

Department of Intellectual and Developmental Disabilities
Enabling Technology Training Requirements for Staff Categories

Effective Date: 11.01.19

Additional Requirements	Course Essential Learning Training (ELT) SimplyHome (SH)	Before Start Working Alone	30 Days*	60 Days*	Modality	Acceptable Documentation
Direct Support Professionals (DSP) and DSP Supervisory Staff						
Any staff that provides hands-on direct supports and services to the people supported by the agency (i.e. DSP, PA, job coach, Agency Tech Champion, Residential Managers, House Managers, etc.)						
	[SH] Introduction to Enabling Technology		X		Web-based	Certificate Transcript
	[SH] Best Practices in Community Supported Living		X		Web-based	Certificate Transcript
	[SH] Communicating Your Commitment		X		Web-based	Certificate Transcript
	[SH] The Culture of Change		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Introduction		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. - Direct Support Professional		X		Web-based	Certificate Transcript
	Information and Training Specific to the Person	X			On-the-job	Agency Verification Form
	Enabling Technology Equipment Orientation & Training	X			Tech Vendor	Agency Verification Form

*Timelines are based on the assignment date on which staff initially starts providing supports and services for the Enabling Technology Program

Additional Requirements	Course Essential Learning Training (ELT) SimplyHome (SH)	Before Start Working Alone	30 Days*	60 Days*	Modality	Acceptable Documentation
Program Support Staff						
Any staff that does not routinely provide direct, hands-on supports and services to the people supported by the agency, but does perform functions essential to agency coordination of care (i.e. ISC, Case Managers, Care Coordinators, Regional Tech Champions, other Circle of Support (COS) members, etc.)						
	[SH] Introduction to Enabling Technology		X		Web-based	Certificate Transcript
	[SH] Best Practices in Community Supported Living		X		Web-based	Certificate Transcript
	[SH] Communicating Your Commitment		X		Web-based	Certificate Transcript
	[SH] The Culture of Change		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Introduction		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Community Partner		X		Web-based	Certificate Transcript

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Additional Requirements	Course Essential Learning Training (ELT) SimplyHome LMS (SH)	Before Start of Remote Support	30 Days*	60 Days*	Modality	Acceptable Documentation
Remote Support Staff Any staff that does not provide direct, hands-on supports and services to the people supported by the agency, but does provide supports and services to people from a remote location using enabling technology (i.e. Remote Support Professional from technology vendor, Remote Caregivers, Staff working at a remote support center, etc.)						
	[Relias] Protection from Harm Training (2 courses): Abuse and Neglect of Individuals with I/DD AND TNDIDD Protection from Harm Training: Basic including Incident Management Forms		X		Web-based	Certificate Transcript
Annual Refresher Required	[Relias] HIPAA Overview		X		Web-based	Certificate Transcript
Annual Refresher Required	[Relias] TNDIDD Title VI Course		X		Web-based	Certificate Transcript
	[Relias] Overview of Person-Centered Practices (PCP) – Remote Staff (optional course equivalent - [Relias] An Overview of Person-Centered Practices for Individuals with Developmental Disabilities)			X	Web-based	Certificate Transcript
	[Relias] Principles of Positive Behavior Support for DSPs Part 1: Overview			X	Web-based	Certificate Transcript
	[Relias] People with Disabilities: Building Relationships and Community Memberships			X	Web-based	Certificate Transcript
	[Relias] Choice Making for People with Intellectual and Developmental Disabilities			X	Web-based	Certificate Transcript
	Information and Training Specific to the Person	X			Agency Onboarding	Agency Verification Form

*Timelines are based on the assignment date in which staff starts providing remote supports and observations for the Enabling Technology Program

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Additional Requirements	Course Essential Learning Training (ELT) SimplyHome (SH)	Before Start Working Alone	30 Days*	60 Days*	Modality	Acceptable Documentation
Managerial Staff						
Any staff that does not routinely provide direct, hands-on supports and services to the people supported by the agency, but whose responsibilities include management of all aspects of a business entity providing day, residential, respite, behavioral respite, and/or personal assistance services (i.e. Executive Director, Chief Executive Officer, Principal Administrator, Assistant Director, Chief Financial Officer, Quality Assurance, etc.)						
	[SH] Introduction to Enabling Technology		X		Web-based	Certificate Transcript
	[SH] Best Practices in Community Supported Living		X		Web-based	Certificate Transcript
	[SH] Communicating Your Commitment		X		Web-based	Certificate Transcript
	[SH] The Culture of Change		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Introduction		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Managers & Supervisors		X		Web-based	Certificate Transcript
	[SH] Becoming a Technology First Organization		X		Web-based	Certificate Transcript
	[SH] Operations, Programming, and Sustainability		X		Web-based	Certificate Transcript

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Additional Requirements	Course Essential Learning Training (ELT) SimplyHome (SH)	Before Start Working Alone	30 Days*	60 Days*	Modality	Acceptable Documentation
Clinical Services Staff						
Clinical services staff may include, but are not limited to, physical and occupational therapists, speech and language pathologists, physical therapy (PT) and occupational therapy (OT) assistants, dietitians, orientation and mobility (O&M) specialists, behavior analysts or specialists, registered nurses (RNs), and licensed practical nurses (LPNs).						
	[SH] Introduction to Enabling Technology		X		Web-based	Certificate Transcript
	[SH] Best Practices in Community Supported Living		X		Web-based	Certificate Transcript
	[SH] Communicating Your Commitment		X		Web-based	Certificate Transcript
	[SH] The Culture of Change		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Introduction		X		Web-based	Certificate Transcript
	[SH] You. Me. Technology. – Community Partner		X		Web-based	Certificate Transcript

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Natural Supports Supports that are not paid by DIDD or contracted provider agencies (i.e. family members, friends, neighbors, advocates, conservators, etc.)						
	[SH] Introduction to Enabling Technology		offered		Web-based	Not Required
	[SH] The Culture of Change		offered		Web-based	Not Required
	[SH] You. Me. Technology. – Introduction		offered		Web-based	Not Required
	[SH] You. Me. Technology. - Family Members		offered		Web-based	Not Required
	Information and Training Specific to the Person	offered			Onboarding Self-directed	Not Required
	Enabling Technology Equipment Orientation & Training	offered			Tech Vendor/Tech Champion	Not Required

*These trainings will be offered to the Natural Support, but completion is not a requirement of Enabling Technology Program training

Additional Requirements	Course Essential Learning Training (ELT) SimplyHome (SH)	Before Start of Program	30 Days*	60 Days	Modality	Acceptable Documentation
Person Supported People supported by provider agencies that have chosen to participate in the Enabling Technology Program.						
	[SH] Introduction to Enabling Technology		Offered		Web-based	Not Required
	[SH] The Culture of Change		Offered		Web-based	Not Required
	[SH] You. Me. Technology. – Introduction		Offered		Web-based	Not Required
	[SH] You. Me. Technology. – Self-Advocate		Offered		Web-based	Not Required
	Enabling Technology Equipment Orientation & Training	Offered			Tech Vendor/Tech Champion	Not Required

*These trainings will be offered to the Person Supported, but completion is not a requirement of Enabling Technology Program training