Updated January 2022

For Technical Assistance on using the College of Direct Support send an email to: CDSTA@rutgers.edu

Purpose of manual: to make sure that you have a full understanding of the basic requirements and to ensure that there are no mistakes/errors made within the system.

The intention is to ensure that you are adhering to the integrity of the CDS system and the requirements of use by DDD service providers. Following the guidelines in this manual reduce the likelihood of errors that could impact not only your agency and its DSPs but all other agencies and their shared DSPs within the system.
Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual. The current version of this manual can always be found as a hyperlink in the signature of emails received from CDSTA@rutgers.edu. This signature also includes links to many other helpful resources.

As a recommendation, utilizing the CDS Admin Manual during the first 2-3 months of working with the CDS is encouraged when entering new learners into the system and assigning training.

CDSTA@rutgers.edu is the email address for the CDS Central Administrator. This email address will be the ONLY route towards receiving technical assistance or access to a staff that works for more than one agency.

The email address is available for response 5 days a week (Monday-Friday) during business hours and expect to hear back from us regarding your inquiry in at least 24 business hours.

We only provide assistance directly to CDS agency administrators, any other staff should not use this email for assistance. They should seek assistance from their agency administrators.
The College of Direct Support has been in existence for 20 years across the country. It is a state-of-the-art curriculum that was developed by the University of Minnesota in collaboration with a national board of editors.

The content is updated on a regular basis. Typically, you will not see these updates as they tend to be minor in relation to basic screens, images, minor content changes, text, etc. However, a large update revolving around revisions of an entire course, or the addition of a new course will occasionally occur.

Currently, the CDS contains more than 30 different modules in the core curriculum with a variety of modules available for front-line supervisors as well.

In addition to having access to the core curriculum, the CDS is a learning management system, which will allow you to assign training to your staff, run reports, check staff transcripts, and other tasks that will help you examine the status of your staffs’ training.
In terms of CDS utilization for your specific agency and per DDD requirements, the assignment and tracking of mandatory training is the minimum requirement for this system.

Please be reminded that you have access to over 30 different training modules that can be assigned to your staff for them to meet the professional development requirements and competency needs of your agency.

Through this system, you can offer career pathways to your DSPs. These are career pathways that can either be created by your agency or taken from previously created pathways. If your agency is interested in offering career pathways, we at the Boggs center can provide you with technical assistance in launching these pathways.

You are strongly encouraged to research the National Alliance for DSPs at www.nadsp.org. Through their E-badge system, DSPs can enroll in the program to submit their education and portfolio samples, this will give them badges representing their accomplishment of specific competencies. If they complete a series of badges, they can then pursue numeric credential levels (DSP levels 1, 2, or 3 which will prove to be beneficial in the long run. There is a cost for agencies to participate in the opportunity, but it is an investment in your staff; details can be found with NADSP.

The CDS not only allows you to track the completion of mandatory training but also...
allows for the assignment of required professional development hours as well. DDD policies require the completion of basic training, orientation level training, and 12 hours of professional development for full-time employees (6 hours for part-time) annually.
The most prominent skill you should possess as a CDS administrator is basic to moderate computer skills, meaning you will be required to navigate the online system and the internet in general. If you cannot demonstrate this ability, then it is recommended that your agency have multiple CDS administrators or another staff within your agency should be assigned to this position. Regarding multiple CDS administrators, the minimum recommendation is to have at least 2 within your agency in the event of an emergency (4 should be the maximum).

Another skill that is equally important to computer skills is attention to detail, meaning you must have the capability to enter information into the system in the correct format without error. An extremely critical motto that should be remembered when in this position is to “check it, double-check it, and triple check it ALWAYS”. Certain aspects within the CDS cannot be changed once information is saved, such as incorrect IDs, which can lead to the loss of completed training for the staff that is affected.

Being a good communicator is another skill we strongly encourage you to possess, meaning that you will need to communicate with your staff to alert them of assigned training and expectations of your agency regarding the time frame of completion. You will also need to go into the system to verify that training has been completed, which may require direct communication with your DSPs, front-line supervisors, program directors, and other staff that need to be aware of completed training.
You must use the NJ DDD required naming mechanism when creating User IDs/Log-Ins: first letter of their first name, full last name, and last four digits of the social security number. If this requirement is not adhered to and a learner ID for staff is entered incorrectly into the CDS system, your CDS administrator privileges will be revoked.

