

# **The College of Direct Support**

# **Administrator Manual**

## For technical assistance, please email: CDSTA@rutgers.edu

(please note: this email address is only for New Jersey agencydesignated CDS Administrators)

Updated November 2024

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

The purpose of the manual is to ensure that you have a full understanding of the basic requirements so that no mistakes/errors are 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 will reduce the likelihood of errors that could impact not only your agency and your DSPs but all other agencies and their shared DSPs within the system.



<u>Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.</u>

Where to find the CDS Admin Manual:

- In the signature of emails received from CDSTA@rutgers.edu
  - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: CDS Admin Manual (rutgers.edu)

**CDSTA@rutgers.edu** is the email address for the CDS Central Administrator Team. This email address is the ONLY route to receiving technical assistance or access to staff who work for more than one agency. 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 email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.



## What is the College of Direct Support?



State of the Art Curriculum developed by UMN in partnership with an editorial board of national experts.



Used by DDD to implement statespecific competencybased training requirements.



Learning Management System (LMS) – create/access staff accounts, assign training, run reports, and check learner transcripts to track progress

The College of Direct Support has existed for several decades across the country. It is a state-of-the-art curriculum 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 curriculum.

The CDS is also a learning management system, which allows you to assign training to your staff, run reports, check staff transcripts, and perform other tasks that help you examine the status of your staff's 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. The CDS Core Curriculum has 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.

DDD Mandatory Training Requirements:

- Completion of basic training
- Orientation level training
- Annual professional development hours (12 hours for full-time employees/6 hours for part-time)
  - More information can be found in Appendix E of the DDD Program Policies and Procedures manuals

The National Alliance for Direct Support Professionals (NADSP) Credentialling for Career Development: <u>Certification - NADSP</u>.

- Through their E-badge Academy system, DSPs can enroll in the program to submit their portfolio containing work and education samples; this will give them badges representing their accomplishment of specific competencies, which can benefit career development.
- Please watch the NADSP E-Badge Academy introductory webinar for more details: <u>https://www.youtube.com/watch?v=-AEaksVxIIM</u>.

### You are becoming a CDS Agency Administrator...



Skills & Attributes Required:

- Basic to moderate computer skills
- Attention to detail
- Good communicator

As a CDS Admin, you must possess these three skills in order to be successful:

- Basic to moderate computer skills, *meaning you will be required to navigate the online system and the internet in general.*
- Attention to detail, meaning you must have the capability to enter information into the system in the correct format without error.
- Being a good communicator, 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.

If you cannot demonstrate these abilities, then it is recommended that another staff within your agency should be assigned to this position. In addition, your agency should have multiple CDS administrators available at a time. <u>Your agency should NOT have only one CDS admin</u>.

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).

Details related to the responsibilities of this position are found further along in the manual.

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CDS Admin Re	sponsib	ilities
Follow •Follow all guidelines and requirements outlined in this manual	Review	•Review staff transcript to verify completion of required training
•Enter new staff learner IDs using the New Jersey DDD required naming mechanism	Audit	<ul> <li>Audits require agency staff transcripts to be provided for compliance procedures</li> </ul>
•Request secondary access to staff accounts as necessary (known as Manager Zone)		•Retain completed documents in relation
Assign CDS training lessons to staff as required	Retain	to competency assessments in HR personnel files
Provide technical assistance to agency staff on the use of the CDS	Update	•Update status of learners you have <u>primary</u> access to who are no longer active with your agency (within 10 business days)

Agency-designated CDS Administrators are responsible for:

- Providing staff with technical assistance as needed
- Entering new staff following the NJ DDD required naming mechanism when creating learner IDs
  - first letter of their first name, full last name, and last four digits of the social security number. This naming mechanism ensures that each staff has their own unique ID, provides portability of transcripts, and allows for the comparison of personnel files to verify that learner ID belongs to a specific staff. The possibility of duplicate learner IDs is a rare occurrence, but should this happen, please contact us at CDSTA@rutgers.edu. You must ensure that you are entering staff correctly in the system. If this statemandated 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.
- Requesting access to existing staff accounts (Manager Zone)
  - Staff may move from one agency to another or work for multiple agencies simultaneously. This is where the concept of Manager Zone comes in: shared access requires that all the specified organizations are linked to that staff person.
- Assigning CDS training to staff
- Accessing and reviewing all staff's transcripts
- Updating the account status of staff (active or inactive)





You are responsible for self-reporting errors in the system. If you make an error, please contact us at **CDSTA@rutgers.edu**.

If you make an error within the CDS and do not self-report it to us, your first offense will be met with a warning that outlines the mistake you specifically did wrong and a close observation of CDS admin activities.

The second offense, regardless of the length of time that has elapsed, you will have your CDS administrator privileges revoked. This is to ensure accuracy and the integrity of the system is maintained. Failure to follow said guidelines will result in loss of your CDS Administrator privileges.



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# Log-in/Homepage

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

Generic Password: **hello** (The generic password is automatically created by the system at the time of account creation)

Your learner ID and password combination are unique to you.

For technical assistance, email: CDSTA@rutgers.edu

Reference of the Relative The Boggs Center of	port.com/embcenter
Welcome to the DirectCourse login page.         To gain access to the system you will use the Learner ID and Password provided to you by your learning administrator. If you don't	College of Direct Support New Jersey Website
know your Learner ID or Password, please click the Forgot Password link below for assistance. Login CEU's: To obtain CEU credit, completion of all lessons within a course with a test score of 80% or higher is required. Forgot Password?	Look for a small icon on the right-hand side that says <i>NJ</i> <i>Partnership for Direct</i> <i>Support Professional</i> <i>Workforce Development</i> , this ensures you are on the NJ version of the CDS.

This is the DirectCourse login page for the NJ CDS.

Website: <u>www.collegeofdirectsupport.com/embcenter</u>. Be sure to use the correct web address. Searching through Google may yield another CDS site.

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

Generic Password: hello

(The generic password is automatically created by the system at the time of account creation)

Your learner ID and password combination are unique to you.

For technical assistance, email: CDSTA@rutgers.edu

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Home System Learners eLearning Discussion Content Classes & Events Custo	m Surveyor Tools Reports
My Activities Overview	Home
Overdue Assignments (96)	Recent Announcements
eLearning Lessons (96) >	
All Overdue Assignments >	Coordinator of DD Services
	Meeting Cancelled For Thursday
Current Assignments (6)	All Announcements >
eLearning Lessons (6) >	
All Current Assignments >	
一 同 Click to view:	
Credits Earned	
OnTrack	

From your Home screen, you can:

- View your overdue and current 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)



Password changes are OPTIONAL. You are not required to change your password in the system.

