Maryland
DEPARTMENT OF HEALTH

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	• New DDA Providers - Leadership/ Fiscal	• 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

							EVV and Non-EVV Billing Training *(Training spots are limited each month. Please speak with your RD to register).* [LTSSMaryland DDA Module Playbook](#) [Provider Go-Live Readiness Checklist](#)

PORII Incident Reporting	All services	• New & Existing Providers - Leadership/ QE • Provider agency staff responsible for reporting incidents	• 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 - *COMING SOON!* Navigating PCIS2 for Incident Report Entry - *COMING SOON!* LRA Consultants - Investigation Certification Programs

Internal Incident Reporting	All services	• All provider agency staff	• 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	• All provider agency staff	• 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 | • DSP Staff | • 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 |

							[Charting the LifeCourse - Exploring the Life Stages](#)
Community Settings Rule *(Community Integration and Inclusion)*	All services	• All provider agency staff	• 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?](#)

							Facilitating the Community Settings Rule Conversation
Person-Centered Planning *(Individual directed, outcome oriented planning for individuals)*	All services	• DSP Staff • Suggested for all staff involved in the PCP process	• 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

			• Goal Implementation				
General Characteristics & Needs of Individuals Served (*Seizure Disorders requirement also included*)	All services	• DSP Staff	• 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	• DSP Staff	• 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

| Fundamental Rights & Supporting Choice | All services | • DSP Staff | • 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 |

Communicable Diseases/ Bloodbourne Pathogens	All services	• DSP Staff	• 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](#)

| Mandt (Supporting Individuals and Their Families in Making Choices, Communication Skills, Principles of Behavior Change) | All services | • DSP Staff | • 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 |

			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	• DSP Staff	• 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	• DSP Staff who will be responsible for administering medications	• Understand the administration of medications per the delegating authority (MBON) • Documentation of medication administration	Must have before administering medications *(Refresher every 2 years)*	COMAR 10.39.04.06	CMS-LTSS 8b	CMT On-line System CMT Initial Application Checklist
MTTP Clinical Update	Nursing Support Services	• Nurses	• 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	• Nurses	• 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	• Nurses	• 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	• Certified Medication Technicians • Suggested for all DSP Staff	• 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	•Employment Specialists	• 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	• Meaningful Day providers • Suggested for all DSP Staff	• 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 | • Suggested for Meaningful Day Providers *Will be required beginning July 1, 2024, the DDA will make training | • 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 |

		resources available					[MD DDA Employment First Webinars](#) [SELN](#)
Basics of Customized Employment	Employment Services	• Suggested for Job Coaches and Career Exploration staff *Will be required beginning July 1, 2024, the DDA will make training resources available*	• 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	Employment Services	• Suggested for Job Coaches and Career Exploration staff *Will be required beginning July 1, 2024, the DDA will make training resources available*	• 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	• Suggested for Job Coaches and Career Exploration staff *Will be required beginning July 1, 2024, the DDA will make training resources available*	• 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	• Suggested for Job Coaches and Career Exploration staff *Will be required*	• 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](#)

		beginning July 1, 2024, the DDA will make training resources available					
Basics of self-employment	Employment Services	• Suggested for Job Coaches and Career Exploration staff *Will be required beginning July 1, 2024, the DDA will make training resources available*	• 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	• Housing Specialists	• 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	• Housing Specialists	• 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	• Housing Specialists	• 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	• Housing Specialists	• 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	• Housing Specialists	• 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	• Behavioral Support Service Staff • Suggested for all DSP Staff	• 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

Positive Behavior Supports (PBIS)	Behavior Support Services Suggested for all services	• Behavior Specialists • Suggested for all DSP Staff	• 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	• Suggested DSP Staff • Suggested for all Nurses/RN's	• 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 - *COMING SOON!*

			• Recognizing and responding to these conditions when they occur				
Working in Partnership with the Person and their Family	Suggested for all services	• Suggested for all DSP Staff	• 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.