This naming mechanism is used across the state of NJ. It ensures that each staff has their own unique ID, allows for the comparison of personnel files to verify that learner ID belongs to a specific staff, and provides portability of transcripts from agency to agency. The possibility of duplicate learner IDs is a rare occurrence, but should this happen, please contact us at CDSTA@rutgers.edu.

Shared access is another responsibility that holds great importance within this position. Staff may move from one agency to another or work for multiple agencies at a time, this requires that all the specified organizations are linked to that staff person.

Agency CDS Administrators are responsible for assigning CDS training to staff and providing them with technical assistance as needed. Agency CDS Administrators will have access to review all your staffs’ transcripts, which may be needed for auditing purposes. This further emphasizes the importance of inputting data correctly into the CDS system.
For competency assessments, some DDD-required training is two-pronged, meaning that training consists of an online component and a paper-based assessment component.

You will be required to update the status of learners based on their current status within the organization (active or inactive). You must ensure that you are making the correct changes to a staff’s status, the first offense will be a warning and close observation of your administrator activities within the CDS. The second offense will be having your CDS administrator privileges being revoked.

Details related to these responsibilities are found further along in the manual.
Administrator Guidelines

Administrators must adhere to the guidelines set forth by the CDS Central Administrator and in the CDS Administrator Manual.

Failure to follow said guidelines will result in loss of your CDS Administrator privileges.
As a CDS administrator, you must have familiarity with the policies and procedures manuals within the DDD website. DDD operates two programs under the Comprehensive Medicaid Waiver which funds your organizations and requires specific training to be completed: the Supports program and the Community Care program.

The information can be found on the DDD website at: nj.gov/humanservices/ddd/. The DDD website has an abundance of useful information and resources at your disposal, however, as CDS administrators the information that you may need the most is in the “Providers” tab. In that same tab under “State Requirements” is where you will find the “Policies and Procedures” tab, which contains the Supports Program Policies and Procedures manual and the Community Care Program Policies and Procedures Manual.
Appendix E provides an overview of the training requirements for staff that support individuals within the Supports Program, which can be found on page 182 within the Supports Program Policies and Procedures manual.

<table>
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<tr>
<th>Timeline</th>
<th>All Agency Staff</th>
<th>Trainer</th>
<th>Applicable Services</th>
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<td>DOD Shifting Expectations - Changes in Perception, Life Experience &amp; Services</td>
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<td>Prevention of Abuse, Neglect &amp; Exploitation: Modules 1, 3, 4, 5, and 7</td>
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Like the Supports Program, the Community Care Program also has an Appendix E, which provides an overview of the training requirements for staff that support individuals within this Program. This information can be found on page 182 within the Community Care Program Policies and Procedures manual.

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<td>Within 90 days of hire</td>
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<td>College of Direct Support</td>
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APPENDIX E – QUICK REFERENCE GUIDE TO MANDATED STAFF TRAINING

The following training requirements are in effect for staff supporting individuals in the Community Care Program (CCP). See the CCP Manual, Section 17.1, for requirements associated with licenses/certifications for specific services.

Like the Supports Program, the Community Care Program also has an Appendix E, which provides an overview of the training requirements for staff that support individuals within this Program. This information can be found on page 182 within the Community Care Program Policies and Procedures manual.
The DDD System Mandatory Training Bundle includes the modules listed above.

The Prevention of Abuse, Neglect, and Exploitation (PANE) modules require online training and an on-site competency assessment to be completed. This competency assessment needs to be delivered to the learner by someone who is in a leadership role at a higher level of the DSP, such as a designated trainer or front-line supervisor. The forms for completing the competency assessment can be found on the DDD website.
Some of the staff within your organization may be responsible for administering medications to people using support. In which case, any staff that is administering medications or assisting with the process of helping a person to take medications must complete the medication course on the CDS. This course consists of two parts: the online lessons, which is a bundle of five modules, and the on-site competency assessment.

