Provider Staff Training Requirements Reference Document
for Community Integration and Habilitation and Family Supports Waivers

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Topic	Initial Training	Ongoing Training
Behavior Support Plan (BSP)	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-18-2 Training (dated 8/11/2014); DDRS Policy: Behavioral Support Plan (BDDS 460 0221 007, eff. 2/21/2011); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011)	**Annual retraining required.** DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Behavioral Support Plan (BDDS 460 0221 007, eff. 2/21/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)

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Topic	Initial Training	Ongoing Training
Cardiopulmonary Resuscitation Administration	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-15-2 Maintenance of Personnel Files (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Records (BDDS 460 0228 020, eff. 2/28/2011); Community Integration & Habilitation (CIH) Waiver (eff. 8/1/2018); Family Supports Waiver (FSW) (eff. 8/1/2018) Approved entities as detailed in CIH/FS Waivers Provider Application: · American Red Cross · American Heart Association · National Safety Council · American Health and Safety Institute · Emergency Care and Safety Institute	**Bi-annual re-training required.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-15-2 Maintenance of Personnel Files (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011); DDRS Policy: Personnel Records (BDDS 460 0228 020, eff. 2/28/2011); Community Integration & Habilitation (CIH) Waiver (eff. 8/1/2018); Family Supports Waiver (FSW) (eff. 8/1/2018) Approved entities as detailed in CIH/FS Waivers Provider Application: · American Red Cross · American Heart Association · National Safety Council · American Health and Safety Institute · Emergency Care and Safety Institute

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Topic	Initial Training	Ongoing Training
Case Management	460 Indiana Administrative Code (IAC) Section 7-4-1 Development of an ISP (dated 11/30/2009); Community Integration & Habilitation (CIH) Waiver (eff. 8/1/2018); Family Supports Waiver (FSW) (eff. 8/1/2018)	**Annual retraining required.** 460 Indiana Administrative Code (IAC) Section 6-19-2 Training and orientation (dated 8/11/2014)
Conduct and participate in emergency drills and evacuations	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-29-5 Safety and security policies and procedures (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-29-6 Safety and security training (dated 8/11/2014); DDRS Policy: Environmental Requirements (BDDS 460 1216 039, eff. 12/16/2011)	**Not specified**

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Topic	Initial Training	Ongoing Training
First Aid Administration **Practice Infection Control** **Practice Universal Precautions**	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011)	**Retraining required upon expiration of certification.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)
Implement person centered planning and an Individual's PCISP; **Communicate successfully with an Individual** **A provider that develops training outcomes and objectives for an individual shall train the provider's employees or agents in:** **• Selecting specific objectives** **• Completing task analysis** **• Appropriate locations for instruction** **• Appropriate documentation of an individual's progress on outcomes and objectives.**	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-16-3 (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 017, eff. 2/28/2011)	**Annual retraining required.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-16-3 (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 017, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)

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Topic	Initial Training	Ongoing Training
Incident Reporting	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-16-3 (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-9-5 Incident Reporting (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 021, eff. 2/28/2011); DDRS Policy: Incident Reporting and Management (BQIS 460 0301 008, eff. 2/28/2011)	**Annual retraining required.** 460 Indiana Administrative Code (IAC) Section 6-16-3 (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-9-5 Incident Reporting (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 021, eff. 2/28/2011); DDRS Policy: Incident Reporting and Management (BQIS 460 0301 008, eff. 3/1/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)

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Topic	Initial Training	Ongoing Training
Manage individual-specific treatments and interventions, including management of an individual's: 　**o Seizures** 　**o Behavior** 　**o Diet and nutrition** 　**o Swallowing difficulties** 　**o Emotional and physical crises** 　**o Significant health concerns**	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011)	**Annual retraining required.** DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)

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Topic	Initial Training	Ongoing Training
Medication Administration •**administer medication, monitor side effects, and recognize and prevent dangerous medication interactions**	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-25-6 Monitoring of medication side effects (dated 8/11/2014); 460 Indiana Administrative Code (IAC) Section 6-25-7(c)(1) Seizure Management (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); Community Integration & Habilitation (CIH) Waiver (eff. 8/1/2018); Family Supports Waiver (FSW) (eff. 8/1/2018)	**Annual retraining required.** DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)

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Topic	Initial Training	Ongoing Training
Protection of Individual's Rights Includes: Respect the dignity of an Individual; Protect an Individual from abuse, neglect, and exploitation;	**Required prior to working with an individual.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training; 460 Indiana Administrative Code (IAC) Section 6-16-3 (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 021, eff. 2/28/2011); DDRS Policy: Protection of an Individual's Rights (BDDS 460 0228 022, eff. 2/28/2011)	**Annual retraining required.** 460 Indiana Administrative Code (IAC) Section 6-14-4 Training; 460 Indiana Administrative Code (IAC) Section 6-16-3 (dated 8/11/2014); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 021, eff. 2/28/2011); DDRS Policy: Protection of an Individual's Rights (BDDS 460 0228 022, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)

