

DDA Provider Training Matrix

CURRICULUM	SERVICES	AUDIENCE All are required unless noted otherwise*	GENERAL KNOWLEDGE	TIMEFRAME FROM DATE OF HIRE	AUTHORITY	CMS DSP COMPETENCIES	RESOURCE LINKS
LTSS Enrollment and Use	All services	<ul style="list-style-type: none"> New DDA Providers - Leadership/ Fiscal 	<ul style="list-style-type: none"> Applying for and obtaining a provider Medicaid service billing number (ePREP) LTSSMaryland Billing (EVV and Non-EVV billing) Utilization of LTSSMaryland system 	w/n 90 days of approval	COMAR 10.09.36.03 COMAR 10.09.36.03-2 MD Medicaid Provider Agreement	N/A	Creating an ePREP Business Profile DDA Service Provider - LTSS Medicaid Enrollment Instructions Enrolling as a New DDA Service Provider DDA LTSS Provider Portal Webinar

							<p>EVV and Non-EVV Billing Training <i>(Training spots are limited each month. Please speak with your RD to register).</i></p> <p>LTSSMaryland DDA Module Playbook</p> <p>Provider Go-Live Readiness Checklist</p>
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PORII Incident Reporting	All services	<ul style="list-style-type: none"> • New & Existing Providers - Leadership/ QE • Provider agency staff responsible for reporting incidents 	<ul style="list-style-type: none"> • Purpose of PORII • Types of incidents • Incident reporting process and expectations 	w/n 90 days	COMAR 10.22.02.03 (D)(2)	CMS-LTSS 5	DDA Policy on Reportable Incidents and Investigations PORII Training Powerpoint - Webinar - <i>COMING SOON!</i> Navigating PCIS2 for Incident Report Entry - <i>COMING SOON!</i> LRA Consultants - Investigation Certification Programs
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Internal Incident Reporting	All services	<ul style="list-style-type: none"> • All provider agency staff 	<ul style="list-style-type: none"> • Types of incidents • Incident reporting process based on provider-specific internal policies and procedures • Understanding of abuse and neglect and common signs 	w/n 90 days	COMAR 10.22.02.03 (D)(2)	CMS-LTSS 5	DDA Policy on Reportable Incidents and Investigations
Professionalism & Ethics (HIPAA)	Suggested for all services	<ul style="list-style-type: none"> • All provider agency staff 	<ul style="list-style-type: none"> • Understanding basics of HIPAA • Do's & don'ts of social media and electronic communication • Privacy & security rules 	w/n 90 days	The Health Insurance Portability and Accountability Act of 1996	CMS-LTSS 6f	Statutes and Regulations CMS HIPAA Training and Resources HHS.gov

The Aging Process and the Special Needs of the Elderly	All services	<ul style="list-style-type: none"> DSP Staff 	<ul style="list-style-type: none"> Supporting people with I/DD across the lifespan Recognizing changing support needs as one ages Principles of Charting the LifeCourse 	w/n 90 days	COMAR 10.22.02.11 (C)(2)	CMS-LTSS 8 CMS-LTSS 9	Special Needs Planning for the Elderly and People with Disabilities Maryland State Bar Association – MSBA Disability with Aging and Aging with Disability MD DDA Training and eTracking Solutions Charting the LifeCourse Framework
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							Charting the LifeCourse - Exploring the Life Stages
Community Settings Rule (<i>Community Integration and Inclusion</i>)	All services	<ul style="list-style-type: none"> • All provider agency staff 	<ul style="list-style-type: none"> • HCBS expectations related to integration and full access to the greater community • Principles of Charting the LifeCourse • Coordinating with other allied service delivery systems • How to support people to be engaged in their communities 	w/n 90 days	COMAR 10.22.02.11 (D)(1) 42 Code of Federal Regulations (CFR) § 441.530	CMS-LTSS 10a, b, c, d	Community Settings Rule-Ongoing Implementation Guidance Community Settings Questionnaire Manual Beyond Compliance: Embracing the Values of the HCBS Settings Rule

