



Eric Holcomb, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
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## **DDRS temporary COVID-19 direct support professional essential training requirements**

### **Overview**

This program permits a provider approved by the Bureau of Developmental Disabilities Services to render Medicaid HCBS waiver services to employ a direct support professional and allow the DSP to begin providing direct care to individuals with intellectual and developmental disabilities after completing the below list of essential trainings.

### **Scope**

The list of essential trainings is a temporary accommodation made by the Family and Social Services Administration to address work increases and staffing shortages caused by the 2020 COVID-19 pandemic.

The essential training is an implementation by the FSSA of the purposes and directives of Governor Eric Holcomb's March 6, 2020, "declaration of public health emergency for coronavirus disease 2019 outbreak" (the "Executive Order"). The temporary essential training will be authorized only while the executive order remains in effect, plus any additional time afterward that FSSA deems necessary to facilitate providers' orderly resumption of normal staffing. Providers have 60 calendar days from the date of hire for DSPs to complete the remaining required trainings as outlined in 460.

These training requirements can be met if staff can provide:

- Documentation that they were employed by another BDDS-approved provider within the last six (6) months; and
- Documentation from that BDDS approved provider for each training topic satisfactorily completed by the staff.

### **Training standards**

- Completion of all training and documentation requirements for DSP candidates is the ultimate responsibility of the training/hiring organization. Training may be done virtually.



- The essential training components must be taught by an instructor confirmed by the organization to be qualified to teach the component.

## Required areas of instruction/competency

- I. Individual-specific (risk plans, behavior plans, modified diets, lifting, medications/side effects, etc.)
- II. Infection control
  - A. How infection is spread
    - i. COVID-19 and organization’s policy for screening
  - B. Hand hygiene (handwashing, cough etiquette)
  - C. Universal precautions/personal protective equipment
  - D. Disinfection of common use articles/equipment/high touch objects/areas
- III. Signs and symptoms of medical issues / medication administration
  - A. Aspiration
  - B. Constipation
  - C. Dehydration
  - D. Seizures
  - E. Medication administration  
*(Note: DSP must only complete medication administration if the DSP is going to observe or administer medications)*
- IV. Cardiopulmonary resuscitation / choking—Heimlich maneuver  
*(Note: Hands-on component of training is not required—DSPs trained under this temporary protocol will need to complete the hands-on component of the training when it is safe and appropriate to do so.)*
- V. Individual rights / abuse, neglect, exploitation / incident reporting
  - A. Identification of and process for immediate reporting of abuse, neglect and exploitation and other incidents
- VI. Emergency procedures / on-call support
  - A. Emergency procedures
  - B. Who staff call if they need additional information or training and/or if an emergency arises
- VII. Crisis intervention/de-escalation (if individual DSP will support has a known history of challenging behaviors)
  - A. Identifying and responding to challenging behaviors  
*(Note: Hands-on component of training is not required—DSPs trained under this temporary protocol will need to complete the hands-on component of the training when it is safe and appropriate to do so.)*