Notice that the introduction module under the online lessons is crossed out, this is because the lesson no longer exists. However, when viewing this course on the CDS and in the policies and procedures manual, the introduction module will still appear under the bundle. Although the Introduction module no longer exists, the other five modules within the medication bundle are still required to be completed.

The two documents that need to be completed for this competency assessment are located in the same tab as the PANE competency assessment. This competency assessment must be completed with the learner by someone who is in a higher-level leadership role and trained, skilled, and experienced in medication administration (e.g., supervisor, agency trainer, nurse, director, etc.)
On the DDD website, click on the “Providers” tab and click on Provider Information. The first drop-down menu on the “Provider Information” page is the “Provider Toolkit”, which contains various webinars, service delivery logs, and most importantly, the training and competency assessments.

The first two items listed above are used to complete the Prevention of Abuse, Neglect & Exploitation (PANE) competency assessment and the third item is the link to the medication competency assessment.

In addition to staff being required to verify their understanding by correctly responding to the questions and activities on these assessments, they need to have a full understanding of the organization’s policies and procedures.
Log-in/Homepage
College of Direct Support
New Jersey Website:

www.collegeofdirectsupport.com/embcenter

Link: [www.collegeofdirectsupport.com/embcenter](http://www.collegeofdirectsupport.com/embcenter)
This is the DirectCourse login page for the CDS.

Website: [www.collegeofdirectsupport.com/embcenter](http://www.collegeofdirectsupport.com/embcenter)

Be sure to use the correct web address. Searching through Google may yield another CDS site.

User ID: first letter of your first name, full last name(s), last four of your social security number

(Ex: Joe Schmoe will be JSchmoe5397 OR Joe Schmoe-Brown will be JSchmoeBrown5397. No special characters, spaces, or hyphens)

Password: hello

For technical assistance, email: CDSTA@rutgers.edu
From your Home screen you can:
- view your assigned lessons/assignments
- view and print your transcript at any time by clicking on the transcript link towards the bottom of your screen.
- change your password (please refer to the Passwords section of the manual)
You are not required to change your password in the system. The system will not prompt you to change your password.

The section on how to change your password is OPTIONAL. It is your responsibility as the designated CDS Administrator to assist your agency staff if they forget their password. Please refer to the “Password Assistance” section of the manual for further instruction.
Staff DOES NOT have to change their password.

Your user ID and password combination are unique to you.

How to change your password: Click on your name in the upper right-hand corner of your screen, then click the “Profile” tab in the drop-down menu.
This is your user profile information page. Click on the "change password" link.
The new password should be something memorable only you would know.

Enter the required information then click "Submit".

Remember, you should not share your password with anyone.

If you change your password and it is forgotten, an email and verification code must be included with any learners demographics (Verification code will always be the last 4 of the learner’s social security number)

No one but the learner can see their individual passwords
Learners will not be able to reset their password or obtain it in any form other than those listed in this section.

It is up to YOU as the agency designated CDS Administrator to assist agency staff in retrieving or resetting their password.

Verification code will always be the last 4 of the learner’s social security number.

An email icon will only appear if the learner has an email address attached to them in the system. Click on the “Email” button, which is identified as a white envelope icon.

If you do send out the auto-generated email from the CDS→ Change “Elsevier Clinical Online Learning” to “College of Direct Support” so learners have more understanding about where it’s coming from.
Adding New Learners
Adding new learners is one of the first things you will do in the CDS once becoming an administrator. When a new employee is hired by your organization, you should complete the process to enter them into CDS system as soon as possible. This can prevent any potential delays in completing the required training.

**IMPORTANT:**
Required Fields according to the Division of Developmental Disabilities in the state of New Jersey:
Learner ID, First Name, Last Name, and Hire Date. Facility and Department will auto-populated (NEVER CHANGE these)

The verification code and email are STRONGLY encouraged for password retrieval purposes.

It is important to remember that User IDs cannot be edited. If there is an error in the learner ID, please contact the CDS Central Administrator: CDSTA@rutgers.edu.

Do not assign training to individuals with incorrect User IDs as their training will be lost when incorrect User IDs are deleted.