The system will not prompt you to change your password.

#### Generic Password: hello

(The generic password is automatically created by the system at the time of account creation)

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 instructions.



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.

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	Home	System	Learners	eLearning	Discussion	Content	Classes & Events	Custom	Custom Surveyor Tools Reports			
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	ELS	EVII	ER	Elsevia About Cookie	er Performance Contact Us s are used by this	Manager Help Rese site. To decline o	ource Center FAQs or learn more, visit our coc	NADSP Crede okies page	ntialing Terr	ms & Conditio	ons Privacy Policy	С

This is your user profile information page, which is a simplified version of your demographics page.

If you need to update your email address, changing it from the My Profile page is the most convenient option.

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.

Click on the "change password" link.

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	CURRICULA FOR LIFE IN COMMUNITY	
Home System	n Learners eLearning Discussion Content Classes & Events Custom Surveyor Tools Reports	
	Change Password         To change your password, perform the following steps:         • Enter your current password.         • Enter your new password below.         • Re-type the new password.         • Click Submit.         Current Password:         Confirm Password:         Confirm Password:         Submit	

The new password should be something memorable that only you would know.

Enter the required information then click "Submit".

Remember, you should not share your password with anyone. **DO NOT** allow any other employee to use your account, as that is a violation of your administrative privileges, and you will be immediately revoked of your access.

If you change your password and it is forgotten, an email and verification code must be included on any staff's demographics page (The verification code will always be the last 4 of the learner's social security number).



The generic password for learners in the CDS (if it has not been changed by the user) will be "hello" and cannot be changed or reset by anyone except for the user of that learner ID.



## **Password Assistance**

If a learner you have access to does not remember their password, there are two ways to assist them:

- 1. Enter their email address and the last four of their social security number as their verification code on their demographics page (this will allow them to reset themselves from the log-in page)
- 2. Look the staff up and click on the email icon (white envelope) associated with their learner ID. A pre-filled email will appear. Click "Send". This will send the staff an email that includes their login information.

Learners will not be able to reset their password or obtain it in any form other than those listed in this section. Passwords cannot be changed or reset by anyone except for the user of that learner ID.

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

Two ways to retrieve a forgotten password:

- Staff can reset their password using the Forgot Password form on the login page.
  - As the CDS Admin, you need to go into the staff's demographic page to ensure that the email address and verification code fields are filled in.
- Send out the auto-generated email from the CDS (see next page for details).
  - Click on the "Email" button, which is identified as a white envelope icon.
    - An email icon will only appear if the learner has an email address attached to them in the system.
  - If you do → Change "Elsevier Clinical Online Learning" to "College of Direct Support" in the subject line so learners have more understanding about where it's coming from.



Sending out the auto-generated email from 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 password information or the creation of their account in the CDS.

- Click on the "Email" button, which is identified as a white envelope icon.
  - An email icon will only appear if the learner has an email address attached to them in the system.
- If you do → Change "Elsevier Clinical Online Learning" to "College of Direct Support" in the subject line 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 you become an administrator.

When your organization hires a new employee, you should attempt to enter them into the CDS system as soon as possible following the NJ DDD Learner ID naming mechanism.

The system will indicate to you if the learner ID already exists. This can prevent any potential delays in completing the required training.



All learner IDs within the NJ CDS must adhere to the NJ DDD-required naming mechanism.

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

Ex: John Doe, with social security #: xxx-xx-5397 Learner ID example: JDoe5397 (CANNOT BE CHANGED AFTER CREATION)

To create learner IDs for staff <u>WITHOUT</u> social security number:

- First letter of their first name
- Full last name
- Last four digits of their Permanent Resident Card or Employment Authorization document to replace SSN

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

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



When creating learner IDs, you must adhere to the New Jersey DDD Naming Mechanism: first letter of their first name, full last name, and last four digits of the social security number.

To create learner IDs for staff <u>WITHOUT</u> social security number:

- First letter of their first name
- Full last name
- Last four digits of their Permanent Resident Card or Employment Authorization document to replace SSN

\*Please note that this format should only be used in the absence of the social security number. All other employees added to the College of Direct Support using this naming mechanism will be removed from the system.

If you create an incorrect learner ID, please email CDSTA@rutgers.edu with:

- The staff's full name
- The last four of their social security number
- The incorrect learner ID you created

If you get an error message informing you that the learner already exists in the system, please request Manager Zone access to the account through **CDSTA@rutgers.edu**.

NOTE: Learner IDs CANNOT be changed once they are saved. It is YOUR responsibility to notify us of an error in the system. If you made a mistake with the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** IMMEDIATELY.

## **Incorrect Learner IDs**

### All incorrect learner IDs will be removed from the system by the CDS Central Administrator Team

- Do not assign training to individuals with incorrect learner IDs
  - All training completed under an incorrect learner ID will be **null and void**. Staff will not receive credit.
- Learner IDs <u>CANNOT</u> be changed or edited once they are saved.
- If you make an error when creating learner IDs, you must self-report the mistake by emailing <u>CDSTA@rutgers.edu</u>.

All incorrect learner IDs will be removed from the system by the CDS Central Administrator Team. No exceptions.

Remember, learner IDs CANNOT be changed once they are saved.

Do not assign training to individuals with incorrect learner IDs. Any training completed under the wrong learner ID will be **NULL AND VOID** for the staff, and no credit will be given.

Incorrect learner IDs will be deleted from the system regardless of the number of training completed.

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	Direct Course ONLINE CARROLLA FOR LIFE & COMMANY         System       Learning       Discussion       Content       Classes & Events       Custom       Surveyor       Tools       Reports         tivities O       Add is New Learner       Lookup Administrator       Home         due Assign       Recent Announcements       Recent Announcements         trining Lessons (102) >       Coordinator of DD Services       IMPORTANT REMINDER         Meeting Cancelled For Thursday       Meeting Cancelled For Thursday	
Home System Learners eLearning Discu	Demonstration Purpose-Onetwo ✓         ssion       Content       Classes & Events       Custom       Surveyor       Tools       Reports         Home	
My Activities O Create a New Administrator	Home	
Lookup Administrators Overdue Assign Lookup Learners	Demonstration Purpose-Onetwo ✓ Content Classes & Events Custom Surveyor Tools Reports ome Recent Announcements IPORTANT REMINDER Reting Cancelled For Thursday Announcements >	
eLearning Lessons (102) >		
All Overdue Assignments >	Coordinator of DD Services	
	Meeting Cancelled For Thursday	
Click to view:	All Announcements >	
Transcript		
Credits Earned		

Once a learner is entered into the system, you can assign them lessons and track their training progress by viewing their transcript.

