

Training Requirements for Provider Staff Categories

Course Title	Time Frame	Assignment Details	Modality	Acceptable Documentation	Crosswalk - Previous Courses and Notes
<b>Volunteers, Students and Interns, and Natural Supports</b>					
<i>Refer to the Provider Manual for specifics regarding required training</i>					
<b>Rehired Staff</b>					
<i>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.</i>					
<b>Subcontractors</b>					
<i>All subcontracted staff must complete training based on their job responsibilities, regardless of position title. (see other grid sections like Direct Care, Clinical, etc.)</i>					
<b>Direct Support Professionals (DSP) and DSP supervisors.</b>					
Direct support staff provides direct, hands-on services and supports to people supported by the agency supporting individuals in the following funding streams: 1915c, ECF, CLS, CLS/FM, CHOICES blended facilities					
<i>NOTE: refer to the new list of minimum training requirements as listed on the DIDD Training Web Site under Training Requirements</i>					
<i>"DSP Training Requirements (Jan 2024)"</i>					
<b>Job Coach/Employment Support</b>					
<i>All staff delivering employment supports as part of supported employment services, regardless of job title.</i>					
<i>NOTE: refer to the new list of minimum training requirements as listed on the DIDD Training Web Site under Training Requirements</i>					
<i>"Employment Services Training Requirements - all HCBS Programs"</i>					
<b>Enabling Technology</b>					
<i>All staff delivering Enabling Technology supports as part of supported services, regardless of job title.</i>					
Enabling Technology: Fundamental 1 – Introduction to Enabling Technology and Best Practices (revised June 2023) <i>TNDIDD_ENAB2104_SHIFT_Intro_Best_Practices</i>	Due 30 days from Hire	"Enabling Technology - Fundamentals" Training Plan	Web-based	Certificate Transcript	Enabling Technology – Module 1.) Introduction to Enabling Technology and Best Practices
Enabling Technology: Fundamental 2 – Roles and Responsibilities of the Circle of Support (revised June 2023) <i>TNDIDD_ENAB2105_SHIFT_Roles_Responsibilities</i>	Due 30 days from Hire		Web-based	Certificate Transcript	Enabling Technology – Module 2.) Roles and Responsibilities of Direct and Natural Supports
Enabling Technology: Fundamental 3 – Person-Centered Assessment and Support Planning for Technology (revised June 2023) <i>TNDIDD_ENAB2106_SHIFT_PCP_Assessment</i>	Due 30 days from Hire		Web-based	Certificate Transcript	Enabling Technology – Module 3.) Person-Centered Planning and Assessment
<b>Program Support Staff</b>					
<i>Staff who do not provide direct, hands-on services and assist with care coordination and are never alone with individual.</i>					

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TNDIDD Reportable Event Training (12.2023 revision) <i>TNDIDD_RET_2023</i>	Due 30 days from Hire	"TNDIDD Reportable Event Training: NEW HIRE REQUIREMENT" Training Plan	Classroom Web-based	Certificate Transcript	Reportable Event Form (REF) - requires "Reportable Event Training Updates 2023" Reportable Event Training - requires "Reportable Event Training Updates 2023" Reportable Event Training (10.2021 revision) - requires "Reportable Event Training Updates 2023" TNDIDD Reportable Event Training (5.2023 revision)
TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course
Building Relationships and Community for People with IDD <i>REL-IDD-0-BRCPIDD</i>	Due 30 days from Hire	"TNDIDD Program Support Staff" Training Plan	Classroom Web-based	Certificate Transcript	People with Disabilities Building Relationships and Community Memberships People with Disabilities Building Relationships and Community for People with IDD
Supporting Quality of Life for Individuals with IDD <i>REL-IDD-0-SQL</i>	Due 60 days from Hire		Classroom Web-based	Certificate Transcript	Supporting Quality of Life for a Person with Developmental Disabilities V2 Supporting Quality of Life for Persons with DD Part 1: Birth to Adolescence or Part 2: Adults & Seniors
Person-Centered Thinking <i>REL-IDD-0-PCT</i>	Due 60 days from Hire		Classroom Web-based	Certificate Transcript	Person Centered Planning for Individuals with Developmental Disabilities Person-Centered Planning <i>REL-ID-0-PCP</i> (course code important here)
Principles of Positive Behavior Support for DSPs Part 1: Overview <i>REL-IDD-AAIDD-PPBSP10</i>	Due 60 days from Hire		Classroom Web-based	Certificate Transcript	Overview of the Principles of Positive Behavior Support for Direct Support Professionals
TNDIDD Provider Event Management Training <i>TNDIDD_PRERT</i>	Due 60 days from Hire	Event Management Coordinator only <a href="#">assign via module</a>	Classroom Web-based	Certificate Transcript	TNDIDD Provider Event Management Training EMC Training <i>TNDIDD_PEM-EMC_Training_2021</i>
<b>Family Support Program</b> <i>Family Support Directors and Family Support Coordinators</i>					