User IDs are not case sensitive, but passwords are case sensitive.
Creating User IDs

- First letter of their first name
- Full last name
- Last four digits of their social security number
- Name should match agency HR records, no nicknames
- Hyphenated names should be merged
- Ex: John Doe, with social security #: 5397

John Doe: J Doe5397
John Doe-Brown: J DoeBrown5397

J Doe1234
JDoe
JDoe5397
JDBrown5397

JD5397
JohnDoe5397
JohnDoeBrown

JDB5397
5397
J Doe-Brown

When creating user IDs, you must adhere to the New Jersey naming mechanism: first letter of their first name, full last name, and last four digits of the social security number.

If you make an error when creating user IDs, please email the staff’s full name and the last four of their social security number to the CDS Central Administrator: CDSTA@rutgers.edu.

If you get an error message informing you that the learner already exists in the system, please notify the CDS Central Administrator: CDSTA@rutgers.edu.
Incorrect User IDs

All incorrect user IDs will be removed from the system by the CDS Central Administrator

• All training completed under an incorrect user ID will be Null and Void (staff will not receive credit for completing training under an incorrect user ID)

• If you have questions or need assistance with user IDs, please email: CDSTA@rutgers.edu
Once a learner is entered into the system, you can assign them lessons and track e-learning (online training).

At the top of the homepage, click on "Learners" then "Add a New Learner".
You will only be able to add learners to your agency unless otherwise specified. First name and last name CAN be changed after creation, learner ID CANNOT be changed after creation.

Naming Format:
First letter of their first name
Full last name
Last four digits of their social security number
Ex: John Doe, with social security #: 5397 User ID example: JDoe5397 (CANNOT BE CHANGED AFTER CREATION)

IMPORTANT: Required Fields according to DDD: Learner ID, First Name, Last Name, and Hire Date. Facility and Department will auto-populate (Never change these.)

The facility will typically fall under NJ DHS/DDD, however, the facility may fall under Support Coordination depending on the services provided by your organization. The department will always be your agency name.

You are STRONGLY encouraged to also include the verification code (last four of SS) and email address (organizational emails are preferred). These are necessary for password retrieval. Sub Department, Job Code, and Verification Code are different ways of
sorting/grouping staff in the system. You can use any combination of numbers and letters to create unique identifiers for staff you have primary access to in the system. Sub Department and Job Code are optional, Verification Code is not mandatory but strongly recommended.

Once you have entered all information in the required fields, double-check information against personnel files, then click "Save".
Once clicking the “Save” button, You will receive a green confirmation: "Your request has been processed successfully". This message is to verify that the new staff has been entered into the system.

Note: Learner IDs CANNOT be changed once they are saved. If you made a mistake with the learner ID, please email the CDS Central Administrator: CDSTA@rutgers.edu. IMMEDIATELY.
If you get a red error message, this indicates that the staff person is already in the system under another agency. Staff that are already in the system may have previously completed training.

**DO NOT CREATE A NEW LEARNER ID.** Please, email CDSTA@rutgers.edu to receive manager zone/secondary access to the specified staff.

Note: Learner IDs CANNOT be changed once they are saved. If you made a mistake with the learner ID, please email the CDS Central Administrator: CDSTA@rutgers.edu.
If you get an error message, this indicates that the learner ID already exists, and the staff person is currently in the system under another agency.

**DO NOT CREATE A NEW LEARNER ID.**

Please email **CDSTA@rutgers.edu** to receive manager zone/secondary access for specified staff.

**IMPORTANT:** Learner IDs CANNOT be changed once they are saved. Any training completed under the wrong user ID will be **VOID** for the staff and no credit will be given. Incorrect user IDs will be deleted from the system regardless of training completed.

If you made a mistake with the learner ID, please email the CDS Central Administrator: **CDSTA@rutgers.edu.**
For technical assistance, email the CDS
Central Administrator: CDSTA@rutgers.edu
Manager Zone
Manager Zone

- Also known as secondary access, allows CDS administrators to:
  - View the Learner’s transcript
  - Assign online training
  - Add Learner to in-classroom training rosters
- Processed three times a week for the state by the CDS Central Administrator.
- Send manager zone requests to CDSTA@rutgers.edu by Mon, Wed, Fri at 12 noon (include the full name and last four of the SSN).
- Access granted approximately 48 business hours after submission.

