



Ned Lamont  
Governor

State of Connecticut  
Department of Developmental Services

DDS

Jordan A. Scheff  
Commissioner

Peter Mason  
Deputy Commissioner

**Operations Memo 2020-06**

**TO:** DDS Qualified Providers

**FROM:** David David, Director of Service Development and Support, Operations Center

**CC:** Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, David Sokolow, Quality Review Specialist Supervisor, Regional Directors, Assistant Regional Directors, Resource Administrators, The Alliance, The Arc CT

**DATE:** September 26, 2019

**SUBJECT:** Clarification of Direct Staff Training Requirements for DDS Qualified Providers

This memo is to provide clarification to Department of Developmental Services (DDS) qualified providers of the required direct staff training requirements.

Providers are required to ensure that all direct staff members receive the training described below at the stated intervals.

- 1. Within 30 days of hire and prior to working alone, annually and/or as changes occur:**  
Individual's health, safety and programmatic support needs
- 2. Within 30 days of hire and prior to working alone and ongoing as new alerts are issued:**  
DDS Safety Alerts
- 3. Within 30 days of hire and prior to working alone and, annually thereafter:**
  - a. Blood Borne Pathogens
  - b. Emergency Relocation including the Red Book
  - c. DDS Fire Safety (Emergency Evacuation)
- 4. Within 30 days of hire, prior to working alone, and every two years thereafter:**
  - a. Provider Policies and Procedures
  - b. Health Standard No.: 16-2 Safe Eating and Drinking Guidelines for Individuals with Swallowing Difficulties (Dysphagia)

Phone: 860 418-6000 ♦ TDD 860 418-6079 ♦ Fax: 860 418-6001  
460 Capitol Avenue ♦ Hartford, Connecticut 06106  
[www.ct.gov/dds](http://www.ct.gov/dds) ♦ e-mail: [ddsct.co@ct.gov](mailto:ddsct.co@ct.gov)  
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- c. Communicable Disease Control
- d. Hazardous Materials Handling
- e. Signs and Symptoms of Disease and Illness
- f. Basic Health and Behavioral Needs
- g. Emergency Procedures
- h. Seizures

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

- a. HIPPA and Confidentiality
- b. Health Standard No.: 17-1 Water Safety
- c. The support person has documented training regarding individual rights.

**6. Within six months of hire and annually thereafter:**

- a. 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 trained on Alzheimer and Dementia care.
- b. The support person has documented training regarding abuse and neglect reporting and prevention.

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

- a. Individual Program Planning Process
- b. First Aid (note: Where certification exceeds this timeframe, for example Red Cross, this shall be considered met.)
- c. Behavioral Emergency Techniques (note: the retraining requirements of the DDS-approved curriculum must be implemented to be considered met, for example PMT)

**8. Additionally, in CLAs, within 30 days of hire and prior to working alone, and every two years thereafter:**  
Routines of the residence

**9. Within 6 months of Hire (Private Providers 1x only):**

Documentation that all staff receives DDS-Approved ADA training.

**10. Additional training requirements:**

- a. There is documentation that at least one support staff on duty per shift is currently trained in cardiopulmonary resuscitation (CPR).
- b. There is documentation that only licensed personnel or certified unlicensed personnel administer medications to the individual.

If you have any questions, please contact me at [David.David@ct.gov](mailto:David.David@ct.gov) or (860) 418-6040.