



Financial Management Services

P.O. Box 509, East Windsor CT 06088-0509
Phone: (860) 749-8833 Fax: (860) 627-0330

"Creating Opportunities for People"

DDS Direct Hire E-Learning Training Information

The Department of Developmental Services requires that all new Direct Hire Employees are required to complete the College of Direct Support (CDS) online training modules within 90 days from the start date of employment. A score of 80 or higher must be obtained on each module in order to consider the module complete.

These modules consist of:

- Direct Support Professionalism
- Maltreatment of Vulnerable Adults and Children
- Individual Rights and Choices
- Safety at Home and in the Community.

Allied Community Resources will provide your newly hired employee with a user name and password in order to gain access to complete the training modules. In an effort to keep employees on track to complete the training within the specified time period, Allied will send out notices to the Employer and Employee, as well as the case manager notifying them of the approaching deadline.

Sixty day notices are sent out to the employer and employee approximately 30 days before the due date and 90 day notices are sent about 10 business days before the 90 day date if the modules are not complete.

Once verification of the training is received by Allied, the employee must complete the New Hire E-Learning Training Verification Form and submit the form to Allied Community Resources. A stipend payment for the employee will be processed. The stipend is \$180.00 less the employee's tax withholdings. Payments are processed provided the form is complete and verified through the E-Learning system.

Please follow the link below to access the College of Direct Support.

www.collegeofdirectsupport.com/CT

For questions regarding username and password information, please contact Allied Community Resources at 860-627-9500 and ask for extension 109.

DDS Direct Hire 90 Day E-Learning Training Requirements



COUNTDOWN.....

WITHIN 90 DAYS OF YOUR START DATE

All new Direct Hire Employees are required to **complete the following College of Direct Support (CDS) on line modules within the first 90 days of the start of employment:**

- **Direct Support Professionalism**
- **Maltreatment of Vulnerable Adults and Children**
- **Individual Rights and Choices**
- **Safety at Home and in the Community**



Have your employer sign the New Hire E-Learning Verification form when you have completed these lessons. Your employer will then submit this form to their FI to authorize payment of the CDS training stipend to you. Once the FI has checked the CDS system and verified that the lessons have been completed successfully they will send you a training stipend of \$180.00 in your next check. If you do not complete all the CDS training requirements within the 90 day period, your employer is not allowed to approve any additional hours of work for you. **The FI will not process payments for any hours worked after the 90 day period, if the CDS training has not been completed.**



Previously Completed Training:

CDS Training: You only have to complete the CDS training one time. If you have already completed the CDS requirements for another employer, print out your transcript and ask your employer to give it to their FI.



Agency Training: If you have completed comparable training through work you have done with an DDS approved provider agency, ask your employer to provide you with a Comparability Form. An administrator of the approved DDS provider agency where you completed the comparable training must sign this form and attach copies of your training record. Your employer's FI will waive the CDS requirements when they receive a valid CDS transcript or a valid signed comparability form.

COLLEGE OF DIRECT SUPPORT (CDS) USER INSTRUCTIONS




General Overview:

These directions are intended to assist direct hire employees to access the CDS online training. Each course module contains a number of lessons. If you need to stop in the middle of a lesson, you will be brought back to the same page the next time you open that lesson. You will be prompted to take a short test at the end of each lesson. In order for the system to show you as completing a module, you must attain the minimum passing score of 80. Do not worry if you do not pass the test on the first try, you may take the test as often as needed.



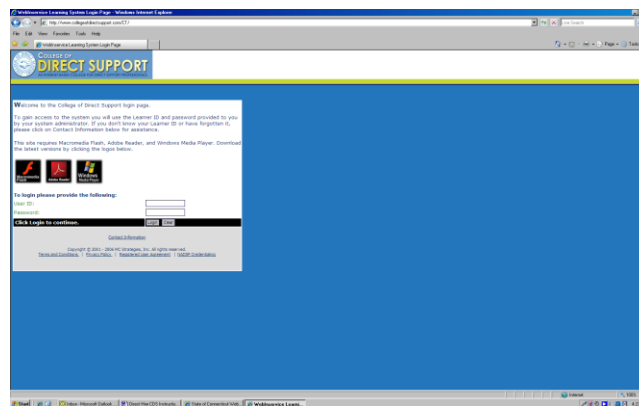
How to access the CDS

1. Launch Internet Explorer  from your Windows desktop or the Quick Launch bar and type or copy the link below into the address bar.

www.collegeofdirectsupport.com/CT

**DO NOT google CDS or college of direct support and try to enter through that site. You must enter from the Connecticut address listed above.*

2. Press the **Enter** key.



- On the College of Direct Support login page, type in your CDS User ID that you received from the Fiscal Intermediary (*in the green box of the corner of this page), where indicated.
- Type **hello** into the password box. (*You can change this later if you wish).
- Press the **Enter** key or click the **Login** button on the screen. This will bring you to your CDS Personal Page.

