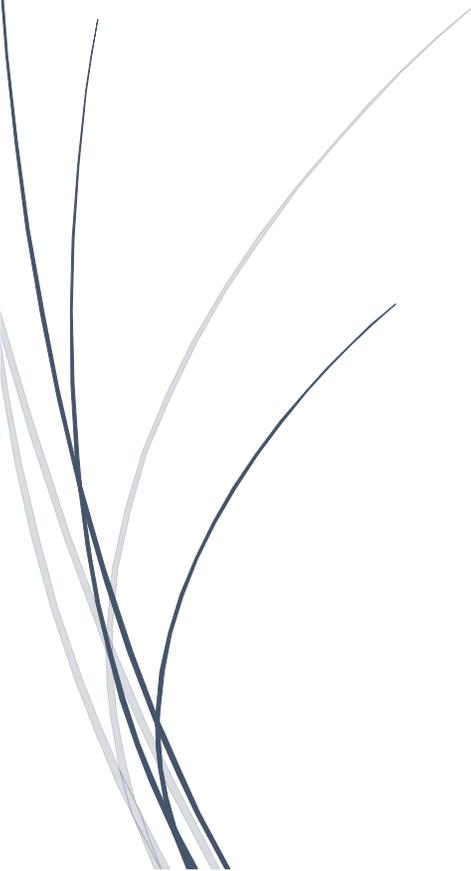




6/9/2020

**Indiana Direct Support Professional
Training: Core A and Core B**
Introduction



Core A and Core B Executive Summary

In the state of Indiana, most of the hands-on health care and medication administration for individuals with developmental disabilities in supported living sites or group homes is completed by direct support professionals (DSPs). The previous training curriculum, *‘Living in the Community: Medication Administration Manual’*, was last revised in 2004. The 2020 revised curriculum is divided into two sections with the primary training under *Core A* and *Core B*. Health related content specific to the needs of each agency and not included in *Core A* or *Core B* is the responsibility of nursing personnel and the agency where the nurse is employed. This curriculum is a complete revision of the previous *Core A* and *Core B* material to ensure content is current, evidence-based, and relevant to care responsibilities of DSPs.

Extensive research on DSP roles, best practice strategies for training DSPs, and evidence-based health care practice was incorporated during the revision of both *Core A* and *Core B*. A vast evidence table with hyperlinks to original sources was created as a reference for specific information used for the revision from each source. The material covers basic information and skills DSPs need to successfully perform their health support role for people with developmental disabilities. DSPs will still need to be trained on each person’s individualized plan prior to working with each person independently. This may include training on health tasks not included in this training. DSPs should not perform any tasks that are outside their scope per their agency’s policy and should not perform any health care tasks without the appropriate training.

The revision was completed by a graduate student attending Indiana University Bloomington, School of Public Health, Lauren Koen, BSN, RN, under the Supervision of Dr. Kathy Auberry, DNP, RN, CDDN. Lauren Koen worked in Indiana as a direct support professional in group home and supported living settings and worked as an agency nurse supporting persons with developmental disabilities. Kathy Auberry has worked as a direct care nurse and as an agency administrator in the field of developmental disabilities for over 25 years. She has published several research articles on best practice strategies for DSP training. Dr. Auberry is currently an Assistant Professor of Nursing at Indiana University School of Nursing, Division of Health Sciences at IUPUC.

This curriculum was revised with the assistance of nurses in the state of Indiana specializing in developmental disability nursing. The final draft was reviewed and approved by the Indiana Developmental Disability Nurses Association Board of Directors and Directors from the Bureau of Developmental Disability Services (BDDS).

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Implementing the 2020 Core A and Core B Curriculum

It is recommended DSPs certified through the previous required training to administer medications should not be required to retake 2020 Core A and Core B Curriculum. Agencies can choose when to have their current employees trained on the 2020 curriculum.

Beginning January 1, 2021 agencies should begin training new DSPs in both Group Home and Supported Living sites using the new training and testing material. This will help ensure consistency in care for all individuals in group home or supported living settings. Converting to the 2020 curriculum will require previously certified licensed nurse trainers to become recertified by attending one of the 'Train the Trainer Curriculum 2020' sessions offered by the Bureau of Developmental Disabilities Services (BDDS).