At the top of the homepage, click on "Learners" then "Add a New Learner".

Note: Required field	s are designated in red and with asterisks (*)	
Learner ID	up to 90 characters	
First Name	up to 50 characters	
Last Name	up to 50 characters	
*Facility:	New Jersey DHS/DDD  v select from the list	
Sort Departments by	○ Department Name ○ Department Code	
*Department:	Admin Demo(CDSDEMO) select from the list	~
Enter the following in Sub Department:	formation to support organizational needs.	
Job Code:	(optional)	
	(required)	
Hire Date:	(SLOP)	
Hire Date: Email Address:	(required to retrieve forgotten passwords)	
Hire Date Email Address: Verification Code:	(required to retrieve forgotten passwords) (required to retrieve forgotten passwords)	
Hire Date Email Address: Verification Code: Badge ID:	(required to retrieve forgotten passwords)       (required to retrieve forgotten passwords)       (optional)	
Hire Date Email Address: Verification Code:	(required to retrieve forgotten passwords)	

Required Fields according to the New Jersey Division of Developmental Disabilities:

- Learner ID
  - first letter of your first name, full last name(s), last four of your SSN
- First Name and Last Name(s)
- Facility
  - Typically falls under NJ DHS/DDD, however, may fall under Support Coordination depending on the services provided by your organization
  - Auto populates Do not change
- Department
  - The department will always be your agency name.
    - Auto populates only change if you have admin access to multiple agencies
      - Please ensure when entering new staff that you're adding them under the correct department
- Hire Date

You are STRONGLY encouraged to also include the verification code (last four of SSN) and email address (organizational emails are preferred) needed for password retrieval. Sub Department, Job Code, and Badge are optional staff information that can be added to the demographics page.

Once you have entered all information in the required fields, double-check the information against personnel files, then click "Save".

NOTE: Learner IDs CANNOT be changed once they are saved. It is YOUR responsibility to notify us of an error in the system.

If you made a mistake with the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** IMMEDIATELY.



### Confirmation Message

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.

### Error Messages

If you get the first red error message: "A user with this Learner ID already exists", 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. Please, email **CDSTA@rutgers.edu** to receive manager zone/secondary access to the specified staff.

If you get the second error message, this may also indicate that the learner ID already exists, and the staff person is currently in the system under another agency. More typically, this error message indicates a connection timeout, which means that the server took too long to respond and failed to deliver the proper response to your request in a timely manner. If you receive this message, **DO NOT CREATE A NEW LEARNER ID**, and do NOT contact Elsevier. Please email **CDSTA@rutgers.edu** to receive manager zone/secondary access for specified staff.

NOTE: Learner IDs CANNOT be changed once they are saved. It is YOUR responsibility to notify us of an error in the system.

If you made a mistake with the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** IMMEDIATELY.



<u>Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.</u>

Where to find the CDS Admin Manual:

- In the signature of emails received from CDSTA@rutgers.edu
  - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: CDS Admin Manual (rutgers.edu)

**CDSTA@rutgers.edu** is the email address for the CDS Central Administrator Team. This email address is the ONLY route to receiving technical assistance or access to staff who work for more than one agency. 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 email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.



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# Manager Zone

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 simultaneously.

This is where the concept of Manager Zone comes in: shared access requires that all the specified organizations that the staff person works for are linked to their CDS account.

Manager Zone requests should be submitted for staff accounts that ALREADY EXIST in the system.



## Manager Zone

- Alternate names: secondary access, dual access, shared access
- <u>Purpose</u>: To allow CDS admins to request access to staff accounts already listed in the system
- Admin Abilities once granted MZ access:
  - View the learner's transcript
  - Assign online training
- Manager Zone Request List is sent three times weekly to Elsevier by the CDS Central Administrator.
- Send manager zone requests to <u>CDSTA@rutgers.edu</u> by Monday, Wednesday, and Friday at noon (12 p.m.) following the Manager Zone request format.
- MZ access is granted approximately 48 business hours after MZ Request List submission.

The subject line must contain "Request for Manager Zone access" or "Request for Secondary access" and include the following information in the body of your email:

- The full name of the staff
- The last four of their SSN
- Their learner ID in the CDS

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

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

Please refrain from sending multiple emails for secondary access to different staff. It is recommended to send multiple requests in a single email as opposed to individual emails for each request for faster access.



The subject line must contain "Request for Manager Zone access" or "Request for Secondary access" and include the following information in the body of your email:

- The full name of the staff
- The last four of their SSN
- Their learner ID in the CDS
- Your name and agency name

This ensures that access is granted from the correct person in the system. Please be sure to put your name and your agency in the body of your request as well. If the required information is not provided, your request will not be processed.

RECOMMENDATION: Attempt to input the learner into CDS as soon as possible to verify if the staff is already in the system. If the staff already has an account listed, this will indicate that you need to submit a manager zone request to **CDSTA@rutgers.edu** for faster access after the request is submitted.



When sending an email to **CDSTA@rutgers.edu**, you will receive an immediate automatic response. This automatic response verifies that your inquiry has been received and will be responded to within 24-48 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.

When you correspond with us via email at **CDSTA@rutgers.edu**, it is important to keep all responses in the same thread. Replying to our messages directly rather than starting a new email preserves conversation history and streamlines information communication.

It is strongly recommended that you follow the Manager Zone and Remove Manager Zone request format for seamless activation/deactivation. If you do not provide us with the information needed to grant or remove CDS administrator access from staff, resolutions to your inquiry will be delayed.



Primary and secondary access within the CDS system have equivalent capabilities, including viewing staff transcripts and assigning training. The distinction between primary and secondary access lies in permissions, such as the ability to change staff status.

While primary access grants full administrative privileges, allowing actions like modifying staff status, secondary access provides similar functionality but with limitations on certain administrative tasks.

Both primary and secondary access levels enable administrators to manage staff training and records effectively, but primary access offers additional permissions for making broader system changes and adjustments.



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

If you see <u>your</u> agency's name listed next to the staff, then you have **primary access**. If you see <u>another</u> 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 (YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).

Failure to adhere to this rule will result in email 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

To find a learner in the system, follow these steps:

- 1. Access the system by logging in with your Learner ID and password.
- 2. Locate the Learners option at the top of the page, then click Lookup Learners.
- 3. Type in the staff's learner ID in the search field.

4. A list of matching learners will appear. Click on the name of the learner you wish to view to access their profile.

**Editing Demographic Pages** 

Once you have accessed a learner's profile, you may need to update their demographic information. Here's how to do it:

- 1. On the Learner Lookup page, look for the section labeled "Edit."
- 2. Click on the "Edit" button, which will redirect you to the staff demographics page.
- 3. Modify the necessary fields with updated information and relevant details.