Your CCDS Access Code

is: _____

Your CDS password is:
HELLO.

*Note: the first time that you log in to the CDS, you will be asked to accept the WebInservice KDS Registered User Agreement. Scroll to the bottom of the page, click on the check-box on the right, and then click **Send My Response**.

3. Click on the **View** button next to **My E-learning Lessons**:



You will see the lessons that have been assigned to you:

Lesson Name (click to begin)	Test	Eval	Due	Status	Started	Completed	Pretest Score Date	Score Date
Supporting Healthy Lives: Living Healthy Lives	Test		08-21-2007	X	06-06-2007			
Supporting Healthy Lives: Health Across the Lifespan	Test		08-21-2007	X	05-23-2007			
Supporting Healthy Lives: Individual Health Needs	Test		08-21-2007	X	06-04-2007			
Supporting Healthy Lives: Signs and Symptoms of Illness	Test		08-21-2007	X	06-06-2007			
Supporting Healthy Lives: Care of Common Health Conditions	Test		08-21-2007	X	06-06-2007			
Supporting Healthy Lives: Working with Health Care Professionals	Test		08-21-2007	X	06-06-2007			
Personal Care: Understanding Personal and Self Care	Test		08-21-2007	X	06-06-2007			
Personal Care: Individualizing Personal Care	Test		08-21-2007	X	06-06-2007			
Personal Care: The Basics of Hygiene	Test		08-21-2007	X	06-06-2007			
Personal Care: Basics of Grooming and Dressing	Test		08-21-2007	X	06-06-2007			
Personal Care: Oral Care	Test		08-21-2007	X	06-06-2007			

4. Click on the **E-Learning by Module** tab to list your lessons by course name. This is a good way to organize the courses so that you can see which lessons you have completed, and which lessons you still need to complete. A red X in the status column means that lesson still needs to be completed, and a green ✓ means you have finished that lesson. *Remember, to complete a module you must pass all of the lesson tests in each module.

COLLEGE OF DIRECT SUPPORT AN INTERNET-BASED COLLEGE FOR DIRECT SUPPORT PROFESSIONALS									
Maureen Evelyn - Connecticut Department of Mental Retardat									
My E-learning Lessons - Maureen Evelyn									
E-learning Not Completed		E-learning All My Lessons		E-learning By Program		E-learning By Module		E-learning Self Enroll	
Module Name	Test	Eval	Due	Status	Started	Completed	Pretest Date	Score Date	
Lessons in Module: CT DMR Personal and Self-Care									
Personal Care: Understanding Personal and Self Care	Test		08-21-2007	X	06-06-2007				
Personal Care: Individualizing Personal Care	Test		08-21-2007	X	06-06-2007				
Personal Care: The Basics of Hygiene	Test		08-21-2007	X	06-06-2007				
Personal Care: Basics of Grooming and Dressing	Test		08-21-2007	X	06-06-2007				
Personal Care: Oral Care	Test		08-21-2007	X	06-06-2007				
Personal Care: Introduction		eval	08-21-2007	✓	06-06-2007	06-13-2007			
Lessons in Module: CT DMR Supporting Healthy Lives									
Supporting Healthy Lives: Living Healthy Lives	Test		08-21-2007	X	06-06-2007				
Supporting Healthy Lives: Health Across the Lifespan	Test		08-21-2007	X	05-23-2007				
Supporting Healthy Lives: Individual Health Needs	Test		08-21-2007	X	06-04-2007				
Supporting Healthy Lives: Signs and Symptoms of Illness	Test		08-21-2007	X	06-06-2007				

5. Click on the name of the lesson you want to start. Work your way through each lesson: Always listen to the narrator first, and then read the information on the page. Follow the instructions that you are given by the narrator or onscreen. The toolbar at the top is always the same on each page. You can go to the next page in the lesson by clicking the right arrow (**Next Page**), or go back to the previous page by clicking the left arrow (**Last Page**):