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TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course
Choice Making for People with IDD <i>REL-IDD-0-CMPWIDD</i>	Due 60 days from Hire	Use Module for enrollment	Classroom Web-based	Certificate Transcript	Assisting People with Intellectual and Developmental Disabilities in Choice Making, or Making Choices: Supporting Individuals with IDD, Choice Making for People with Intellectual and Developmental Disabilities
<b>Day and Residential Management Staff</b>					
<i>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 and are never left alone with individual.</i>					
TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course

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TNDIDD Reportable Event Training (12.2023 revision) <i>TNDIDD_RET_2023</i>	Due 30 days from Hire	"TNDIDD Reportable Event Training: NEW HIRE REQUIREMENT" Training Plan	Classroom Web-based	Certificate Transcript	Reportable Event Form (REF) - requires "Reportable Event Training Updates 2023" Reportable Event Training - requires "Reportable Event Training Updates 2023" Reportable Event Training (10.2021 revision) - requires "Reportable Event Training Updates 2023" TNDIDD Reportable Event Training (5.2023 revision)
Fire Safety <i>REL-CV-0-FSTB</i> <i>*additional training specific to the person and location also required</i>	Due 30 days from Hire	"Fire Safety - The Basics" Training Plan or Use Module	Web-based On-the-Job	Transcript	
Building Relationships and Community for People with IDD <i>REL-IDD-0-BRCPIDD</i>	Due 30 days from Hire	Use Module for enrollment	Classroom Web-based	Certificate Transcript	People with Disabilities Building Relationships and Community Membership
New Provider Orientation	Due 30 days of contracting for services	<i>New Provider Requirement, not in Relias</i>	Classroom or Web-based	Certificate	The Board chairperson and the chief executive officer/executive director are required to attend a new provider orientation or complete the online equivalent within thirty (30) calendar days of assuming office, being appointed or beginning contracted services.
<b>Administrative and Operational Support Staff</b>					
<i>Staff who do not provide direct, hands-on services but whose responsibilities include core business functions and are never alone with individuals supported.</i>					
TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course

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TNDIDD Reportable Event Training (12.2023 revision) <i>TNDIDD_RET_2023</i>	Due 30 days from Hire	"TNDIDD Reportable Event Training: NEW HIRE REQUIREMENT" Training Plan	Classroom Web-based	Certificate Transcript	Reportable Event Form (REF) - requires "Reportable Event Training Updates 2023" Reportable Event Training - requires "Reportable Event Training Updates 2023" Reportable Event Training (10.2021 revision) - requires "Reportable Event Training Updates 2023" TNDIDD Reportable Event Training (5.2023 revision)
Fire Safety <i>REL-CV-0-FSTB</i> <i>*additional training specific to the person and location also required</i>	Due 30 days from Hire	"Fire Safety - The Basics" Training Plan or Use Module	Web-based On-the-Job	Transcript	
<b>Clinical Services Staff</b>					
<i>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) who are never alone with individual.</i>					
TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course
TNDIDD Reportable Event Training (12.2023 revision) <i>TNDIDD_RET_2023</i>	Due 30 days from Hire	"TNDIDD Reportable Event Training: NEW HIRE REQUIREMENT" Training Plan	Classroom Web-based	Certificate Transcript	Reportable Event Form (REF) - requires "Reportable Event Training Updates 2023" Reportable Event Training - requires "Reportable Event Training Updates 2023" Reportable Event Training (10.2021 revision) - requires "Reportable Event Training Updates 2023" TNDIDD Reportable Event Training (5.2023 revision)
New Provider Orientation	Due 30 days of contracting for services	Not in Relias	Classroom Regional Office	Certificate	The Board chairperson and the chief executive officer/executive director are required to attend a new provider orientation or complete the online equivalent within thirty (30) calendar days of assuming office, being appointed or beginning contracted services.