When submitting manager zone requests, put “Request for Manager Zone access” or “Request for Secondary access” in the subject line and include the following information:

The full name of the staff, the last four of their SSN, and their user ID.
This ensures that access is granted to the correct person in the system.

Manager zone requests are processed three times a week (Monday, Wednesday, and Friday) at approximately 12pm.

You will need to submit manager zone requests prior to 12 p.m. on these processing days. If requests are not received after 12 p.m., they will be submitted the following processing day.

It is recommended to submit requests as soon as possible for faster access.
Manager Zone Requests

In your request(s) include:

- The full name of the staff you are requesting access to, the last four of their SSN and their user ID

Example Email:
SUBJECT: Manager Zone

Body:
I would like to request manager zone access to John Doe 5397 (JDoe5397)

Your Name
Agency Name

Manager zone requests are required to contain the full name of the requested staff, the last four of their social security number, and their user ID. This is to ensure that the information is correct and verified within the CDS.
When sending an email to CDSTA@rutgers.edu, you will be met with an immediate automatic response. This automatic response is to verify that your inquiry has been received and will be responded to within 24 business hours. Sending multiple emails regarding the same inquiry will NOT expedite a response from us, we will respond to emails in the order they are received.

It is strongly recommended that you follow the Manager Zone and Remove Manager Zone request format for seamless activation/deactivation. Should you not provide us with the required information needed to grant or remove CDS administrator access from staff, resolutions to your inquiry will be delayed.
Primary and Manager Zone/Secondary Access: What's the Difference?

**Primary Access**
- Can enter brand new learner into system with no error alert
- Your agency's name is listed as learner's department
- Can make a learner inactive

**Manager Zone/Secondary Access**
- Learner is already in the system; access needs to be requested
- Another agency's name listed as learner's department
- Do NOT make learner inactive; email to request removal

VS
The department name and department code reference the organization that has primary access to a specific learner.

If you see your agency's name listed next to the staff, then you have primary access. If you see another agency's name listed next to the staff, then you have manager zone/secondary access.

DO NOT MAKE STAFF INACTIVE THAT YOU HAVE SECONDARY ACCESS TO! YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).

Failure to adhere to this rule will result in notification of warning, close observation of CDS activities going forward, and revoking of your CDS administrative privileges.
Look Up Learners & Edit Learner Information
Looking Up Learners/Revising Learner Information:

From the menu bar on the homepage, click “Learners” then “Lookup Learners” within the drop-down menu

The Manage Learner’s page will open.
You can search for learners by last name, learner ID or verification code (only if one has been assigned to their learner ID).

Enter all or part of the Learner’s last name or you can search by Learner ID. Then click “Show Results”.

Tip: You can also use the “%” (percent sign) and click show results. This will yield all learners you have access to.

Find the specific Learner you wish to access from the list. From this page, you can access all of the Learner’s information.
From this page you can edit the learner information: first and last name, sub-department, job code, birth date, hire date, email address, verification code. Once you have made the required changes, click “Save”

Note: User ID cannot be changed once created in the system. If there is an error in the learner ID, please contact the CDS Central Administrator: CDSTA@rutgers.edu

Once successfully saved, you will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully.
Reviewing Transcripts:
From the learner lookup page, you can also view the learner’s transcript.

From the menu bar on the homepage, click on “Learner”, then click “Lookup Learner”, enter the last name of the staff then click “Show Results”. Click on the “Transcript” icon to the far right of the page.
The employee’s transcript will show a red × for lessons that were not completed successfully and a green ✓ for lessons that were completed successfully. The employee must complete each lesson and demonstrate understanding by passing each lesson’s test with at least 80%.

You can print or export specific information from the Learner’s transcript.

If a staff states that they completed a specific lesson, but it is not showing up on their transcript, there is a possibility that specific training was archived. Completed training is NEVER deleted from CDS. To view all past and current training, you will need to change the status on the transcript. From the status bar select “All Current and Archived” from the selection then click “Go”. The page will refresh and all training both past and present will appear on the staff transcript.

Current and archived will show all training assigned to a specific learner. Lessons may be archived if an organization reassigns training to staff and requires them to complete the lesson again. You have the ability to reassign training that a staff person has already completed. The link to the instructions is on the Boggs Website and the signature of the CDSTA email reply.
You can also filter assigned training by module name. Click on the box next to "Show Module".