							HCBS Settings Regulations: What Do They Mean for You? HCBS Advocacy Coalition Charting the LifeCourse Framework Charting the LifeCourse - Integrated Supports Star What's Choice Got to Do With It?
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							Facilitating the Community Settings Rule Conversation
Person-Centered Planning <i>(Individual directed, outcome oriented planning for individuals)</i>	All services	<ul style="list-style-type: none"> DSP Staff Suggested for all staff involved in the PCP process 	<ul style="list-style-type: none"> PCP cycle; timeline, roles and responsibilities Person Centered Thinking Exploration and Discovery process utilizing the Principles of Charting the Lifecourse Assessing needs and mitigating risk Ability to work collaboratively with service providers, families, and community members 	w/n 90 days	COMAR 10.22.02.11 (D)(2)	CMS-LTSS 2a, b, c, d, g CMS-LTSS 9	Person-Centered Planning Policy Charting the LifeCourse Framework CQL Personal Outcome Measures Webinar Series MD DDA Person-Centered Planning

			<ul style="list-style-type: none"> • Goal Implementation 				
General Characteristics & Needs of Individuals Served (<i>Seizure Disorders requirement also included</i>)	All services	<ul style="list-style-type: none"> • DSP Staff 	<ul style="list-style-type: none"> • Person-specific information captured in the PCP, NCP, BSP • Based on the person's needs/wants and necessary supports as determined by the person and their team 	w/n 90 days; ongoing	COMAR 10.22.02.11 (D)(3) COMAR 10.22.02.11 (C)(2)(a)	CMS-LTSS 8c, f, g CMS-LTSS 7c	Charting the LifeCourse Framework CQL Personal Outcome Measures Webinar Series MD DDA Training and eTracking Solutions

CPR & First Aid	All services	<ul style="list-style-type: none"> • DSP Staff 	<ul style="list-style-type: none"> • Administering basic First Aid • Administering CPR and use of AED • Knowing how to handle choking situations • Allergy response and wound care • AED training optional if using Red Cross or National Safety Council 	w/n 90 days; every 2 years	COMAR 10.22.02.11 (D)(4) DDA Waiver Appendix C: Participant Services	CMS-LTSS 5.2c	Red Cross First Aid and CPR Training American Heart Association CPR & First Aid First Aid. CPR and AED Training - National Safety Council Maryland DDA Training and eTracking Solutions
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Fundamental Rights & Supporting Choice	All services	<ul style="list-style-type: none"> DSP Staff 	<ul style="list-style-type: none"> Human rights and responsibilities Choice 	w/n 90 days	COMAR 10.22.02.11 (D)(5) COMAR 10.22.04.03	CMS-LTSS 7a,b	CMS: Balancing Risk and Choice CQL Webinar - Best Practices: What's Most Important? CQL Personal Outcome Measures Webinar Series Universal Declaration of Human Rights MD DDA Training and eTracking Solutions
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Communicable Diseases/ Bloodborne Pathogens	All services	<ul style="list-style-type: none"> DSP Staff 	<ul style="list-style-type: none"> Learning how bloodborne pathogens are spread Avoiding exposure What to do in case of exposure 	w/n 90 days; annually	COMAR 10.22.02.11 (D)(6) 29 CFR §1910.1030	CMS-LTSS 8C	1910.1030 - Bloodborne pathogens. Occupational Safety and Health Administration OSHA Training Resources MD DDA Training and eTracking Solutions
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Mandt (<i>Supporting Individuals and Their Families in Making Choices, Communication Skills, Principles of Behavior Change</i>)	All services	<ul style="list-style-type: none"> DSP Staff 	<ul style="list-style-type: none"> Understanding the systemic issues that influence behavior both positively and negatively Building healthy relationships and communication skills Assessing the needs of the person Minimally certified in Chapters 1-3 and Chapters 6-7 If supporting a person with a behavior plan with restrictive techniques , Chapter 6-8 are required Annual in-person recertification is required for the first 	w/n 90 days; annual refresher for DSP's	DDA Behavior Support Services Policy COMAR 10.22.02.11 (D)(7) COMAR 10.22.02.11 (D)(8) COMAR 10.22.02.11 (C)(2)(b)	CMS-LTSS 4a, b, c, d, e, f, g CMS-LTSS 1a, b, c	PBIS and The Mandt System
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			recertification, after that time providers may use online blended learning for Chapters 1-5. Chapters 6-8 must test out in person with their trainer.				
Seizure Disorders	All services	<ul style="list-style-type: none"> DSP Staff 	<ul style="list-style-type: none"> Types and causes of seizures Signs and symptoms of seizures Helping people understand and manage their seizure disorder Person-specific information captured in the PCP, NCP 	w/n 90 days of providing services	COMAR 10.22.02.11 (C)(2)(a)	CMS-LTSS 3d, 8	CDC Seizure Training for Professionals Relias Learning - Managing Seizures for People with IDD