4. After making the necessary updates, click "Save" to ensure the new information is recorded in the system.

NOTE: Learner ID cannot be changed once created in the system. If there is an error in the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** 



Looking Up Learners

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- 1. Access the system by logging in with your Learner ID and password.
- 2. Locate the Learners option at the top of the page, then click Lookup Learners.

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NOTES: - To locate learners - Find learners with - This search is not - Show Inactive Li	please enter at least the fir in your administrative scope case-sensitive. Searching f earners	st letter of the learn (the facilities and o or "Abbot" or "ABBO	er's last nan lepartments DT" or "abbo	ne or the firs for which y ot" will returr	t charact ou have t the sam	ter of the lear been granted ne results.	rner's ID I adminis	or learne trative ac	n's verification code a ccess.)	and click Sho	w Result	ts.			
Last Name: exa	ample Learne	r Id:		Verification	Code:				Show Results	Add New I	earner				
Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demo	dexample2000	*******	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		08/03/2015		Edit	i	i	i
example	demo	dexample2020	******	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-	×	Edit	i	i	i
Example	Demonstration	DExample1234	******	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012		Edit	i	i	i
example-eight	demo	dexample8	*******	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010	×	Edit	i	i	i

You can search for learners by last name, learner ID, <u>or</u> 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, regardless of demographic information.

Find the specific Learner you wish to access from the list. From this page, you can access all of the Learner's information by clicking the Edit button that corresponds to the learner information to view their demographics page.
RT Intrees Heatre The Boggs Center on Disbility and Human Development Robert Weed Johnson Weed School
Your request has been processed successfully.
Managa a larper
imanayo a Loannoi
Learner : Example, Demonstration is ACTIVE Make Inactive Send Email Select Learner Add New Learner Add New Learner
Learner Information Group Membership Permissions
Note: Required fields are designated in red and with asterisks (*)
*Learner ID: DExample1234 Last Login: 01/20/2017
*Login Name: DExample1234 *Password: *******
*First Name: Demonstration up to 30 characters
*Last Name: Example up to 30 characters
*Facility: New Jersey DHS/DDD V select from the list
Sort Departments by O Department Name O Department Code
*Department: Admin Demo (CDSDEMO) Select from the list
<b>Optional Information:</b> Enter the following information to support organizational needs.
Sub Department:
Job Code:
Birth Date:
Hire Date: 12/3/2012
Email address: [Dexample@example.con]
Verification Code: 1234

From the demographics page, you can edit the learner information: first and last name, sub-department, job code, birth date, hire date, email address, and verification code.

NOTE: Learner ID cannot be changed once created in the system. If there is an error in the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** 

If the last name of the learner changes after creation, the last name field can be edited to reflect the new last name. Learner ID will still contain the previous last name and does NOT need to reflect the change in last name following initial creation.

Once you have made the required changes, click "Save". 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.



#### What is a Transcript?

The CDS transcript is a virtual, detailed record of a staff member's training and educational activities within the system. It includes information about courses taken, completion dates, scores, and all Contact Hours/CEUs earned.

#### Why Transcripts are Important

•**Tracking Progress**: Transcripts provide a comprehensive overview of each staff member's training, allowing administrators to monitor progress and ensure all required training is completed.

•**Compliance**: Agency staff are required to complete specific training to meet legal, regulatory, or organizational standards. Transcripts help verify that these requirements are met during auditing procedures.

•**Professional Development**: By reviewing transcripts, staff and administrators can identify areas for further development, helping to plan future training and career growth.

Maintaining accurate records of training on staff transcripts is crucial for audits, performance evaluations, and organizational reporting.

NOTES: - To locate learner - Find learners wi - This search is n	rs please enter at least the thin your administrative sco of case-sensitive. Searching	first letter of the learn pe (the facilities and o g for "Abbot" or "ABBO	er's last nan lepartments DT" or "abbo	ne or the firs for which y t" will returr	it charact ou have I in the sam	ter of the lear been granted le results.	rner's ID I adminis	or learne trative ac	r's verification code ccess.)	and click Sho	w Resul	ts.			
Last Name:	example Learn	ner Id:		Verification	Code:				Show Result	s Add New I	Learner				
Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demo	dexample2000	******	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		08/03/2015		Edit	i	i	
example	demo	dexample2020	******	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-		Edit	i	i	i
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012		Edit	i	i	i
example-eight	demo	dexample8	******	New Jersey	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010	×	Edit	i	i	i

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 that corresponds to the learner information to view their transcript.

RUTGERS HEALTH The Boggs Center on Disability and Human Development Robert Wood Johnson Medical School										
Learnerld : DExample1234										
		· · · · · ·								
Show All eLearning Classes & Events Ontrack	Checklist	Acknowledge	ments	Discussion						
Status All Current All Archived Current & Archived Show Module: Acknowledged Export lo Excel Print No Show										
Cancelled										
All Items: 170 Completed: 16 Due:	143									
Item Name	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
ABCD Sample	Lesson	06/19/2013	X							A
ABCD Sample II	Lesson	06/19/2013	X							Α
CDS: Autism	Lesson	09/12/2013	X							Α
CDS: Community Inclusion: Community Bridge Building and Networking	Lesson	03/31/2016	х							A
CDS: Community Inclusion: Introduction	Lesson	03/31/2016	X							Α
CDS: Community Inclusion: Matching Community Resources with Individual Interests	Lesson	03/31/2016	×							A
CDS: Community Inclusion: Natural Supports	Lesson	03/31/2016	X							A
CDS: Community Inclusion: The DSP Role in Community Inclusion	Lesson	03/31/2016	X							A
CDS: Cultural Competence: Communication	Lesson	04/07/2013	X							A
CDS: Cultural Competence: Daily Support	Lesson	04/07/2013	X							A
CDS: Cultural Competence: DSP Roles in Culturally Competent Organizations	Lesson	04/07/2013	×							A
CDS: Cultural Competence: Introduction	Lesson	04/07/2013	1	01/25/2013				Contact Hours	CDS	A
CDS: Cultural Competence: The Continuum	Lesson	04/07/2013	X							A
CDS: Cultural Competence: The Culture of Support Services	Lesson	04/07/2013	X							A
CDS: Cultural Competence: Understanding Your Own Culture	Lesson	04/07/2013	X							A
CDS: Cultural Competence: What is Cultural Competence?	Lesson	04/07/2013	X			0.00				A

The employee's transcript will show a red X for lessons that were not completed successfully and a green  $\checkmark$  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, this means that the training may have been 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.

