

Maryland Developmental Disabilities Administration (DDA) Training Guide

COURSES TO BE COMPLETE WITHIN 30 DAYS

Online courses required to be completed within 30 days of hire date

DDA Basic Mandatory Course Titles	Elsevier/Direct Course Training
Confidentiality and HIPAA (HR Required) <i>Estimated Hours 2</i>	<ul style="list-style-type: none"> ○ CDS: Health Insurance Portability and Accountability Act (Lessons 1-3) ○ CDS: Direct Support Professionalism
Abuse and Neglect <i>Estimated Hours 2.8</i>	<ul style="list-style-type: none"> ○ CDS: Maltreatment: Prevention and Response (Lessons 1-7)
Blood Borne Pathogens & Communicable Diseases (HR Required) <i>Estimated Hours 3.3</i>	<ul style="list-style-type: none"> ○ CDS: Universal Precautions (Lessons 1-11)
PPE 101 by the Primary Care Coalition (non-DDA) <i>Estimated Hours 1.2</i>	<ul style="list-style-type: none"> ○ PPE 101
Seizures <i>Estimated Hours 2</i>	<ul style="list-style-type: none"> ○ CDS: Epilepsy
Safe Driving <i>Estimated Hours 1.2</i>	<ul style="list-style-type: none"> ○ CDS: Safety (Lesson 14-16)
Safe Lifting and Transferring <i>Estimated Hours 1.1</i>	<ul style="list-style-type: none"> ○ CPAC Personal Care V2 (Lesson 7-8)
Fire Safety <i>Estimated Hours 1.6</i>	<ul style="list-style-type: none"> ○ CDS: Safety (Lesson 10-13)
Choking Prevention & Dysphagia Introduction <i>Estimated Hours 2</i>	<ul style="list-style-type: none"> ○ Choking Prevention & Dysphagia
Aging and Special Needs of the Elderly <i>Estimated Hours 7</i>	<ul style="list-style-type: none"> ○ CDS: Supporting Older Adults (Lessons 2-5)
Estimated Hours Total: 24.2 Hours	

Live in-person courses to support someone at SEEC (complete within 30 days of hire date)

Course Titles	COVID Considerations
CPR and First Aid <i>Estimated Hours 4hrs</i>	<ul style="list-style-type: none"> ○ Access CPR National Foundation here: https://ncprf.com/paf6be
MANDT Relational Chapters 1-3 (Required) <i>Estimated Hours 6hrs</i> MANDT Technical Chapters 7-9 (Required if staff works with individual on behavior plan) <i>Estimated Hours 6hrs</i>	<ul style="list-style-type: none"> ○ Schedule with your Supervisor in iCM to attend and practice safe COVID behaviors.
MTTP (Required by ALL SL Staff, otherwise not required unless said by Supervisor) Full Course <i>Estimated Hours 20hrs</i> Bi-Annual Refresher <i>Estimated Hours 4hrs</i>	<ul style="list-style-type: none"> ○ Schedule with your Supervisor to attend and practice safe COVID behaviors.
Inappropriate Sexual Behavior Awareness and Prevention (if applicable) <i>Estimated Hours Can Vary</i>	<ul style="list-style-type: none"> ○ Schedule with your Supervisor to attend and practice safe COVID behaviors.
SEEC Individual Specific Orientation for New or Transferred Employees <i>Estimated Hours Can Vary</i>	<ul style="list-style-type: none"> ○ Schedule with your Supervisor to be trained and practice safe COVID behaviors.
Estimated Hours Total: Can Vary Between 11-35 Hours	

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COURSES TO BE COMPLETED WITHIN 90 DAYS

Online courses required to be completed within 90 days of hire

DDA Basic Mandatory Course Title	Elsevier/Direct Course Online Training
Fundamental Rights <i>Estimated Hours 3.7</i>	<ul style="list-style-type: none"> ○ CDS: Civil Rights and Advocacy (Introduction, Your Role, History, Challenges and Strategies)
Communication Skills <i>Estimated Hours 6.6</i>	<ul style="list-style-type: none"> ○ CDS: Everyone can Communicate
Characteristic and Needs <i>Estimated Hours 10.9</i>	<ul style="list-style-type: none"> ○ Introduction to Developmental Disabilities (DD), Supporting Healthy Lives, Teaching People w/DD, CDS-E-S-Intellectual and Developmental Differences
Community Integration and Inclusion <i>Estimated Hours 4</i>	<ul style="list-style-type: none"> ○ CDS: Community Inclusion
Supporting Individuals and Their Families in Making Choices <i>Estimated Hours 3.9</i>	<ul style="list-style-type: none"> ○ CDS: Person - Centered Planning (Lessons 1-4)
IDOOPI <i>Estimated Hours 2.9</i>	<ul style="list-style-type: none"> ○ CDS: Working w/ Families and Support Networks
Basics of Employment First <i>Estimated Hours 3.3</i>	<ul style="list-style-type: none"> ○ Foundations of Employment Services (Lessons 1-4)
Physical Safety (HR Required) <i>Estimated Hours .2</i>	<ul style="list-style-type: none"> ○ Physical and Environmental Safety in the Workplace
Environmental Safety (HR Required) <i>Estimated Hours .2</i>	
Sexual Harassment (HR Required) <i>Estimated Hours .3</i>	<ul style="list-style-type: none"> ○ Workplace Harassment
Estimated Hours Total: 36 Hours	