Medication Administration MTTP/CMT	All services	<ul style="list-style-type: none"> DSP Staff who will be responsible for administering medications 	<ul style="list-style-type: none"> Understand the administration of medications per the delegating authority (MBON) Documentation of medication administration 	Must have before administering medications <i>(Refresher every 2 years)</i>	COMAR 10.39.04.06	CMS-LTSS 8b	CMT On-line System CMT Initial Application Checklist
MTTP Clinical Update	Nursing Support Services	<ul style="list-style-type: none"> Nurses 	<ul style="list-style-type: none"> Understanding any updates and changes to the MTTP and implications for current and future practice. 	As updated	RN CM-DN Training Expectations Memo	N/A	MD DDA Health and Nursing
DDA RN Case Manager/Delegating Nurse (CM/DN) Orientation	Nursing Support Services	<ul style="list-style-type: none"> Nurses 	<ul style="list-style-type: none"> Understanding developmental disability settings and the role of the nurse within that setting 	w/n 90 days of providing services	DDA Waiver Appendix C: Participant Services	N/A	MD DDA Health and Nursing MD DDA Training Calendar

HRST Rater, Advanced Rater Training and Clinical Reviewer	Nursing Support Services	<ul style="list-style-type: none"> • Nurses 	<ul style="list-style-type: none"> • Understanding the purpose of the HRST and the role of the nurse in the completion and review process 	w/n 90 days of providing services	DDA Waiver Appendix C: Participant Services	N/A	Maryland DDA Health Risk Screening Tool MD DDA Health and Nursing
Cultural Competency	All services	<ul style="list-style-type: none"> • Certified Medication Technicians • Suggested for all DSP Staff 	<ul style="list-style-type: none"> • Identify and understand the dynamics of interacting with people from diverse backgrounds • Adapt to the diversity and cultural contexts of the communities you serve 	One time requirement for one renewal only	§ 20–1306 of the Health – General Article.	N/A	MBON Implicit Bias Training Notification and Options
ACRE (Association of Community Rehabilitation	Employment Services	<ul style="list-style-type: none"> • Employment Specialists 	<ul style="list-style-type: none"> • Basics of customized employment 	w/n 365 days after beginning work	DDA Waiver Appendix C: Participant Services	N/A	MD Works ACRE Training

Educators) Training/CESP Exam					DDA Meaningful Day Services Training Policy		
Sexual Behavior Awareness and Prevention	Meaningful Day Services Suggested for all services	<ul style="list-style-type: none"> • Meaningful Day providers • Suggested for all DSP Staff 	<ul style="list-style-type: none"> • Understanding healthy sexual behavior • Sexual rights and responsibilities • Identifying appropriate vs. inappropriate sexual behaviors 	w/n 90 days; annually	COMAR 10.01.18.04	CMS - LTSS 5a, b, c, d	Kennedy Krieger - Sexuality and Adults with Developmental Disabilities Let's Talk: Supports & Sexually Concerning Behaviors National Council on