RUTGERS HEALTH The Boggs Center on Disability and Human Development Robert Wood Johnson Medical School												
Show All eLearning Classes & Events Ontrack Checklist Acknowle	dgements Discu	Ission										
Status Current & Archived ¥												
Assigned / Self-Enrolled:												
Show Module:	Medications		¥ 🖬	er by Module								
Export to Excel Print												
All Items: 6 Completed: 6 Due: 0					_							
ltem Name	Module	Program	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
CDS: Introduction to Medication Support: Administration of Medications and Treatments	Medications		Lesson	09/15/2019	1	06/25/2019	90.00			CEU	IACET	A
	Medications		Lesson	09/15/2019	1	06/25/2019	90.00		1.7	Contact Hours	CDS	A
	Medications		Lesson	12/13/2022	Х							A
CDS: Introduction to Medication Support: An Overview of Direct Support Roles in Medication Support	Medications		Lesson	09/15/2019	1	06/25/2019	80.00			CEU	IACET	A
	Medications		Lesson	09/15/2019	1	06/25/2019	80.00		12	Contact Hours	CDS	A
	Medications		Lesson	12/13/2022	Х							A
CDS: Introduction to Medication Support: Follow-up, Communication, and Documentation of Medications	Medications		Lesson	09/15/2019	1	06/25/2019	100.00			CEU	IACET	A
	Medications		Lesson	09/15/2019	1	06/25/2019	100.00		1.3	Contact Hours	CDS	A
	Medications		Lesson	12/13/2022	X							A
CDS: Introduction to Medication Support: Introduction	Medications		Lesson	09/15/2019	1	06/25/2019				Contact Hours	CDS	A
CDS: Introduction to Medication Support: Medication Basics	Medications		Lesson	09/15/2019	J	06/25/2019	80.00			CEU	IACET	A
	Medications		Lesson	09/15/2019	J	06/25/2019	80.00		1.5	Contact Hours	CDS	A
	Medications		Lesson	12/13/2022	X							A
CDS: Introduction to Medication Support: Working with Medications	Medications		Lesson	09/15/2019	ĵ	06/25/2019	90.00			CEU	IACET	A
	Medications		Lesson	09/15/2019	J	06/25/2019	90.00		1.3	Contact Hours	CDS	A
	Medications		Lesson	12/13/2022	Y							A

\*Example of staff transcript with the status bar changed to "All Current and Archived". The Medication module has been selected under Show Module to view all previous and current lessons associated with the module (see next page for details)\*

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 as a refresher. 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 in the signature line of **CDSTA@rutgers.edu**.

Instructions for Reassigning Training:

https://boggscenter.rwjms.rutgers.edu/documents/BOGGS/TrainingandConsultation/ CDS/CDSAdminReassignTraining.pdf

RUTGERS HEALTH The Boggs Center on Disability and Hu Robert Wood Johnson Medical Sch	uman Development												
Learnerld : DE>	kample1234												
Show All	eLearning Cl	asses & Events	Ontrack	Checklist	Acknowled	gements	Disc	cussion					
Status	C	urrent & Archived	<b>v</b>										
Assigned / Self-E	nrolled:												
Show Module:		1	Displa	y All Items					-(	Filter I	ov Module		
Export to Excel	Print		Boggs	Center Le	tters of the Alphab	pet							
Export to Excer	FILIX		DDD -	CFSM - D	eveloping an Inter	vention F	lan						
All Items: 173	Comp	leted: 16	DU DD -	CESM - R Cultural C	ecruitment & Sele	ction							
Air terns. 175	Comp	ieted. To	DDD -	DANIELLE	E'S LAW (2013)						Deside		- N
Item Name	Module	Item Type	Due Di DDD -	DIC - Auti DIC - Den	sm ression					of Unit	Provider	Assign Type	^
IMPORTANT	Assigned	Acknowledgement	12/08/20 DDD -	DSP Profe	essionalism							Δ	
REMINDER	Acknowledgement	Acknowledgement	DDD -	Employme	ent Supports							2	
Meeting	Assigned	Acknowledgement	12/08/20 DDD -	Individual	Rights & Choice	e						A	
Cancelled For	Acknowledgement		DDD -	Personal (	Care								
Truesched	Assigned	Acknowledgement	DDD -	Positive B	ehavior Supports	ing with E	ecole Far	milion and Sust				۵	
ing solies	Acknowledgement	reality and a second second	DDD -	You"ve Go	ot a Friend	ing with r	copie, r'ai	nines, and Syste	01110			2	
vote tomorrow	Assigned	Acknowledgement	04/14/20 Life St	eps Staff F	Required Classes							A	
	Acknowledgement												
Example - CDS Classes & Events	Assigned Ontrack Item	Ontrack	07/27/2016	1	07/27/2016			6	Conta	ct Hours		A	
Pre-Service - CPR Certification	Assigned Ontrack Item	Ontrack	01/01/2013	1	01/01/2013			6	Conta	ct Hours		A	
	Assigned Ontrack	Ontrack	01/01/2015	1	01/01/2013			6	Conta	ct Hours		A	

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.



## Changing Learner Status When Staff Leaves Organization

NOTE: changing staff status also applies to agency-designated CDS admins.

If your organization experienced a turnover in CDS administrator employment, please send an email to <u>CDSTA@rutgers.edu</u> to verify who should remain active and who should be removed as an administrator for your agency.

Please coordinate with your fellow agency administrators and organizational leadership regularly to ensure the list of your agency-designated CDS administrators is up-to-date. Upon notice, we will revise our records accordingly regarding any changes.

## **Reminder: Changing Staff Status**

It is up to the **agency with primary access** to change learners' status (make active or inactive) in the system.

If **YOUR** agency name appears under their department name, your agency has primary access.

If **ANOTHER** agency name appears under their department name, your agency

has manager zone access.

### Do not make staff active or inactive who 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 <u>PRIMARY AGENCY</u>, you should make the staff person <u>INACTIVE</u> 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.

RUTGERS HEALTH The Boggs Cent on Disability an Robert Wood Johnson Med	er 1d Human Developmen 1ical School	t												
Cheo	ck you	ir acc	ess	s ty	oe k	УV	D	epart	tme	ent	: N	lar	ne	)
Last Name: exa	mple Lea	rner ld:	V	erification Cod	de:			Show Res	ults Add N	ew Learn	er			
Last Name	First Name	Learner Id (Login Name)**	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demonstration	DExample1234	New Jersey DHS/DDD	Admin Demo	(PRIMA	Active	Yes		12/03/2012	ED)	Edit	ï	i	i
Example-Eight	Demo	DExample8888	New Jersey DHS/DDD	Boggs Center Others	(MANA)	Active GER Z	No ONE: A	NOTHER AGE	- NCY LIST	ED)	9	ï	i	i
Example-eighteen	Demo	dexample1818	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		•		Edit	i	i	i
example-eleven	demo	dexample0011	New Jersey DHS/DDD	Southern Regional Office (DDD)	SRO	Active	No		07/10/2017		Edit	i	i	ï
Example-fifteen	Demo	dexample1515	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	12	-		Edit	ï	i	i

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 <u>your</u> agency's name listed next to the staff, then you have **primary access**. If you see <u>another</u> 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** for access removal.

