State of Connecticut
Department of Developmental Services

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Elisa F. Velardo
Deputy Commissioner

MEMORANDUM

To: All Qualified Providers

From: Jackson Pierre-Louis, Division Director of Quality and Systems Improvement

CC: Jordan Scheff, Commissioner; Elisa Velardo, Deputy Commissioner; Katie Rock-Burns, Chief of Staff; Scott McWilliams, Chief Fiscal Officer; Krista Ostaszewski, Health Management Administrator; Sean Bannon, Director Operations Center; Rose Sierra, DDS Training Manager; Amy Davies, DDS Curriculum Manager; Claudine Testani, Manager of Licensed Programs; Regional Directors, Assistant Regional Directors, Resource Administration; Kendres Lally, Director of Investigations

Date: November 28, 2022

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.
Staff training on Abuse and Neglect requirements have been updated to reflect our current DDS policy and procedures on Abuse and Neglect reporting, training and prevention. The requirements state that all staff must receive training in abuse and neglect before working with any individuals with Intellectual Disability. The training must be completed utilizing the DDS curriculum or an approved curriculum by our DDS Education Support and Staff Development unit. DDS recognizes that this is a change from our previous expectations and is providing the DDS curriculum for Providers on our DDS website. It is located on the Educational Materials and Resources Page: https://portal.ct.gov/DDS/EducationalSupport/Educational-Materials-and-Resources/Educational-Materials--Resources

The online training contains 5 modules and staff must complete all modules in its' entirety to receive full credit for training. Providers will need to establish systems to ensure that staff have completed the modules in its' entirety. An attestation is required upon completion of the five modules.

Providers may utilize this platform or can submit their Abuse and Neglect training curriculum to DDS Education Support and Staff Development unit via email at this email address: DDS.Training@ct.gov. The DDS Education and Staff Development unit is also willing to provide a "Train the Trainer" session to Providers to assist with the new requirements. Please contact the unit at the email address above to sign up for this training.

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If you have any questions or concerns, please contact Jackson Pierre Louis at 860-418-6081 or via email at Jackson.Pierre-Louis@ct.gov.