

**Department of Intellectual and Developmental Disabilities  
Training Requirements for Provider Staff Categories**

Additional Requirement	Course Essential Learning Training (ELT) College of Direct Support (CDS)	Phase I 30 Days of DOH	Phase II 60 Days of DOH	Phase III 90 Days of DOH	Phase IV 120 Days of DOH	Modality	Acceptable Documentation
<b>6.3.a. Family Support Program</b> Family Support Directors and Family Support Coordinators							
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[Relias] Assisting People with Intellectual and Developmental Disabilities in Choice Making <i>(formerly Making Choices Supporting individuals with ID)</i>  [CDS] Individual Rights and Choice (4 lessons)		X			Classroom Web-based	Certificate Transcript

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<b>6.3.b. Waiver Service Providers</b>							
<b>6.3.b.1. Direct Support Professionals (DSP) and DSP supervisors.</b>							
Direct support staff provides direct, hands-on services and supports to people supported by the agency.							
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[Relias] Environmental Safety for Individuals with Developmental Disabilities <b>AND</b> Risk Management for individuals with IDD <b>AND</b> Back Injury Prevention ( <i>Formerly: Physical Safety in the Workplace</i> )  [CDS] Safety at Home and in the Community (6 lessons)	X				Classroom Web-based	Certificate Transcript
Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate
	[Relias] Fire Safety  [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format

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	[Relias] People with Disabilities: Building Relationships and Community Memberships  [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relais] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[Relias] Assisting People with Intellectual and Developmental Disabilities in Choice Making <i>(formerly Making Choices Supporting individuals with ID)</i>  [CDS] Individual Rights and Choice (4 lessons)		X			Classroom Web-based	Certificate Transcript
	[Relias] Principles and Practices of Effective Direct Supports <i>(formerly The Role of the Direct Support Professional)</i>  [CDS] Direct Support Professionalism (all lessons)		X			Classroom Web-based	Certificate Transcript
	[Relias] Person Centered Planning for Individuals with Developmental Disabilities <b>AND</b> Supporting Quality of Life for a Person with Developmental Disabilities. <i>(formerly: Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults &amp; Seniors)</i>  [CDS] Person Centered Planning and Supports (All lessons)		X			Classroom Web-based	Certificate Transcript

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	[Relias] Systematic Instruction Strategies <i>(formerly Strategies for Teaching Individuals with DD, Part 1 &amp; Part 2)</i>  [CDS] Teaching People with Disabilities (all lessons)		X			Classroom Web-based	Certificate Transcript
	[Relias] Principles of Positive Behavior Support for DSPs Part 1: Overview <i>(formerly Overview of the Principles of Positive Behavior Support for Direct Support Professionals)</i>  [CDS] Positive Behavior Support (all lessons)		X			Classroom Web-based	Certificate Transcript
Official copy/prrof of Certification must be obtained from your DIDD Regional Office's Nursing Department	Medication Administration for Unlicensed Personnel					Classroom	Certificate
<b>6.3.b.2. Program Support Staff</b> Staff who do not provide direct, hands-on services and assist with care coordination.							
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript

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	[Relias] People with Disabilities Building Relationships and Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relais] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i> [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
	[Relias] Person Centered Planning for Individuals with Developmental Disabilities <b>AND</b> Supporting Quality of Life for a Person with Developmental Disabilities. <i>(formerly: Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults &amp; Seniors)</i> [CDS] Person Centered Planning and Supports (all lessons)		X			Classroom Web-based	Certificate Transcript
Incident Management Coordinator only	TNDIDD Protection from Harm - Advanced for Incident Managers		X			Classroom Web-based	Certificate Transcript
	[Relias] Principles of Positive Behavior Support for DSPs Part 1: Overview <i>(formerly Overview of the Principles of Positive Behavior Support for Direct Support Professionals)</i> [CDS] Positive Behavior Support (all lessons)		X			Classroom Web-based	Certificate Transcript

**6.3.b.3. Day and Residential Management Staff**

Staff who do not provide direct hands-on services but whose responsibilities include management of all aspects of a business entity providing day, behavior respite, residential, respite and/or personal assistance services.

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	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[Relias] Fire Safety  [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
	[Relias] People with Disabilities Building Relationships and Community Memberships  [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
New Providers	<b>New Provider Orientation</b> --The Board Chairperson and the chief executive officer/executive director, within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD, are required to either attend a DIDD New Provider Orientation or can review the material on the DIDD website: <a href="http://tn.gov/didd/section/providers#p1">http://tn.gov/didd/section/providers#p1</a>			X		Classroom or Web-based	Certificate

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<b>6.3.b.4. Administrative and Operational Support Staff</b> Staff who do not provide direct, hands-on services but whose responsibilities include core business functions.							
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
	[Relias] Fire Safety  [CDS] Fire Safety	X				Web-based On-the-Job	Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

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<b>6.3.b.5. Clinical Services Staff</b> Physical and Occupational Therapists, Speech and Language Pathologists, Physical and Occupational Therapy Assistants, Dietitians, Orientation and Mobility Specialists, Behavior Analysts or Specialists, Registered Nurses (RNs), and Licensed Practical Nurses (LPNs).							
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
Required for Director and Managerial Staff	Regional Office New Provider Orientation			X		Classroom Regional Office	Certificate

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Required for Behavior Services and Therapeutic Services Providers	Regional Clinical Services Orientation				X	Classroom Regional Office	Certificate or sign in sheet
<b>6.3.b.6. Subcontractors</b> All subcontracted staff must complete training based on their job responsibilities, regardless of position title.							
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i> [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[Relias] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i> [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
<b>6.3.b.7. Providers of Self-Directed Services</b> <b>(Day - non-facility based; Individual Transportation; Personal Assistance; Respite -single person agency)</b> All provider staff must complete training based on their job responsibilities, regardless of position title, in addition to the courses listed below.							

