergencies
    - Positive behavioral supports
    - Maintaining a safe environment
    - Nutrition and wellness
    - Vehicle safety
    - Safety during lifting and transferring
    - Diet and health related issues
  - Communication, which includes but is not limited to the following training topics
    - The purpose of the communication

- Strategies for communicating
- Communication with individuals
- Communication with members of the Individual's IST and other people of significance or influence in the individual's life
- Conflict resolution
- Confidentiality of an individual's information
- Medication administration and medication side effects, which includes but is not limited to the following training topics:
  - Medication administration and side effects training by a licensed nurse, and
  - Competency in medication administration documented by a licensed nurse
- First Aid and CPR, which include but is not limited to the following training topics
  - Emergency precautions and preparedness
  - Injury and medical emergencies
  - Cardiopulmonary resuscitation
- Training on the DDRS core competencies shall be provided to DSP Staff only by qualified trainers
- Prior to providing services to an individual, all DSP staff will
  - Be trained to competency in the individual specific interventions for each individual they are working with, including but not limited to the individual's
    - Health and risk needs
    - Behavioral supports
    - Diet and nutrition needs
    - Swallowing difficulties
    - Medication administration needs
    - Side effects for prescribed medications
    - Mobility needs
    - Means of communication and corresponding and
    - Outcomes and strategies included in the ISP
- All training and documentation shall be in compliance with the "Personnel Policies" policy

#### **Direct Support Professional Staff Continuous Competency**

- All DSP staff shall demonstrate continuous competency in
  - The DDRS approved core areas of competencies outlined in this policy
  - DDRS incident reporting
  - Physical interventions techniques needed for emergency behavioral supports described "Use of Restrictive Interventions" policy
  - Individual specific interventions outline in this policy
- All training documentation shall be in compliance with the guidelines set forth in the DDRS "Personnel Policies and Manuals" policy
- 1. A provider shall train the provider's employees or agents in the protection of an individual rights, including how to
  - a. Respect the individual
  - b. Protect an individual from ANE
  - c. Implement person centered planning and an individual's ISP
  - d. Communicate successfully with an individual
- 2. A provider that develops training outcomes and objectives for an individual shall train the provider's employees or agents in
  - a. Selecting specific objectives
  - b. Completing task analysis

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- c. Appropriate locations for instruction and
    - d. Appropriate documentation of an individual's progress on outcomes and objectives
  - 3. A provider shall train DSPs in providing a healthy and safe environment for an individual, including how to
    - a. Administer medication, monitor side effects, and recognize and prevent dangerous medication interactions
    - b. Administer first aid
    - c. Administer cardiopulmonary resuscitation
    - d. Practice infection control
    - e. Practice universal precautions
    - f. Manage individual-specific treatments and interventions, including management of an individual's
      - i. Seizures
      - ii. Behaviors
      - iii. Medication side effects
      - iv. Diet and nutrition
      - v. Swallowing difficulties
      - vi. Emotional and physical crises
      - vii. Significant health concerns
    - g. Conduct and participate in emergency drills and evacuations

**Criminal History cannot include**

- (1) A sex crime (IC 35-42-4)
- (2) Exploitation of an endangered adult (IC 35-46-1-12).
- (3) Failure to report:
  - a. (A) battery, neglect, or exploitation of an endangered adult (IC 35-46-1-13); or
  - b. (B) abuse or neglect of a child (IC 31-33-22-1).
- (4) Theft (IC 35-43-4), if the person's conviction for theft occurred less than ten (10) years before the person's employment application date, except as provided in IC 16-27-2-5(a)(5).
- (5) Murder (IC 35-42-1-1).
- (6) Voluntary manslaughter (IC 35-42-1-3).
- (7) Involuntary manslaughter (IC 35-42-1-4).
- (8) Felony battery
- (9) Felony offense relating to a controlled substance

A provider shall obtain a criminal history check which an employee, officer, or agent involved in the management, administration, or provision of services has resided during the three (3) years before the criminal history check is requested from the county.