A filter option will appear to the right, select which module you would like to view then click "Filter by Module".

The page will reload, and you will only see lessons associated with that course/module.
Sending Emails Through the CDS:

You can also send an email to the learner from the learner lookup page. Email feature will come from a system-generated email address to learners and are non-response emails. Learners will not be able to respond to the emails, but you can send them a notification regarding the creation of their account in the CDS.

An email icon will only appear if the learner has an email address attached to them in the system. Click on the “Email” button, which is identified as a white envelope icon.

If you send out an email from CDS when creating new learners → Change “Elsevier Clinical Online Learning” to “College of Direct Support” in the autogenerated email.
Changing Learner Status When Staff Leaves Organization

Rutgers, The State University of New Jersey
Reminder: Changing Staff Status

Remember only the primary agency will be listed when you look staff up in the CDS. If you can see the staff, but your agency is not listed next to their name, then that means you have manager zone/secondary access to the staff.

Do not make staff inactive that are not listed under your agency for primary access.

Once an employee/Learner leaves your agency, their Learner Status must be changed within 10 days of their termination date.

If you are the learner’s PRIMARY AGENCY, you should make the staff person INACTIVE when they leave your organization.

YOU MUST NEVER MAKE A LEARNER INACTIVE IF YOU ARE NOT THEIR PRIMARY AGENCY.

DO NOT MAKE STAFF INACTIVE THAT YOU HAVE SECONDARY ACCESS TO. YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).

If you have manager zone access to the staff and no longer need it, send an email to CDSTA@rutgers.edu to remove access.

See the Manager Zone section of the CDS Administrator Manual for more information.
From the menu bar on the homepage, click “Learners” then “Look Up Learners”

You will be redirected to the “Manage Learners” page.
On the Manage Learners page, enter all or part of the learner’s last name in the Last Name search bar, then click “Show Results”. A list of one or more learners will be displayed.

If you see your agency’s name listed next to the staff, then you have primary access. If you see another agency’s name listed next to the staff, then you have manager zone/secondary access.

If you have primary access to the learner, Select the Learner whose status you wish to change then click the “Edit” button. If you do not have primary access, contact CDSTA@rutgers.edu if changes are necessary.

**DO NOT MAKE STAFF INACTIVE THAT YOU HAVE MANAGER ZONE ACCESS TO. YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).**
To make a specific learner ID inactive, click the “Make Inactive” button.

A message box will appear to confirm if you if you would like to change the status of this learner, click “OK”.

**DO NOT MAKE STAFF INACTIVE THAT YOU HAVE MANAGER ZONE ACCESS TO. YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).**
You will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully.

It is recommended that you look up the inactive learner ID on the Learner Lookup page to ensure that the changes were made.

Please refer to Look Up Learners & Edit Learner Information within the CDS admin manual regarding how to lookup learners.
Removing Manager Zone Access

- If you have manager zone access to a learner and no longer need it (the learner no longer works for your agency), send the full name and last four to **CDSTA@rutgers.edu** to remove manager zone access.

- Failure to follow the guidelines set by the CDS Central Administrator will result in loss of CDS Admin privileges. Your agency will have to designate someone else as the CDS Administrator for your agency.

Manager Zone Removal list is done every 1st of the month.
Remove Manager Zone Request - Example

Example 1:
I no longer need manager zone access to John Doe 1234 (JDoe1234)

Example 2:
Please remove manager zone access to the following staff:
First name: John
Last name: Doe
Last four of SSN: 1234
User ID: JDoe1234
Failure to follow the guidelines set by the CDS Central Administrator will result in the loss of your CDS Admin privileges.
Assigning eLearning (online training)
CDS Curriculum

30 Courses in the General CDS Curriculum

- National Best Practice
- Multi-media and interactive
- 4-16 Lessons Each
- Tests (typically 10 questions)
- Suggested On-the-Job Competency Demonstration

Disability Intensive Courses

College of Frontline Supervision & Management

More courses added and updated annually

CDS Online Course Catalog
CDS trainers should check out catalog to identify what types of lessons/additional professional development courses exist within the CDS and to get an idea of what specific lessons they can assign to staff.

