

DDSD Core Curriculum Training Summary

Case Managers/Service Coordinators

Within 30 days of hire:

Pre-Service Manual (online) – This training is an introduction to serving people with Intellectual and Developmental Disabilities who receive DD Waiver services. It touches upon several different subjects including but not limited to: Person First Language, Person-centered Values, Behavior, Health, Community Inclusion, Rights and Advocacy, and Individual Service Plans.

Within 90 days of hire*:

2-Day Person-Centered Planning – A two-day course addressing NM Individual Service Planning process, regulations including the writing of effective goals, objectives, and strategies. Course Outcome: Participants learn a wide variety of topics such as: person-centered philosophy; ISP process; individual-specific training requirements; dispute resolution process and roles/responsibilities of team members. This course is a pre-req to ISP Critique.

Promoting Effective Teamwork – Two-day course addressing effective working relationships amongst team members. Course Outcome: Participants learn effective communication skills, stages of team development; facilitating/participating in productive team meetings; dealing w/challenging personalities, resolving team conflicts, reaching consensus, and action planning.

Within 1 year of hire:

Advocacy Strategies – One-day course addressing various topics related to the rights of individuals and effective advocacy. Course Outcome: Participants learn strategies for promoting health/safety while supporting an individual's rights; rights restrictions; incident mgmt system; client complaint procedures; dispute resolution process; role of guardians and others who assist decision-making; concerns related to the aging process; when/who to contact for technical assistance.

ISP Critique – A 2-day course promoting continuous quality improvement of ISPs. Note: Day 1 involves classroom training; Day 2 involves individualized technical assistance sessions. Course Outcome: Participants learn reviewing/critiquing ISP they have helped develop. Specific topics: common issues/concerns; utilizing review tools; writing fuller, more meaningful ISPs. Pre-requisite: Completion of Person-Centered Planning in New Mexico (CM/SCs) then 90 days of writing/implementing ISPs.

Health and Wellness Coordination – This is a one-day course addressing a variety of health-related topics including the current expectations from DDSD for Aspiration Risk Management. This course is an overview of the service coordinator and case manager role in monitoring and supporting individual health outcomes.

Sexuality for People with Intellectual and Developmental Disabilities – One-day course covering human sexuality. Course Outcome: Participants learn the following: sexual rights/responsibilities, sexual and socialization education, privacy and boundaries, sexual abuse, inappropriate sexual behavior and agency policies regarding sexuality. (Note: DSPs, Supervisors also complete this course as recommended by the interdisciplinary team.)

Positive Behavior Support Strategies – One-day course addressing positive behavior support philosophy and practices. Course participants learn about behavioral intervention models, the holistic assessment process, various roles/responsibilities of team members, and more.

Participatory Communication and Choice-making – One-day course covering communication styles, learning styles, development of appropriate assistive communication strategies/devices, and assistive technology for people with disabilities. Recommended pre-requisites: Pre-Service Manual; 2-Day PCP.

*If a Service Coordinator (or other IDT member) will be assisting individuals with their medications, they must also successfully complete the two-day Assisting with Medication Delivery training and related requirements.