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).

R	RUTGERS MEALTH The Boggs Center on Disability and Human Development Robert Wood Johnson Medical School
-	Learner : Example, Demonstration is ACTIVE Make Inactive Send Email Select Learner Add New Learner Add New Learner Assign Items
	Learner Information Group Membership Permissions
	Note: Required fields are designated in red and with asterisks (*) *Learner ID: DExample1234 Last Login: 01/20/2017
	*Login Name: DExample1234 *Password: ******** *First Name: Demonstration up to 30 characters
	*Last Name: Example up to 30 characters *Facility: New Jersey DHS/DDD v select from the list
	Sort Departments by O Department Name O Department Code
	*Department: Admin Demo (CDSDEMO) v select from the list

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).

RU FRUGERS HEATH The Boggs Center in Disbility and Human Bushermont Heart Water Conversion Scheel
Your request has been processed successfully.
Manage a Learner
Learner : Example, Demonstration is INACTIVE Make Active Send Email Select Learner Add New Learner
Learner Information Group Membership Permissions
Note: Required fields are designated in red and with asterisks (*)
*Learner ID: DExample1234 Last Login: 01/20/2017
*Login Name: DExample1234 *Password: *******
*First Name: Demonstration up to 30 characters
*Last Name: Example up to 30 characters
*Facility: New Jersey DHS/DDD ✓ select from the list
Sort Departments by O Department Name O Department Code
*Department: Admin Demo (CDSDEMO)  v select from the list

You will receive a green confirmation message at the top of the page indicating that your request has been processed successfully.

This process can be utilized to reactivate staff accounts your agency has primary access to, should your agency reemploy them or if they are returning from an extended absence.

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)
  - Email the CDS Central Admin Team at <u>CDSTA@rutgers.edu</u> to remove MZ access.
- Removal requests must include the staff's full name, CDS learner ID, and last four of their SSN.
  - Include your name and your agency name
- Manager Zone Removal lists are sent for processing every 1<sup>st</sup> business day of the month.



The subject line must contain "Removal Request for Manager Zone access" or "Request for Secondary access REMOVAL" and include the following information in the body of your email:

- The full name of the staff
- The last four of their SSN
- Their learner ID in the CDS
- Your name and agency name

This ensures that access is removed from the correct person in the system. Please be sure to put your name and your agency in the body of your request as well. If the required information is not provided, your request will not be processed.





<u>Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.</u>

Where to find the CDS Admin Manual:

- In the signature of emails received from CDSTA@rutgers.edu
  - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: CDS Admin Manual (rutgers.edu)

**CDSTA@rutgers.edu** is the email address for the CDS Central Administrator Team. This email address is the ONLY route to receiving technical assistance or access to staff who work for more than one agency. 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 email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.



# New DSP Training Requirements

Working with our community partners, DDD has established the New Jersey Direct Support Professional Core Competency Career Pathway and a new set of training requirements for all Direct Support Professionals and Supervisors employed by DDD/Medicaid-approved provider agencies. The new requirements will have a soft launch effective October 1, 2024, with full implementation effective January 1, 2025. If you still have questions after reviewing the materials below, please contact <u>DDD-</u><u>WQU@dhs.nj.gov</u>.

New DSP Training Requirements

- Webinar: An Overview of New DSP Training Requirements: <u>Slide Deck | Webinar</u> <u>Recording</u>
- Implementing the New DSP Training Requirements: A Guide for DDD Providers
- <u>Conversion Chart: 2016 to New DSP Training Requirements</u>
- <u>DDD Required Training Bundles</u> (available through College of Direct Support)

Here are the new training requirements for DSPs as dictated by DDD. These training requirements are intended for onboarding and initial training purposes and meet the minimum requirements. Agencies are encouraged to offer additional training and mentoring during their onboarding processes.

You are responsible for knowing the new DSP training requirements to ensure your specific agency procedures follow compliance protocols. Please listen to the webinar and download and review the guide at your earliest convenience.

New DSP Training Requirements: An Overview of New DSP Training Requirements: Slide Deck: <u>Slide Deck</u> Webinar: <u>Webinar Recording</u> Implementing the New DSP Training Requirements: A Guide for DDD Providers Conversion Chart: 2016 to New DSP Training Requirements

DDD Required Training Bundles (available through College of Direct Support)



## DDD Mandated Training and Competency Assessments:

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment) Agency Competency Assessment Supervisor Question & Answer Guide <u>PANE\_guestion\_and\_answer\_guide.pdf (nj.gov)</u>

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment) Agency Competency Assessment Form

PANE\_competency\_assessment\_form.pdf (nj.gov)

Medication Administration: On-Site Competency Assessment Forms interim\_preservice\_training\_on-site\_competency\_assessment\_forms.docx (live.com)

On the DDD website <u>Division of Developmental Disabilities | Home (nj.gov)</u>: Providers  $\rightarrow$  Provider Information $\rightarrow$  Mandated Training and Development for Medicaid/DDD Approved Providers

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment) Agency Competency Assessment Supervisor Question & Answer Guide: <u>https://www.nj.gov/humanservices/ddd/documents/PANE\_question\_and\_answer\_guide.pdf</u>

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment) Agency Competency Assessment Form:

https://www.nj.gov/humanservices/ddd/documents/PANE\_competency\_assessment \_form.pdf

Medication Administration: On-Site Competency Assessment Forms: <u>https://www.nj.gov/humanservices/ddd/documents/PANE\_competency\_assessment\_form.pdf</u>

In addition to staff being required to verify their understanding by correctly responding to the questions and activities on these assessments, they need to fully understand the organization's policies and procedures.



All 30 courses are driven by National Best Practices, grounded in nationally validated and research-based core competencies. The courses are multi-media and interactive, meaning that written word, spoken word, videos, audio stories, and interactive games are incorporated into lessons. Lessons outside the Core Curriculum specifically created by DDD are archived pre-recorded webinars.

Every module has typically between 4 to 16 lessons. The modules with fewer lessons tend to take between 30-40 minutes to complete for each, while the modules with more lessons take between 15-20 each.