All the training in the CDS should NOT be assigned at the same time, only what’s necessary. As a CDS administrator, it is recommended that you take the same assigned courses as well to reinforce the information that your staff is learning as well as to answer any possible questions they may have regarding the content.

Details including Module and Lesson Descriptions and Timeframes can be found at: https://www.directcoursecatalog.com/contentPath/content/course-listings/direct-support?contentDirectory=directCourseCatalog&catalogId=contentPath
Assigning eLearning by Individual
To assign modules to learners, click the “eLearning” link on the homepage, then click “Assign Training” from the drop-down menu, which will redirect you to the Manage eLearning page.
It is recommended to choose individuals first before assigning modules.

Click on the “Choose Individuals” button at the bottom of the page under the Individuals section.

A pop-up box labeled “Select the Users you would like to have added” will appear.
Under the Search Criteria, Individuals will already be selected, and this does not need to be changed.

Enter the last name of the specific learner in the Last Name search bar, then click “Search”
After clicking the “Search” button, a list of learners with the specified last name will appear.

This list can be sorted by Last Name, First Name, Department Code, or Learner ID.

Multiple learners can be selected at one time from the list. Select the specific learners by clicking the check box on the left of the learner’s last name, a checkmark will appear to confirm that the specific learner has been selected and the learner’s information will be bolded.

Entering % in the search will yield all the learners you have access to.

Do not click the “Close Window” button after making your selections as it will reset the form. Click “OK” at the bottom of the page to confirm selections.
At the bottom of the Manage eLearning page under the Individuals section, the list of learners that you have selected from the previous page will appear.

The red X next to each learner’s name allows you to remove a specific learner from the selected list.
After learners have been selected, click on the drop-down menu for Modules available to All Facilities.

Certain modules come in bundles and individual training is available under that category, such as Medications for example. Assigning a bundled module will assign all necessary lessons within that bundle at the same time.

Once you have made a selection under the drop-down menu, click “Assign Now” to assign these pieces of training to your selected learners.
You will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully and the training has been assigned.
This manual does not go into detail about the Reports function, as there is a designated webinar that provides a full overview. The full overview of the Reports function can be found on the Boggs website under the Direct Support Workforce Development section of the Projects tab.

The Reports tab is the furthest on the right on the homepage. When clicking the tab, you will notice in the drop-down that there are several types of reports that can be generated.

Note: It doesn’t matter which option you click in the drop-down menus because you will be brought to the same page, however remembering a certain link makes it easier to remember where this option is located. A typical way to remember would be to click the bottom link labeled “Admin Reports”, but again all the options will lead you to the Reports Analytics Manager.
After making a selection under the Reports tab, a pop-up page will appear. This page is the CDS’s Report Analytics Manager, which can generate different reports based on specific metrics inputted into the system. On the left-hand side, you will notice that the different types of reports are listed and bolded in black, which corresponds to the list on the home page.

There are also subcategories listed under each report type, which will highlight with a hyperlink when you hover over them. For example, when clicking on Online Learning, it will provide you with instructions as well as descriptions of reports that can be run under that specific category.

Also, clicking the plus sign next to Department Reports will provide you with even more information on the types of reports that can be generated to give you the information that you seek under that sub report.

https://rwjms.rutgers.edu/boggscenter/projects/Runningreports_CDSadminwebinar.mp4 - Link for Running Reports webinar
When you receive emails from us, you will notice in our signature that we provide you with links for resources you may find helpful as a CDS administrator.

These links are discussed throughout this manual and will be continuously updated as necessary to ensure you are receiving the correct links towards the most up-to-date information.
When a staff is hired within your organization, it is important to make sure that they have access to the learner’s guide for future reference.
Additional Information

For an electronic copy of the CDS Admin Manual copy of the Learner's Guide, webinars
and more information about the College of Direct Support visit:
http://rwjms.rutgers.edu/boggscenrer/projects/direct_support.html

For Technical Assistance in using the College of Direct Support, email:
CDSTA@rutgers.edu
For technical assistance, email the CDS Central Administrator: CDSTA@rutgers.edu