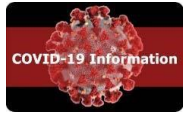




DEPARTMENT OF HEALTH  
DEVELOPMENTAL DISABILITIES  
ADMINISTRATION



# STAFFING FLEXIBILITIES At-A-Glance

## COVID-19 DDA Services

*Temporary changes, effective March 13, 2020, and Revised June 17, 2022*

### Expedited Hiring Flexibilities

- Must initiate appropriate background checks and Motor Vehicle Administration checks upon hire; individual hired can be placed on the schedule immediately after performing an abbreviated background check **(Ends on September 30, 2022)**

### Expedited Training to Onboard New Staff

- The DDA is temporarily waiving all non-essential training requirements for Direct Support Professionals (DSPs) **(Ends on September 30, 2022)**
- New staff must be trained in the following essential items:
  - Online CPR and First Aid
  - Individualized training on the person and their person-centered plan
  - Fundamental rights, including to be free from abuse, restraints, and seclusion
  - Condensed training on DDA's Policy of Reportable Incidents and Investigations (PORII), including definitions of reportable and serious reportable incidents and the agency's procedures for reporting
- Newly hired staff must complete all regular training within 120 days of hire (except that family members hired have until 60 days after the State of Emergency) **(Ends on September 30, 2022)**
- In an effort to expedite service delivery during the pandemic, training requirements can be waived for family members willing to provide services to participants **(Ends on September 30, 2022)**

### Training & Licensure for Existing Staff

- Medication Technician Training Program (MTTP)
  - DSPs who have taken and passed the MTTP course may begin administering medications immediately **(Ends on September 30, 2022)**
  - MTTP licenses current as of March 13, 2020, but expiring between March 13, 2020, and the end of the State of Emergency shall not be required to be renewed until 90 days after the end of the State of Emergency **(Ends on September 30, 2022)**

Visit our website for additional COVID-19 resources:

[https://dda.health.maryland.gov/Pages/DDA\\_Appendix\\_K.aspx](https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx)

Have questions? Email them to: [dda.toolkitinfo@maryland.gov](mailto:dda.toolkitinfo@maryland.gov)

- ▶ Issue date: **06.17.2022**
- ▶ Effective date: **3.13.2020**
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- Nursing Training

- requirement that a Registered Nurse receive training from DDA regarding delegating nursing until the end of the State of Emergency (**Ended on August 15, 2021**)

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## Staff Qualification Flexibilities

- Legally Responsible Family Member

- Legally-responsible family members (spouses and parents of minor children) and relatives may provide services under both the self-directed and traditional service delivery models (**Ended on August 15, 2021, unless otherwise permitted under the federally approved waiver programs**)
- The authority to hire and pay spouses and parents of minor children will terminate after the state of emergency ends (**Ended on August 15, 2021, unless otherwise permitted under the federally approved waiver programs**)

- Waive the requirement for a high school diploma or GED during the emergency (**Ends on September 30, 2022**)

- Individuals 16 years or older (including family members, neighbors, and certified babysitters) that meet the revised qualifications can provide direct support (**Ends on September 30, 2022**)

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## Special Considerations for Self-Directed Services (**Ends on September 30, 2022, unless otherwise permitted under the federally approved waiver programs**)

- A person who self-directs may hire caregivers they deem to be responsible including family members, neighbors, and other trusted individuals
- The Fiscal Management Services providers (FMS) are given authority to compensate new caregivers at staff rates already included in the person's budget
- The requirement that staff be a Certified Medication Technician (CMT) if performing delegated nursing tasks shall temporarily be suspended
- Current certification in CPR and First Aid can be temporarily waived with respect to legally responsible family members providing services to people enrolled in the self-directed services delivery model

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