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Regional Clinical Services Orientation	Due 120 days from Hire	Not in Relias	Classroom Regional Office	Certificate or sign in sheet	Required for Behavior Services, Therapeutic Services, and Nursing Services Providers
<b>Agency Trainers for Continuation of Staff Instructions</b> <i>Providers must work with clinicians to designate, at a minimum, one trainer to carry out ongoing staff training on individual specific instructions.</i>					
Designated Trainer on Specific Staff Instructions		Not In Relias On the Job Training	On-the-Job	Sign-in Sheet	
<b>Providers of Self-Directed Services -</b> (Day - non-facility based; Individual Transportation; Personal Assistance; Respite -single person agency) All provider staff must complete training based on their job responsibilities, regardless of position title, in addition to the courses listed below. (see other grid sections like Direct Care, Clinical Services, etc.).					
TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course
TNDIDD Reportable Event Training (12.2023 revision) <i>TNDIDD_RET_2023</i>	Due 30 days from Hire	"TNDIDD Reportable Event Training: NEW HIRE REQUIREMENT" Training Plan	Classroom Web-based	Certificate Transcript	Reportable Event Form (REF) - requires "Reportable Event Training Updates 2023" Reportable Event Training - requires "Reportable Event Training Updates 2023" Reportable Event Training (10.2021 revision) - requires "Reportable Event Training Updates 2023" TNDIDD Reportable Event Training (5.2023 revision)
CPR with Abdominal Thrust (Heimlich Maneuver) <i>*recertification required on a schedule determined by the certifying entity</i>	Due 30 days from Hire	Not in Relias	Classroom	Certificate or license (CAN, EMT, CNT, LPN, RN)	List of Accepted Training Entities Available on DIDD Website - Full Classroom Courses Required, Instructor present 100% of in person instruction, and Instructor Present for in Person Skills testing <a href="https://www.tn.gov/didd/divisions/training/cpr---first-aid.html">https://www.tn.gov/didd/divisions/training/cpr---first-aid.html</a>

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Fire Safety <i>REL-CV-0-FSTB</i> *additional training specific to the person and location also required	Due 30 days from Hire	Not in Relias	Classroom	Transcript	
Information and Training Specific to the Person	Due 30 days from Hire	Not In Relias On the Job Training	On-the-Job	DIDD Personal Training Profile or Agency format	
Supporting Quality of Life for Individuals with IDD <i>REL-IDD-0-SQL</i>	Due 30 days from Hire	"CDTN New Hire" Training Plan	Classroom Web-based	Certificate Transcript	Environmental Safety for Individuals with Developmental Disabilities Supporting Individuals with Disabilities During Emergencies Supporting Individuals with Disabilities During Emergency Situations
Risk Management for Direct Support Professionals <i>REL-IDD-0-RMDSP</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	Risk Management for individuals with IDD
Prevention of Back Injuries <i>REL-ALL-0-PREBI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	Physical Safety in the Workplace Back Injury Prevention
<b>Independent Support Coordinators (ISC) and ISC Managerial Staff</b> <i>Staff and managers who provide support coordination services.</i>					
TNDIDD 1405 Standard Precautions (due annually - every 365 days) <i>TNDIDD_1405</i>	Due 30 days from Hire	"TNDIDD Annual Training" Training Plan	Classroom Web-based	Certificate Transcript	* Federal Requirement - any Standard Precautions, Universal Precautions, or Blood Borne Pathogens course is acceptable ** Previous suggested courses: Blood-borne Pathogens
Essentials of HIPAA (due annually - every 365 days) <i>REL-PAC-0-ESSH</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	* Federal Requirement - any HIPAA course is acceptable ** Previous suggested courses: Introduction to HIPAA, Confidentiality and HIPAA, HIPAA Overview
TNDIDD Title VI revision (due annually - every 365 days) <i>TNDIDD_Title_VI</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	TNDIDD Title VI Course
Introduction to the Employment Informed Choice Process (due annually - every 365 days) <i>Rolled out Jan 2023, to be completed by Feb 15, 2023 for Tenured</i>	Due 30 days from Hire	"Introduction to the Employment Informed Choice Process" Training Plan	Web-Based	Certificate Transcript	

