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.

MD DDA Training Requirements	Elsevier/Direct Course Training
Confidentiality and HIPAA (HR Required) *Estimated Hours 2*	o CDS: Health Insurance Portability and Accountability Act (Lessons 1-3) o CDS: Direct Support Professionalism: Practicing Confidentiality
Abuse and Neglect *Estimated Hours 2.8*	o CDS: Maltreatment: Prevention and Response (Lessons 1-7)
Blood Borne Pathogens & Communicable Diseases (HR Required) *Estimated Hours 1*	o Bloodborne Pathogens and Universal Precautions
Seizures *Estimated Hours 2*	o CDS: Epilepsy
Fire Safety *Estimated Hours 1.6*	o CDS: Safety (Lessons 10-13)
Safe Driving *Estimated Hours 1.2*	o CDS: Safety (Lessons 14-16)
Safe Lifting and Transferring *Estimated Hours 1.1*	o CPAC Personal Care V2 (Lessons 7-8)
Choking Prevention & Dysphagia Introduction *Estimated Hours 1*	o Choking Prevention & Dysphagia
PORII Training/Incident Reporting *Estimated Hours 1*	o Covered during New Hire Orientation
Estimated Hours Total: 13.7 Hours	

Trainings to be completed **before supporting someone independently (complete within 30 days of hire date)**

MD DDA Training Requirements	COVID & Elsevier/Direct Course Training
Aging and Special Needs of the Elderly *Estimated Hours 7*	o CDS: Supporting Older Adults (Lessons 2-5)
CPR, AED and First Aid *Estimated Hours 5.5*	o In-person trainings at SEEC during New Hire Orientation
MANDT Relational Chapters 1-3 (Required for all SEEC staff) *Estimated Hours 6* MANDT Technical Chapters 6-8 (Required for all DSP's) *Estimated Hours 6*	o In-person training at SEEC during New Hire Orientation

MTTP (Required by ALL SL Staff, otherwise not required unless said by Supervisor)
    Full Course *Estimated Hours 20hrs*
    Bi-Annual Refresher *Estimated Hours 4hrs*
	o In-person trainings
	o Coordinate with your Supervisor to attend and practice safe COVID behaviors.

Inappropriate Sexual Behavior Awareness and Prevention (if applicable) *Estimated Hours Can Vary*	o If applicable, coordinate with your Supervisor to attend and practice safe COVID behaviors.
SEEC Individual Specific Orientation for New or Transferred Employees *Estimated Hours Can Vary*	o Coordinate 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. If these are not completed within your first 90 days, you cannot continue to support someone independently until they are completed.

MD DDA Training Requirements	Elsevier/Direct Course Online Training
Fundamental Rights *Estimated Hours 3.7*	o CDS: Civil Rights and Advocacy (3 Lessons)
Communication Skills *Estimated Hours completed in MANDT*	o Covered in MANDT
General Characteristics *Estimated Hours 10.9*	o Introduction to Developmental Disabilities (3 Lessons) o Teaching People with Developmental Disabilities (4 Lessons) o CDS-E-S: Intellectual and Developmental Differences: Strategies for Supporting People with ASD
Community Integration and Inclusion *Estimated Hours 4*	o CDS: Community Inclusion (4 Lessons)
Cultural Competency Estimated Hours 2.5 hours	o CDS: Cultural Competence: (3 Lessons)
Supporting Individuals and Their Families in Making Choices *Estimated Hours 3.9*	o CDS: Person - Centered Planning (Lessons 1-4)
IDOOPI *Estimated Hours 2.9*	o CDS: Working w/ Families and Support Networks (Lessons 1-4)
Basics of Employment First *Estimated Hours 3.3*	o Foundations of Employment Services (Lessons 1-4)
Physical Safety and Environmental Safety (HR Required) *Estimated Hours .5*	o Workplace Safety
Sexual Harassment (HR Required) *Estimated Hours .5*	o Workplace Harassment
Estimated Hours Total: 32 Hours	