Each lesson within a module has a post-test that must be completed after finishing a lesson. The learner must complete each lesson and demonstrate understanding by passing each lesson's test with at least 80% or above.



CDS administrators should check out the catalog to identify what types of lessons/additional professional development courses exist within the CDS beyond DDD required training. and to get an idea of what specific lessons they can assign to staff.

Clicking on a module title will show the full course description, the number of lessons, as well as the number of contact hours earned for this role. Details including Module and Lesson Descriptions and Timeframes can be found at Elsevier | DirectCourse Catalog 2019. The CDS Course Catalog is also listed in our signature line under Helpful Links.

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 to reinforce the information that your staff is learning as well as to answer any possible questions they may have regarding the content.

NOTE: If you see a module listed on the website that you are not able to find in the CDS, please let us know so that we can provide assistance.





To assign modules and/or individual lessons 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.

anage eLearning	
Module to Assign Modules your Department Created: Modules available to All Facilities:	ow Assign Later View Assign Now Assign Later
Assignment Options	
Send notification email to learners that receive assignment.	Manage Saved Learners (6)
Who should be assigned this Module?	
Departments	
Choose Departments	
Individuals	

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.

F	RUTGERS HEALTH The Boggs Center on Disability and Human Develops Robert Wood Johnson Medical School	nent				
	Select the Users you	I would like to	have added:			
	Search Criter	ia:				Close Window
		aved Learners				
	Last Name:			First Name:		
	Facility:		~	]		
	Department:	$\sim$				
	Job Code:			Sort by:	Last Name	Search

Under the Search Criteria, Individuals will already be selected, and this does not need to be changed.

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

Enter the last name of the specific learner in the Last Name search bar, then click "Search"

Close Window Close Window Search
Close Window Close Window Search artment Code
Name Name, MI artment Code
Name Name, MI artment Code
Name Name, MI artment Code
Name Name, MI artment Code
Name Name, MI artment Code
t Name, MI artment Code
artment Code
ept Code Job Job
Code Description
DSDEMO
DSDEMO
DSDEMO
DSDEMO nurse
ept Code Job Code De DSDEMO DSDEMO

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.

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.

anage econting		
Module to Assign		
Modules your Department Created	Coliti Vilou Assign New Assign Istor	
Modules available to All Facilities:	Cuit View Assign tow Assign tow	Accian Later
	View Assign Now	Assign Later
Assignment Options		
Send notification email to learners that rece	ve assignment.	Manage Saved Learners (6)
Who should be assigned this Modu	9?	
Who should be assigned this Modu Departments	9?	
Who should be assigned this Modu Departments Choose Departments	9?	
Who should be assigned this Modu Departments Choose Departments Individuals	9?	

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.

RUIGERS HEALTH The Boggs Center on Disability and Human Developme Robert Wood Johnson Medical School	ent					
Manage eLearning						
Module to Assign						
Module , our population Croated:	v	Edi	it View	Ar	Assign Later	
Modules available to All Facilities:		~	Edit View	Assign Now	Assign Later	
					nage Saved Learners (0)	
Email Options	A Support Coordinator's Guide to Navigating the Employment Service System (DDD)					
Send Notification Email	CDS - Civil Rights & Advocacy					
Send notification email for learners	CDS - Community Inclusion					
	CDS - COVID-19 - Taking Care of Yourself					
Set up Module Reminder Emails	CDS - Cultural Competence					
Send reminder emails for the module (	CDS - DIC - Brain Injury					
according to the earliest lesson):	CDS - DIC - Cerebral Palsy					
1 day before due date	CDS - DIC - Diabetes					
1 week before due date	CDS - DIC - Epilepsy					
30 days before due date	CDS - DSP Professionalism					
	CDS - Emergency Preparedness					
	CDS - Employment Supports					
How would you like to assign this	CDS - Everyone Can Communicate					
Assign to one or more facilities	CDS - Functional Assessment					
7 Issign to one of more identities	UDS - TIIFAA					
Choose Facilities	CDS - Inoline and Community Living					
	CDS Individual Diabte & Choice					
Assign to one or more departments	CDS - Intellectual and Developmental Differences - Supporting People with ASD					
Choose Departments	obo - monocidar and povolopmontal priorences - Supporing reopie with ASD					

After learners have been selected, click on the drop-down menu for Modules available to All Facilities.

Certain lessons come in bundles, such as the DDD System Mandatory Training Bundle for example. Assigning a bundled module will assign all necessary lessons within that selected module title 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.

RUTGERS HEALTH The Boggs Center on Disability and Robert Wood Johnson Medical	Human Development					
The CDS - DIC - E	pilepsy module was s	successfully assigned				
Manage eLearning						
Module to Assi	an					
Module to Assig	gri tmant Created					
Modules your Depar	All Created.		•	Edit Vie	w Assign Now	Assign Later
wodules available to	All Facilities.	CDS - DIC - Epilepsy	````	Edit	/iew Assign Now	Assign Later
Email Options					Mar	age Saved Learners (0)
Send Notification E	Email					
Send notification	ation email for learners	s when the module is assigned				

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.

CDS Administrators will not receive alerts for due dates, you are responsible for alerting staff to modules that have been assigned, the time frame they have for completion, and when the modules are due.

R RUTCERS HEATH The Boggs Center On Disability and Human Development Rebert Wood Johnson Medical School		
ORLINE CLARECULA FOR LEE IN COMMUNITY Home System Learners elearning Discussion K	nowledge Manager Content Classes & Events Custom Surveyor Too	Boggs Center ↓
My Activities Overview	Home	Online Learning Classroom/Events
Overdue Assignments (8)         eLearning Lessons (8) >         All Overdue Assignments >	Recent Announcements NJ DSP Career Path Newsletter Submit a story about your experience on the Career Path Nominate a DSP for the Making A Difference Award! All Announcements >	Acknowledgements Discussions Summer Admin Reports
Transcript Credits Earned OnTrack		

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 Center website. Click on Training and Consultation then DSP Direct Support Professional Workforce Development, the Reports webinar is listed under Related Resources.