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	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Certificate Transcript
Recertification as required by certifying agency	CPR with Abdominal Thrust (Heimlich Maneuver)	X				Classroom	Certificate
Recertification as required by certifying agency	First Aid	X				Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)
	Information and Training Specific to the Person	X				On-the-Job	DIDD Personal Training Profile or Agency format
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relais] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Certificate Transcript

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	<p>[Relias] Environmental Safety for Individuals with Developmental Disabilities <b>AND</b> Risk Management for Individuals with IDD <b>AND</b> Back Injury Prevention (<i>Formerly: Physical Safety in the Workplace</i>).</p> <p>[CDS] Safety in the Home and the Community (6 lessons)</p>	X				Classroom Web-based	Certificate Transcript

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<b>6.3.b.8. Agency Trainers for Continuation of Staff Instructions</b> Providers must work with clinicians to designate, at a minimum, one trainer to carry out ongoing staff training on individual specific instructions.							
When needed	Designated Trainer on Specific Staff Instructions					On-the-Job	Sign-in Sheet
<b>6.3.c. Independent Support Coordinators (ISC) and ISC Managerial Staff</b> Staff and managers who provide support coordination services.							
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect for Individuals with I/DD <b>AND</b> TNDIDD Protection from Harm Training Basic including Incident Management Forms  [CDS] Maltreatment of Vulnerable Adults and Children (5 lessons); Protection from Harm Training; Incident Management Forms	X				Classroom Web-based	Transcript ISC Training Checklist
	[Relias] People with Disabilities: Building Relationships and Community Memberships  [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i>  [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[Relias] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i>  [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Transcript ISC Training Checklist
Annual Refresher Required	[Relias] TNDIDD Title VI Course  [CDS] Title VI	X				Classroom Web-based	Transcript ISC Training Checklist

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ISC New Providers	<b>New Provider Orientation</b> --The chief executive officer/executive director or Board Chairperson within ninety (90) calendar days of assuming office, being appointed or beginning contracted services with DIDD are required to either attend a DIDD New Provider Orientation or can review the material on the DIDD website: <a href="http://tn.gov/didd.section/providers#p1">http://tn.gov/didd.section/providers#p1</a>			X		Classroom or Web-based	Certificate
Pre-requisite for next course	Person-Centered Thinking [2 day course]				X	Classroom	Transcript ISC Training Checklist
	Person-Centered ISP Training (includes Outcomes & Action Steps component)				X	Classroom	Transcript ISC Training Checklist
	Appeals Process				X	Classroom Webinar	Transcript ISC Training Checklist
	Information and Training Specific to the Person	X				Classroom on-the-job	Agency Format
	[Relias] TNDIDD Assessments					Web-based	Transcript ISC Training Checklist
	[Relias] TNDIDD- TennCare Waiver				X	Web-based	Transcript ISC Training Checklist
	Mentoring & guidance with opportunities to practice support coordination duties in a manner that promotes development & mastery of essential job skills				X	Performed by each ISC Provider- on the job	Transcript ISC Training Checklist

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<b>6.3.d. Developmental Center Staff Employed by Providers in the Community</b> Direct support professionals who are employed or were previously employed by a State developmental center.							
	[Relias] People with Disabilities: Building Relationships and Community Memberships [CDS] Introduction to Developmental Disabilities	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Standard Precautions, <i>(formerly Blood-borne Pathogens)</i> [CDS] Safety at Home: Universal Precautions lesson	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relais] HIPAA Overview <i>(formerly Confidentiality and HIPAA)</i> [CDS] Health Information Portability and Accountability Act (HIPAA)	X				Classroom Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course [CDS] Title VI	X				Classroom Web-based	Certificate Transcript
<b>6.3.e. Rehired Staff</b> All staff who have been employed out of the field of intellectual disabilities for a year or more, must complete training based on their job responsibilities.							
<b>6.3.f-h Volunteers, Students and Interns, and Natural Supports --- Refer to the Provider Manual for specifics regarding required training</b>							
<b>Job Coaches</b> All staff delivering employment supports as part of supported employment services for 1915c waivers, regardless of job title.							
	[Relias] TNDIDD Job Coach Training	X				Classroom Web-based	Certificate Transcript
	[Relias] TNDIDD Supports for Success	X				Classroom Web-based	Certificate Transcript

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	[Relias] Creating Community Careers Part 1: Overview of Customized wemplooyment <i>(Formerly: Introduction to Customized Employment)</i>			X		Classroom Web-based	Certificate Transcript
	[Relias] Creating Community Careers Part 2: n Understanding the Diecovering Personal Genius Process <i>(Formerly: Discovering Personal Genius)</i>			X		Classroom Web-based	Certificate Transcript
	[Relias] Creating Community Careers Part 5: Systematic Instruction and Job Training <i>(Formerly: Systematic Instruction)</i>			X		Classroom Web-based	Certificate Transcript
	[Relias] Effective Communication <i>(Formerly: Effective Communication in the Workplace)</i>			X		Classroom Web-based	Certificate Transcript
	[Relias] Evidence-Based Practices in Supported Employment Part 1 <i>(Formerly: Evidence-Based Practices in Supported Employment Part 1: Principles and Practices for Job Finding)</i>			X		Classroom Web-based	Certificate Transcript
	[Relias] Evidence-Based Practices in Supported Employment Part 2 <i>(Formerly: Evidence-Based Practices in Supported Employment Part 2: Supporting Employed Consumers)</i>			X		Classroom Web-based	Certificate Transcript