

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
Human Resources
POLICIES

Policy No. **II-D-Po-5**

Issue Date: March 15, 2001

Subject: **Staff Training**

Effective Date: September 1, 2001

Revised: October, 4, 2024

Designated Area of Responsibility: **Human Resources**

Signatory: Jordan Scheff, Commissioner

A. Policy Statement

It is the policy of the Department of Developmental Services that new hire orientation and on-going annual compliance and professional development training is held for all Department employees.

Further, it is the policy of the Department of Developmental Services that all private sector provider agencies under contract with or licensed by DDS to provide residential, day and/or support services to department individuals or their families shall have a written policy that requires new hire orientation and on-going compliance and professional development training for all employees who work directly with individuals and/or their families.

The Department believes that staff are best prepared to work with individuals with an intellectual disability when those staff have participated in a formal program of new hire orientation and annual/bi-annual training, and when they have been provided with ongoing opportunities for enhanced training and skill development.

Employer policies should clarify requirements for direct service personnel training and establish procedures to access additional and ongoing training opportunities. At a minimum, the policy should require new employee participation and a demonstration of proficiency in the topics identified below for all direct service employees.

Training for Direct Care Staff:

1. Abuse and Neglect Prevention Training:

Before a support person begins working with any individual with intellectual disability, the support person must have training in abuse and neglect reporting and prevention (DDS approved curriculum) and annually thereafter.

2. Within 30 days of hire and prior to working alone:

- Individuals' health, safety, and programmatic support needs

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3. Within 30 days of hire, prior to working alone and annually thereafter:

- Blood borne Pathogens
- Water Safety Policy and Procedure
- Emergency Procedures including the Red Book/Emergency Relocation Plan
- DDS Fire Safety and Information for Support Staff

4. Within 30 days of hire, prior to working alone, and every two years thereafter:

- Provider Policies and Procedures
- Safe Swallowing/Food Handling
- Communicable Disease Control
- Hazardous Materials Handling
- Signs and Symptoms of Disease and Illness
- Basic Health and Behavioral Needs

5. Within 30 days of hire, prior to working alone, and at a frequency determined by the provider:

- HIPPA and Confidentiality

6. Within six months of hire and every two years thereafter:

- Individual Program Planning Process
- First Aid
Note: Where certification exceeds this timeframe, for example Red Cross, this shall be considered met.
- Behavioral Emergency Techniques
Note: The retraining requirements of the DDS-approved curriculum must be implemented to be considered met, for example PMT, training must occur at the established frequency of the curriculum used)

7. Additionally, in CLAs, within 30 days of hire and prior to working alone, and every two years thereafter:

- Routines of the residence

8. In all residential settings that support individuals who are 50 years old or older and with Down syndrome, agencies must have documentation that at least one staff per home (i.e. CLA, CCH, CRS, ICF, etc.) is annually trained on Alzheimer and Dementia care.

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9. Additional training requirements:

- There is documentation that at least one support staff on duty per shift is currently trained in cardiopulmonary resuscitation (CPR).
- There is documentation that only licensed personnel or certified unlicensed personnel administer medications to the individual.
- The support person has documented training regarding individual rights.
- Effective January 1, 2018, there is documentation that all staff receive DDS-Approved ADA training within six month of employment and every year thereafter.

In addition to the above referenced training requirements, all State of Connecticut, direct care employees must be trained and maintain compliance in:

- Sexual Harassment Prevention
 - Upon Hire & Every 10 years there after
- Workplace Diversity & Inclusion
 - Upon Hire
- Ethics
 - Upon hire and annually there after
- Domestic Violence Prevention
 - Upon hire
- Workplace Violence Prevention
 - Upon Hire
- Body Mechanics
 - Upon hire and bi-annually there after
- First Aid (Formally Safety in Action)
 - Upon hire and bi-annually there after
- CPR/Basic Life Support
 - Upon Hire & annually thereafter (Cards issued through provider every 2 years)

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All State of Connecticut Employees, regardless of job title must be trained and maintain annual compliance in:

- Sexual Harassment Prevention
 - Upon Hire & Every 10 years there after
- Workplace Diversity & Inclusion
 - Upon Hire
- Ethics
 - Upon hire and annually there after
- Domestic Violence Prevention
 - Upon Hire
- Workplace Violence Prevention
 - Upon Hire
- ADA
 - Upon hire and annually there after
- Infection Control & Bloodborne Pathogens
 - Upon hire and annually there after
- Security Awareness Training
 - As assigned

B. Applicability

This policy shall apply to all public DDS-operated programs and private sector programs licensed or funded by the Department of Developmental Services to provide residential, day program, and family and individual support services to consumers of the department.

This practice standard is **not** applicable to individuals supported who may utilize departmental resources to directly hire or contract for personal services. The department does, however, strongly recommend that individuals using self-directed supports (self-determination) adhere to all of the required and recommended employment practice standards issued by the department in order to better assure that individuals providing personal services are qualified and meet accepted standards.

The Department of Developmental Services may, during the course of an investigation or review, request documentation that all agency policies and procedures were followed for any employee. It is not expected that routine review of personnel records will be instituted by the department.

C. References

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1. CGS 17a-210(a)
2. DDS Employment Practice Standards Employer Handbook