							Independent Living - Sex Education for People with I/DD Maryland Behavioral Health Administration's Online Training Portal
Basics of Employment First	Employment Services	<ul style="list-style-type: none"> Suggested for Meaningful Day Providers <i>*Will be required beginning July 1, 2024, the DDA will make training</i> 	<ul style="list-style-type: none"> Maryland as an Employment First State Informed choice and self-determination Rights and responsibilities of people in employment 	w/n 90 days	DDA Meaningful Day Services Training Policy	N/A	MD DDA Employment Services MDoD Employment First

		<i>resources available</i>					MD DDA Employment First Webinars SELN
Basics of Customized Employment	Employment Services	<ul style="list-style-type: none"> • Suggested for Job Coaches and Career Exploration staff *Will be required beginning July 1, 2024, the DDA will make training resources available 	<ul style="list-style-type: none"> • Employment First • Competitive integrated employment • Employment pathways 	w/n 90 days	DDA Meaningful Day Services Training Policy	N/A	National Disability Institute - Discovery and Customized Employment ODEP - Customized Employment MD DDA Employment Services

							MD DoD Employment First MD DDA Employment First Webinars
Facilitation of natural supports and principles of fading	Employee Services	<ul style="list-style-type: none"> Suggested for Job Coaches and Career Exploration staff <i>*Will be required beginning July 1, 2024, the DDA will make training resources available</i> 	<ul style="list-style-type: none"> Importance of natural supports as a resource for obtaining and maintaining employment Facilitating natural supports Fading Principles and understanding various strategies that can be used 	w/n 90 days	DDA Meaningful Day Services Training Policy	N/A	UMass - Natural Supports and Fading Background Information

The Role of the Job Coach	Employment Services	<ul style="list-style-type: none"> • Suggested for Job Coaches and Career Exploration staff <i>*Will be required beginning July 1, 2024, the DDA will make training resources available</i> 	<ul style="list-style-type: none"> • Developing effective job coaching and employment plans • Assisting job seeker's to discover and overcome personal barriers and set goals 	w/n 90 days	DDA Meaningful Day Services Training Policy	N/A	DORS Maryland MD DDA Employment Services
Basics of benefits awareness	Employment Services	<ul style="list-style-type: none"> • Suggested for Job Coaches and Career Exploration staff <i>*Will be required</i> 	<ul style="list-style-type: none"> • Knowledge of people's benefits and how those can be affected by earned income and other factors 	w/n 90 days	DDA Meaningful Day Services Training Policy	N/A	Benefits for People with Disabilities

		<i>beginning July 1, 2024, the DDA will make training resources available</i>					
Basics of self-employment	Employment Services	<ul style="list-style-type: none"> Suggested for Job Coaches and Career Exploration staff <i>*Will be required beginning July 1, 2024, the DDA will make training resources available</i> 	<ul style="list-style-type: none"> Learning a person's natural skills and talents that are marketable Understanding available resources 	w/n 90 days	DDA Meaningful Day Services Training Policy	N/A	DORS Maryland MD DDA Employment Services