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.

n Disability and Human Development Revert Wood Jahason Redicti Stood				
ide .				
ports Analytics Mere Collages			Report Analytics Manager	
Complete	Instruction	ns: The Report Analytics Manager displa	us a list of available reports titles and their descriptions for each reporting area. Several reports feature alternate views and/or drill downs to view further report information.	
Chining Counting	1202000000			
Summary Reports	To run a rep report. Som	port, open up any reporting area to brow the reports include a lookup function to k at tool has is available on all reports and	vse the available reports, then click on its title. The report filters, if there are any, displays on the right, and you can proceed to make your entries and selections and then run you ocate one or more items to include (e.g.learners and leasons). A percent sign '%' may be used as a wildcard in lookup functions to quickly locate any item. The output a lower we have through bury reput a solution to use the first second to Even Constant and the second se	
(i) Department Reports	managemen	it tool bar is available of all reports and	a move use to page through your results, aujust your view size, mit items multimitie report, export to Excer, CSV or save as a Por, perform a renesh, and print.	
<ul> <li>Learner Reports</li> </ul>	You may op	tionally save custom report filter selecti	ions in the 'My Reports' area to use at any time rather than having to re-enter your selections.	
E Lesson Reports		Report Title	Description	
Module Reports	Europany I	Paparts	beachpuon	
Program Reports	1	Facility Summary	Displays summary information at the facility level regarding number of active learners, lessons assigned and completed and credits earned, based on current assignments only (for desired date range).	
Classroom & Events	2	Group Summary	any, is specified.	
	Z VICe/ Summary Displays auminary momentor or groups, including leasons assigned, completed and past-due, will address an individual so memory specific another complete and past-due, will address as individual so the individual so that the individual so			
(±) Courses	3	Department Summary	Displays department level information reparding lessons assigned, completed and due.	
Events	4	Department Learner Credit Summary	Displays learner lesson progress and credit summary information	
T Learner	5	All Assignment Listing	Displays transcript details, including credits earned, for learners by department.	
E control	6	Learner Detail by Department	Displays learner details by department	
Ontrack	7	Ontrack Learner Item Detail	Displays item details, including credits, for learners by department.	
Item Reports     ■	Learner Re	ports	pod konstrukturen konstrukturen de statut 🖉 de seren statut 🖉 de konstrukturen de seren statut de seren statu	
E Learner Denastr	8	Completion Summary	Displays learner lesson plan summary and activity detail, including credit information.	
E Learner Reports	9	Learning Summary	Displays all activity for selected learners.	
Announcements	10	Testing Summary	Displays each test a learner has taken, including each question, answer(s) selected and correct answer(s).	
<ul> <li>Acknowledgements Summary Report</li> </ul>	11	Completion History	Displays test scores for all tests taken by a learner for completed lessons, including date and time of each test.	
nterestere	12	Learning Due	Displays all lessons that need to be completed, by learner.	
Discussions	13	Lesson Progress	Displays activity details and progress towards completion for each lesson in a learner's lesson plan.	
<ul> <li>Discussions Summary</li> </ul>	14	Lessons Due	Displays lessons that are past the assigned completion date.	
Exception Reports	15	Transcript - All Training	Displays all training for learners, including eLearning (active/archived), classroom training and Ontrack items. Data may be requested for individual learner, or all learners in facility/department.	
	16	Group Membership	Displays learner details by groups.	
Learners Not Assigned Module	Lesson Rep	oorts		
<ul> <li>Learners with Module OR Event</li> </ul>	17	Lesson-Learner	Displays summary progress regarding completion of selected lesson(s) followed by each Learner Detailed information.	
Completions	18	Course Lesson Listing	Report displays a list of all courses and lessons licensed or created by your organization.	
Completions	19	Lesson Summary	Displays summary of learners who have completed or not completed the lesson(s), the percentage complete or incomplete and average score. Features drill-down to a list of learners by facility.	
Learners Not Assigned Lesson	20	Instructor's Guide	Displays each test question, answer choices and correct answer(s) for the selected lessons. Illustrations are included if applicable.	
- contrast not stanging cessor	21	Test Analysis	Displays the number of learner responses for each answer choice in the test(s) selected.	
Completions	22	Test Score History	Displays learner scores for each learner who has taken a test for the lesson(s) selected. Average test score is calculated for all learners in the selected facility.	
Learners with Lesson AND Event	Module Rep	ports		
Completions	23	Module Assignment Date	Displays a list of department with total assigned learners for a specified template; drill-down option will list first name, last name, lean description, assigned date and completion date for each learner.	
Learners Not Enrolled in Event	24	Module Awaiting Assignment	Displays learner/department modules not yet assigned.	
Preceptor Assignments	25	Module Completed by Learner	Displays learner progress detail regarding completion of the selected modules.	
	26	Module Department Report	Displays department progress towards module completion, Features drill-downs to module lessons and other learner/lesson details.	
<ul> <li>Preceptor Assignments</li> </ul>	27	Module Due by Learner	Displays learner progress detail renaming modules not yet completed	

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.

Link for CDS Webinars (including Running Reports): https://boggscenter.rwjms.rutgers.edu/resources/video-library



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.



For an electronic copy of the CDS Admin Manual, Instructional Webinars, the Learner's Guide, and more information about the College of Direct Support, please visit the Boggs Center Website. You can find CDS information under Training & Consultation, then clicking on DSP Direct Support Professional Workforce Development

#### Link for Boggs Center website:

https://boggscenter.rwjms.rutgers.edu/training-and-consultation/dsp-workforcedevelopment



College of Direct Support Webinars are designed for agency-designated CDS administrators only. After attending the CDS Administrator Training, administrators will be given access to the College of Direct Support. Please keep in mind that these webinars are not meant to replace the CDS Admin Training. They are only meant as supplemental technical assistance and content review to expand existing CDS administrators' current knowledge.

Link for CDS Webinars:

https://boggscenter.rwjms.rutgers.edu/resources/video-library



The Learner's Guide is a user manual that provides a comprehensive overview of the CDS's functionality, including login information and access to training and transcripts. When staff is hired within your organization, it is important to ensure that they have access to the learner's guide as a self-navigation tool for future reference.

Link for Learner's Guide:

https://boggscenter.rwjms.rutgers.edu/documents/BOGGS/TrainingandConsultation/ CDS/CDSLearnersGuide.pdf



Upon completion of the CDS Admin Training, you will be added to the NJ CDS Admin Listserv

This is a distribution-only list for all current NJ agency-designated CDS Administrators who have been added to receive updates about the College of Direct Support, DDD-related information, and training opportunities provided by The Boggs Center.

As a current CDS administrator for your agency, please ensure all of the existing CDS admins for your agency are receiving correspondence from the Listserv as these updates include important news that CDS admins must be aware of.


<u>Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.</u>

Where to find the CDS Admin Manual:

- In the signature of emails received from CDSTA@rutgers.edu
  - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: CDS Admin Manual (rutgers.edu)

**CDSTA@rutgers.edu** is the email address for the CDS Central Administrator Team. This email address is the ONLY route to receiving technical assistance or access to staff who work for more than one agency. 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 email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.