The screenshot shows a web browser window with a toolbar at the top. The toolbar contains several icons: a globe for 'Personal Page', a pencil for 'Journal', an 'i' for 'Lesson Intro', a left arrow for 'Last Page', a right arrow for 'Next Page', and a checkmark for 'Take Test'. A red arrow points to the 'Next Page' button. Below the toolbar, the page title is 'Course 16: Personal Care Lesson 1: Understanding Personal and Self Care'. The main content area is titled 'Understanding Personal and Self Care' and contains 'Learner Objectives'. It lists five objectives: 1. Describe personal care and self care activities. 2. Provide three reasons why grooming and hygiene activities are important. 3. Describe methods of approaching conflicts between hygiene choices and health and safety. 4. Identify the role and responsibilities of the direct support professional in assisting with personal care activities. 5. Describe methods for overcoming challenges faced by direct support professionals when assisting with personal care. Below the objectives, there is a note: 'Click on the buttons if you would like to see suggested On-The-Job (OJT) skills and Portfolio samples for this lesson. These lists are methods of assessing skills, knowledge, and attitudes that the lesson is designed to help learners develop.' At the bottom of the content area, there are two blue buttons with yellow text: 'OJT' and 'Portfolio'.

6. When you finish a lesson, click on the **Take Test** button on the toolbar. You should take the test immediately after completing the lesson while the information is fresh in your mind. *Remember, you can take the test as many times as needed.

To leave a lesson and return to **My E-learning Lessons** at any time, click **Personal Page**. The next time you return to that lesson, you will start at the same page that you were viewing when you left.

7. To exit the CD click **Logout**



LEARNING TIPS



Get Ready

- Before you start, make sure the learning environment is quiet and free from distractions.
- Start with a good attitude. Focus on learning, not on test taking. Take the time to learn how to apply the course material to “real work” activities, rather than focusing on how to get the lessons done as quickly as possible to meet provider qualifications, hiring, or other mandated requirements.
- Get to know all parts of the CDS system. Try it out and figure out what works best for you. For example, some learners will like having the CDS voice feature turned on; others may find this a distraction. Some learners may want to periodically stop to review information as they go along; others may feel more successful when a review occurs at the end of a session.



Get Set

- Don't force yourself to complete a lesson or module in a set timeframe. Set a pace that works for you.
- Don't be afraid to stop and ask questions, as needed. Make sure someone is available to provide some assistance if you think you are going to need it
- Stop before you get frustrated. The problem-solving part of our mind can't work well when we are tense.



GO!

- Watch the videos, listen to the stories, do the activities. These activities provide the best “real-life application” of the CDS lesson material.
- Copy, paste and print out information that you may want to review again at a later point in time.
- Take “attention breaks” as needed. (Most learners will benefit from standing and stretching periodically in order to re-engage an attention span that wanders.)
- Create a portfolio that shows what you have learned. Have fun doing this by using your learning style strengths to portray this information.



BEFORE YOU TAKE THE TEST

- ❑ Show your portfolio to others and talk about what you learned. Ask for feedback about concepts you may have misunderstood or missed showcasing in your portfolio.
- ❑ Practice taking the test: Copy and print the test before completing it online. Make sure you understand what each question is asking. Do the practice test with someone who can give you feedback about your answers.



Other Quick Tips

- ❑ If you intend to use the system often, you may want to save the address in your ‘Favorites’ toolbar to make it easier to return to the system.
- ❑ You can contact Maureen Evelyn at DDS (860-418-6013) for technical support, if your audio and video files will not play correctly.

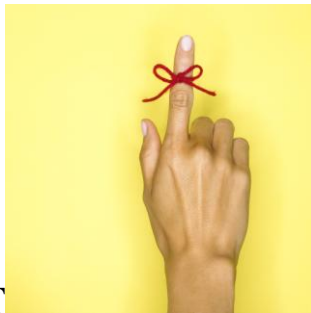


Pat yourself on the back for a job well done.



**Learning is a treasure
that will follow its owner everywhere.**

~Chinese Proverb



DON'T FORGET



1. Have your employer sign the E-Learning verification form when you have completed the 18 CDS lessons. Once your employer has sent this to their FI and the FI has verified through the CDs system that your lessons are completed you will receive a \$180.00 training stipend in your next paycheck. You can only receive this stipend one time.



2. Provide a CDS transcript to your employer if you've already completed the CDS requirements at a previous time. Once the FI receives this transcript from your employer you will be exempted from completing the modules again.



3. You can request a comparability form from your employer, if you feel you've done comparable training through another DDS qualified provider agency. Once the FI receives a completed comparability form with appropriate training record attachments, you will be exempted from completing the CDS modules. **Comparability forms will only be accepted from agencies or organizations that are on the DDS qualified provider list.**