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Topic	Initial Training	Ongoing Training
Restrictive Interventions	**Required prior to working with an individual.** DDRS Policy: Use of Restrictive Interventions, including Restraint (BDDS 460 0221 025, eff. 2/21/2011); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); Community Integration & Habilitation (CIH) Waiver (eff. 8/1/2018); Family Supports Waiver (FSW) (eff. 8/1/2018)	**Annual retraining required.** DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)
Wellness Coordination	**Training must occur within 30 days from the start of the service or when the risk plan is revised** Community Integration & Habilitation (CIH) Waiver (eff. 8/1/2018); DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); 2017 Wellness Coordination: Service Definition and Standards (dated 9/27/2017)	**Annual retraining required.** DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011); DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011); 2017 Wellness Coordination: Service Definition and Standards (dated 9/27/2017)

Regulations, Policies, and Waiver Requirements

Source	Subject	Detail
460 IAC 6-9-5	Incident Reporting	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-14-4	Employee or Agent Training	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-14-5	Requirements for Direct Care Staff	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-15-2(a)	Maintenance of personnel files	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-16-3	Policies and procedures documentation	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-18-2	Behavior Support Plan (BSP) Training	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-19-2	Case Management training and orientation	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-25-6	Health Care Coordination Services: Monitoring of medication side effects	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-25-7	Health Care Coordination Services: Seizure management	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-29-5	Safety and security policies and procedures	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 6-29-6	Safety and security training	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
460 IAC 7-4-1	Development of an ISP	http://www.in.gov/legislative/iac/T04600/A00060.PDF?
2017 Wellness Coordination: Service Definition and Standards (updated 9/27/2017)	Wellness Coordination training	https://www.in.gov/fssa/files/WellnessGuideUpdate.pdf https://www.in.gov/fssa/files/2017RevisedWellnessGuidance.pdf
DDRS Policy: Behavioral Support Plan (BDDS 460 0221 007, eff. 2/21/2011)	Behavior Support Plan (BSP) training	https://www.in.gov/fssa/files/Behavioral_Support_Plan.pdf
DDRS Policy: Environmental Requirements (BDDS 460 1216 039, eff. 12/16/2011)	Environmental Requirements	https://www.in.gov/fssa/files/Environmental_Requirements.pdf
DDRS Policy: Incident Reporting and Management (BQIS 460 0301 008, eff. 2/28/2011)	Incident Reporting	https://www.in.gov/fssa/files/Incident_Reporting_and_Management.pdf
DDRS Policy: Personnel Policies & Manuals (BDDS 460 0228 019, eff. 2/28/2011)	Required annual training/competency	https://www.in.gov/fssa/files/Personnel_Policies_and_Manuals.pdf
DDRS Policy: Personnel Records (BDDS 460 0228 020, 2/28/2011)	Cardiopulmonary resuscitation (CPR) Certification and Recertification	https://www.in.gov/fssa/files/Personnel_Records.pdf
DDRS Policy: Protection of an Individual's Rights (BDDS 460 0228 022, eff. 2/28/2011)	Individual's Rights	https://www.in.gov/fssa/files/Protection_of_Individual_Rights.pdf
DDRS Policy: Professional Qualifications & Requirements (BDDS 460 0228 021, eff. 2/28/2011)	Initial and annual training	https://www.in.gov/fssa/files/Professional_Qualifications_and_Requirements.pdf
DDRS Policy: Quality Assurance & Quality Improvement System (BDDS 460 0228 024, eff. 2/28/2011)	Behavior Support Plan training	https://www.in.gov/fssa/files/Quality_Assurance_Quality_Imporvement_System.pdf

Regulations, Policies, and Waiver Requirements

Source	Subject	Detail
DDRS Policy: Use of Restrictive Interventions, Including Restraint (BDDS 460 0221 025, eff. 2/28/2011)	Restrictive intervention training	https://www.in.gov/fssa/files/Use_of_Restrictive_Interventions.pdf
DDRS Policy: Requirements & Training of Direct Support Professional Staff (BDDS 460 0228 027, eff. 2/28/2011)	Requirements & Training of Direct Support Professional Staff	https://www.in.gov/fssa/files/Requirements_Training_of_Direct_Support_Professional_Staff.pdf
Community Integration and Habilitation (CIH) Waiver	RHS DSP Training on Individual-specific needs	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) Waiver	Community Integration	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) Waiver	Participant Services	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) Waiver	Wellness Coordination training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Behavior Support training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Case Management Person-centered thinking training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Direct Support Professional (DSP) training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Medication administration system training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Medication administration training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Medication administration & side effects training	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Provider Application	https://www.in.gov/fssa/ddrs/2639.htm
Community Integration and Habilitation (CIH) and Family Support (FS) Waiver	Restraint training requirements	https://www.in.gov/fssa/ddrs/2639.htm
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