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Deputy SecretaryJessica Sutin
Deputy SecretaryMichael Mulligan
Acting Deputy SecretaryKaren Armitage, MD
Chief Medical Officer**MEMORANDUM**

DATE: September 30, 2010

TO: Agency Directors and Training Coordinators

FROM: Jeana Caruthers, Training Manager
Developmental Disabilities Supports Division (DDSD)

SUBJECT: Supervisory Tools to Enhance Performance (STEP) Manual

The DDSD Training Unit is pleased to announce the development of the Supervisory Tools to Enhance Performance (STEP) Manual for Supervisors. The STEP Manual is a training tool developed by the DDSD Training Unit to provide a broad look at the DD system in New Mexico. It offers provider agency supervisors a comprehensive understanding of their roles and responsibilities as well as ideas for helping Direct Support Staff succeed in their jobs.

Currently, Direct Support Supervisors (DSS) are required to take the same core-curriculum trainings as the Direct Support Staff they supervise. These trainings provide a good orientation and background to DSS. The need for a more specific focus on supervisor roles and responsibilities was identified by many provider agencies. The STEP Manual provides this information along with useful resources, exercises to reinforce information learned, links, and additional tips.

Using the STEP Manual is not a requirement, however we believe agencies can benefit from using this manual as part of their Supervisor orientation process. It can be used by an agency within a classroom setting, as an online self-study manual or as a reference tool.

The STEP Manual can be obtained by contacting the Regional Training Coordinator who will send it electronically. Additionally, the STEP Manual can be accessed via the Online Statewide Training Database by Agency Administrators and/or Trainers certified in any training module. The STEP Manual will also be posted in the future to the Training Section of the DDSD Website which can be found at <http://www.health.state.nm.us/DDSD/index.htm>.