Supplemental Training

There are several supplemental trainings recommended for DSPs to review and access as needed when working with individuals that require any medical care not covered in the Core A and Core B training. This material was not created with the revision. The following topics for supplemental trainings were suggested by the authors and nurses from the Indiana Developmental Disability Nurses Association (INDDNA):

- Self-Administering Medications
- Diabetes
 - Blood sugar checks
 - Normal ranges
 - How to complete accurate blood sugar checks
 - When to notify your nurse
 - Insulin pen administration
 - Signs and Symptoms of high and low blood sugar
 - Treating high and low blood sugar
- Nervous System and Seizure Disorders
 - Vagal nerve stimulator
 - Diastat Administration
- How to administer an Epi Pen/ when to call 911
- Vital Signs for Children
- Gastrointestinal Tube (GT) feedings
 - Administering Medications via GT
 - Administering Nutrition via GT
 - Venting gastrointestinal gases via a GT (burping)
 - Troubleshooting any issues with a GT

Instructions to the Licensed Nurse

Nurses must be certified to teach the revised 2020 curriculum by attending the state mandated training 'Train the Trainer 2020 Curriculum' prior to training DSPs on the revised 2020 curriculum. Nurses previously certified to teach the old curriculum (2004) must be recertified by attending a 'Train the Trainer 2020 Curriculum' session offered by the Bureau of Developmental Disability Services (BDDS).

The safety of the individuals being served is of utmost importance. You have the responsibility to teach DSPs (most of whom will have had no formal medical training) to safely administer medication or observe individuals self-administer medication. DSPs must be taught to observe everyone's health related signs prior to reporting their observations to you or other medical personnel. They must also be able to recognize when to independently and immediately seek necessary medical treatment for the individuals they support. Core A and Core B is designed to teach DSPs how to administer medication and observe Individuals self-administering medication in Supervised Group Living Homes (Group Homes) and in Supported Living settings (supporting individuals whose services are provided through Indiana's Medicaid Waivers).

When individuals living in a group home setting are present, there must be a DSP present who is certified to pass medications (passing Core A and Core B tests with a minimum of an 85% score and return demonstration with 100% accuracy). This also includes times when the individuals living in the group home are not scheduled to take prescribed medications. The same requirement is recommended for supported living sites.

This curriculum must be taught, in person, by a licensed nurse. The curriculum is divided into two cores: A and B. Core A and Core B must be passed with a minimum score of 85% on each test, and demonstrate all steps of medication administration (tablets and liquids) with 100% accuracy, in person with the licensed nurse before a DSP member may administer medication or observe individuals self-administering medication. Training on administering any other form of medication must be given to each DSP member prior to administering that form of medication. Observation of satisfactorily (100% accuracy) administering that form of medication is also required. Training must occur in person face to face with a licensed nurse.

Only those group home and supported living providers who are authorized by the Bureau of Developmental Disabilities Services (BDDS) can receive a packet of testing materials. The security of the test is entrusted to the licensed nurse instructors of the group home or supported living provider agencies. Copies of all completed answer sheets must be destroyed. Only test scores may be retained by the DSP member, agency, or licensed nurse instructor.

A DSP member may take the test two times (alternate test forms are provided). If the DSP member fails after the second time, the course must be repeated. **No assistance can be given to the student DSP member taking the tests. No one may read the test to a student DSP member or write any answers for them. The ability to read and write adequately in English is crucial for administering medication or observing individuals self-administer medications.**

A certificate of completion is to be given by the group home or supported living provider agency if a score of at least 85% is achieved on the final tests for Core A and B and if observation by the licensed nurse instructor verifies that the student DSP member can satisfactorily, with 100% accuracy, administer

oral tablets, capsules, and liquids. The scores should be recorded on the back of the certificate. Never place the scores on the front of the certificate. Record the test scores in this manner.

Core A: Number of correct divided by number of questions = the score expressed in a percentage

Core B: Number of correct divided by number of questions = the score expressed in a percentage.

Observation of 100% satisfactory medication administration of oral tablets, liquids, and capsules
(signature of licensed nurse instructor and date).

A copy of the front and back of the certificate will be kept in the personnel file of the DSP member. The certificate is to be kept by the DSP member and may be used in the case of a change of employment to another group home provider to let the licensed nurse instructor know that the materials have been completed.

If a BDDS approved group home or supported living provider accepts the training provided by a previous BDDS approved group home or supported living provider, instead of requiring that a new employee be trained again in the curriculum at their agency, the new provider employer should copy the certificate and scores for the personnel file as indicated earlier. The new provider employer should still train the DSP on their own forms and policies and conduct any other training needed to safely provide care to each individual.

There is no specified requirement for keeping DSP competent in medication administration after their initial training. However, best practice dictates at minimum annual retraining should be conducted. Each agency must decide what training, in-servicing, and observations are necessary to maintain DSP skills, individuals' health, and to prevent injury.

Revised: *Living in the Community: Medication Administration Manual*, Instructions to the Licensed Nurse. (2004).