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TNDIDD Reportable Event Training (12.2023 revision) <i>TNDIDD_RET_2023</i>	Due 30 days from Hire	"TNDIDD Reportable Event Training: NEW HIRE REQUIREMENT" Training Plan	Classroom Web-based	Certificate Transcript	Reportable Event Form (REF) - requires "Reportable Event Training Updates 2023" Reportable Event Training - requires "Reportable Event Training Updates 2023" Reportable Event Training (10.2021 revision) - requires "Reportable Event Training Updates 2023" TNDIDD Reportable Event Training (5.2023 revision)
Building Relationships and Community for People with IDD <i>REL-IDD-0-BRCPIDD</i>	Due 30 days from Hire		Classroom Web-based	Certificate Transcript	People with Disabilities: Building Relationships and Community Membership
TNDIDD Assessments <i>TNDIDD-2019</i>	Due 120 days from Hire	"TNDIDD ISC New Hire" Training Plan	Web-based	Certificate Transcript	
TNDIDD- TennCare Waiver <i>TNDIDD-1302</i>	Due 120 days from Hire		Web-based	Certificate Transcript	
MCO Training for the Independent Support Coordinators and DIDD Case Managers <i>MCO_ISC_Training_10-22-21</i>	Due 30 days from Hire		Web-based	Certificate Transcript	
New Provider Orientation	Due 30 days of contracting for services	Not in Relias	Classroom or Web-based	Certificate Live Event (Relias Transcript)	The Board chairperson and the chief executive officer/executive director are required to attend a new provider orientation or complete the online equivalent within thirty (30) calendar days of assuming office, being appointed or beginning contracted services.
Person-Centered Thinking [2 day course]	Due 120 days from Hire	Not in Relias	Classroom	Certificate Live Event (Relias Transcript)	For more information and contact information, please visit the DIDD Person-Centered Website <a href="https://www.tn.gov/didd/divisions/accreditation---person-centered-practices/person-centered-practices.html">https://www.tn.gov/didd/divisions/accreditation---person-centered-practices/person-centered-practices.html</a>
Person-Centered ISP Training (includes Outcomes & Action Steps component)	Due 120 days from Hire	Not in Relias	Classroom	Certificate Live Event (Relias Transcript)	For more information and contact information, please visit the DIDD Person-Centered Website <a href="https://www.tn.gov/didd/divisions/accreditation---person-centered-practices/person-centered-practices.html">https://www.tn.gov/didd/divisions/accreditation---person-centered-practices/person-centered-practices.html</a>
Service Review, Appeals and Disenrollment	Due 120 days from Hire	Not in Relias	Classroom Webinar	Certificate Live Event (Relias Transcript)	
Information and Training Specific to the Person	Due 30 days from Hire	Not In Relias On the Job Training	Classroom on-the-job	Agency Format Certificate	

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Mentoring & Guidance with opportunities to practice support coordination duties in a manner that promotes development & mastery of essential job skills	due 120 Days from Hire	<a href="#">Not In Relias</a> <a href="#">On the Job Training</a>	Performed by each ISC Provider on-the-job	Agency Format Certificate Live Event (Relias Transcript)	