



Department of Human Services

Division of Developmental Disabilities

DSP Training Course Coordinator Tutorial

**Integrating Online Learning into your DSP
Training Program**



Course Coordinator

Welcome to the DSP online training Course
Coordinator Tutorial

The Illinois Department of Human Services (DHS) in partnership with Southern Illinois University (SIU) adapted the State's DSP classroom curriculum to an online format. Information from the classroom Presenter's Supplements was also integrated throughout the online program.



Online Learning

Online training is accepted only for the classroom component of the DSP training program. Trainees will still need to complete the 80 hours of Division approved on-the-job training (OJTs)



Why Online Learning?

- Online learning provides consistency in training
- Consistency in training is important in meeting the needs of the nearly 50,000 people served through the Illinois developmental disabilities system
- Over 600 provider agencies employ DSPs and for some agencies, online learning may provide a more efficient way of training.
- Learning is self-paced so each trainee can proceed at a level comfortable to their learning rate.



Your Role in Online Learning

- Online learning is different from a traditional instructor-led classroom format.
- Course Coordinators/Instructors must assume a proactive role in regularly assessing the trainees' progress as they move through each Module.
- Course Coordinators/Instructors can then identify skill gap areas as trainees proceed and provide supplemental assistance as required
- Course Coordinators/Instructors must determine how best to coordinate classroom progress with the completion of corresponding OJT activities.

How Online Training Works

- Each person enrolled in the online learning format will access their information online, and progress through the each classroom module at their own pace.

Instructor Guidance:

Meet with the trainees before they start the online class and set up a time line for completion of specific modules. This will help trainees to set goals and stay on track and provide benchmarks for monitoring progress.

This also assists the Course Coordinator in making sure training is completed within the required time-frame.



How Online Training Works

- Periodically throughout each module, the trainee will have activities to complete to help them assess their understanding of the information.
- It is recommended that trainees be required to print the completed activities for your review.

Instructor Guidance:

Reviewing these activities will allow you to better assess trainee understanding of course content, address skill gap areas or areas not fully understood and plan for coordinating the completion of the corresponding OJT activities.



How Online Training Works

- When trainees complete a module, they must complete a checklist confirming they read all sections and completed all activities.
- It is recommended that trainees be required to print the completed checklist for your review.

Instructor Guidance:

Reviewing completed checklists allows you to hold trainees accountable for the information in each module. It also allows you to gauge their progress in completing the classroom portion of training.



How Online Training Works

- After completing the checklist, trainees will take a quiz to assess their understanding of the DSP competencies trained in the module.
- Each quiz is compromised of 10 static questions (questions that stay the same) and 10 randomly selected questions that change with every quiz attempt.
- Trainees must score 80% or higher to successfully pass a quiz.
- Trainees will see their test score immediately after submitting it online.



How Online Training Works

- Trainees can also review quiz results, get the rationale for the correct answers on the questions they missed and find out where the correct answer is found in the module.
- When they pass, trainees receive a personalized email congratulating them on their success and encouraging them to continue.
- Trainees are required to print their quiz results and bring to you so you can track progress and maintain quiz results for documentation purposes.



How Online Training Works

- If trainees do not receive a score of at least 80%, they receive personalized emails encouraging them to review the material and activities again before retaking the quiz.

Instructor Guidance:

Use this opportunity to meet with trainees. Encourage trainees to verbalize what they did not understand and work with them to clarify concepts. It is important that your agency provide time for review of material that was not understood. Work with trainees to set specific goals for review of the material and retesting.

How Online Training Works

- When all module quizzes are completed with a passing score, trainees can print a temporary Certificate of Completion. Trainees will also receive a formal certificate from SIU in the mail.
- A copy of the Certificate of Completion must be retained by the agency in the DSP's personnel or training file or other location readily accessible for Department review.

Instructor Guidance:

It is important to provide trainees with positive reinforcement for this accomplishment.



Documentation

As the Course Coordinator, you will be **required** to maintain the following for documentation of online learning for each trainee:

- Module quizzes
- Certificate of successful completion

If required during the training process, it is **recommended** that you maintain the following in the trainee's record:

- Module activities
- Module checklists



In Conclusion

- Remember, ongoing interactions and proactive involvement with trainees throughout the online learning process are crucial to their success.
- Learning is more effective when informational competencies from the online training component are coordinated with the corresponding interventional competencies learned through on-the-job training
- The result will be well trained DSPs which allow your agency to better serve people with developmental disabilities.