Conducting a housing assessment	Housing Support Services	<ul style="list-style-type: none"> • Housing Specialists 	<ul style="list-style-type: none"> • Understanding housing program rules and requirements and their applicability to the person 	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	MD DDA Housing MD DOD Housing Training
Leasing processes	Housing Support Services	<ul style="list-style-type: none"> • Housing Specialists 	<ul style="list-style-type: none"> • Reviewing the lease and other documents including community rules prior to lease signing • Requesting reasonable accommodations/modifications 	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	MD DDA Housing MD DOD Housing Training
Strategies for overcoming housing barriers	Housing Support Services	<ul style="list-style-type: none"> • Housing Specialists 	<ul style="list-style-type: none"> • Applying for housing, including obtaining documentation • Identifying resources for security 	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	MD DDA Housing MD DOD Housing Training

			deposits, moving costs, furnishings, assistive technology, environmental modifications, utilities and other one-time costs				
Housing search strategies and resources	Housing Support Services	<ul style="list-style-type: none"> • Housing Specialists 	<ul style="list-style-type: none"> • Searching for appropriate housing options • Assessing the unit to determine if it meets accessibility and safety needs and is ready for occupancy 	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	MD DDA Housing MD DOD Housing Training
Eviction processes and strategies for eviction prevention	Housing Support Services	<ul style="list-style-type: none"> • Housing Specialists 	<ul style="list-style-type: none"> • Assistance with resolving disputes 	w/n 90 days	Community Pathways Waiver / Appendix C:	N/A	MD DDA Housing MD DOD Housing Training

					Participant Services		
Tenant and landlord rights and responsibilities	Housing Support Services	• Housing Specialists	• Assistance with resolving disputes	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	MD DDA Housing MD DOD Housing Training
Creating personal budgets with individuals with developmental disabilities	Housing Support Services	• Housing Specialists	• Developing, reviewing and revising monthly budgets	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	MD DDA Housing MD DOD Housing Training

Trauma Informed Care (TIC)	Behavior Support Services Suggested for all services	<ul style="list-style-type: none"> • Behavioral Support Service Staff • Suggested for all DSP Staff 	<ul style="list-style-type: none"> • Causes and effects of trauma and victimization • Impact of trauma for people with I/DD • Importance of self-determination and supported decision making for safety, supports and recovery • Understanding vicarious traumatization and its effects 	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	CMS-LTSS 4a, b, c, d, e, f, g	Trauma Informed Support for Orientation NADSP - Frontline Initiative: Trauma-Informed Care
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Positive Behavior Supports (PBIS)	Behavior Support Services Suggested for all services	<ul style="list-style-type: none"> • Behavior Specialists • Suggested for all DSP Staff 	<ul style="list-style-type: none"> • Understand and teach pro social skills and behaviors • Respective and proactive response to challenging behavior • Arrange the environment to prevent the development and occurrence of problem behaviors 	w/n 90 days	Community Pathways Waiver / Appendix C: Participant Services	N/A	PBIS UMN Institute on Community Integration Behavioral Supports DDA Website PBS Q & A
The Fatal Five	Suggested for all services	<ul style="list-style-type: none"> • Suggested DSP Staff • Suggested for all Nurses/RN's 	<ul style="list-style-type: none"> • Learning and identifying this group of preventable conditions that are often fatal to people with developmental disabilities 	N/A	N/A	N/A	DDA Fatal Five Training Module - <i>COMING SOON!</i>

			<ul style="list-style-type: none"> • Recognizing and responding to these conditions when they occur 				
Working in Partnership with the Person and their Family	Suggested for all services	<ul style="list-style-type: none"> • Suggested for all DSP Staff 	<ul style="list-style-type: none"> • Partnering with people and families • Understanding the person within the context of their family and community • Life stages and individual and family cycles • Lifelong impact of family on the individual • Reciprocal roles of all family members • Principles of Charting the LifeCourse 	N/A	N/A	CMS-LTSS 2a	Charting the LifeCourse Framework



*For employees of Self-Directed Participants, CPR/First Aid is required.

*For vendors rendering services to Self-Directed Participants, all training requirements detailed in the DDA HCBS Waiver(s) are required.

*Self-Directed Participants receiving services from traditional model DDA providers can negotiate what additional training(s) they would like to require as part of their services.

*All traditional model DDA Providers who meet the training requirements per the waiver, meet the requirements to render services to Self-Directed Participants.