State of Illinois
Department of Human Services - Division of Developmental Disabilities

REQUEST FOR ONLINE QUALIFIED INTELLECTUAL DISABILITIES PROFESSIONAL (QIDP) TRAINING PROGRAM COMPETENCY MATRIX

Agencies proposing to use an online QIDP training program in lieu of all or part of the DHS-approved QIDP classroom curriculum must complete the QIDP competency matrix below.

Agency: _____

Contact Person: _____

Phone: _____ E-mail: _____

Complete Instructions

Column 1 - List of required QIDP competencies by the DHS-approved QIDP training program module where they are found.
Column 2 - Identify where to find each competency in the proposed online training module or lesson (be specific).
Column 3 - Identify where to find any competency addressed in supplemental material not found in the online program.

Module 1: Introduction to the World of the QIDP - (**4** Classroom Hours)

Column 1 **QIDP Competencies**	***Column 2*** **Online Training Reference**	***Column 3*** **Supplemental Training Reference**
1. Range of appropriate interventions		
2. Causes of developmental disabilities		
3. Mission of organization		
4. Values/principles held important by DD support system i.e., - active support (treatment) - advocacy - choice/preference - communication/active listening - confidentiality - documentation - involvement/participation - normalization - outcomes for people - people-first language - quality enhancement - respect/dignity - rights/responsibilities - self-advocacy/empowerment - customer satisfaction - appreciation for diversity, etc.		

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Module 2: Effective Leadership (**4** Classroom Hours)		
Column 1 **QIDP Competencies**	***Column 2*** **Online Training Reference**	***Column 3*** **Supplemental Training Reference**
1. Role of a QIDP		
2. Role of interdisciplinary team (IDT) members		
3. Principles What a Human Rights Committee (HRC) is and does		
4. Role/processes of group dynamics		

Module 3: Assessing and Enhancing Quality Outcomes (**5** Classroom Hours)		
QIDP Competencies	**Online Training Reference**	**Supplemental Training Reference**
1. Understand definition of quality is based on an individual's perception		
2. Understand that achieving quality for the individual may require changing the organizational processes and structures		
3. Understand what roles of direct support staff are in providing opportunities for learning		
4. Understand how values shape supports and interventions		

Module 4: The Planning Loop (**5** Classroom Hours)		
QIDP Competencies	**Online Training Reference**	**Supplemental Training Reference**
1. What active support (treatment) is		
2. What assessment tools are available		
3. Principles of active listening		
4. Individual of Habilitation Plan (IHP) also known as Individual Program Plan (IPP), Individual Treatment Plan (ITP) & Individual Service Plan (ISP). Known in schools as the Individual Educational Plan (IEP)		
5. IHP review process		
6. Role of staff training/supervision		
7. Principles of reassessment		

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Module 5: Record Keeping (**4** Classroom Hours)

Column 1 **QIDP Competencies**	*Column 2* **Online Training Reference**	*Column 3* **Supplemental Training Reference**
1. Importance/rational for record keeping		
2. Types of record keeping required (progress notes, data collection and data collection skill training for DSPs, behavior intervention and summaries of progress)		
3. Which forms QIDPs are responsible for completing (individual and master files)		
4. What records must be filed or reviewed		
5. What records can be purged and when		
6. Where group or data books are kept		

Module 6: Community Relationships & Resources (**4** Classroom Hours)

QIDP Competencies	**Online Training Reference**	**Supplemental Training Reference**
1. Roles pertaining to financial matters of an individual i.e., - available resources (DHS, HFS, SSI, Employment Services, etc.) - estate planning (burial trust) - insurance benefits - budgeting principles		
2. Role of liaison pertaining to: - community support resources and services - transitional planning process (residential, work, activities, etc.)		
3. Role and need for technical assistance		
4. Role related to legal matters, e.g., - guardianship process - types of guardianship - power of attorney - grievance and rights violation procedures - agency policies on legal/criminal matters		
5. Role in crisis intervention, including: - Agency emergency procedures - Network crisis intervention teams		

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Module 7: Environmental Health & Safety (**5** Classroom Hours)

Column 1 **QIDP Competencies**	***Column 2*** **Online Training Reference**	***Column 3*** **Supplemental Training Reference**
1. What characterizes a quality home		
2. What QIDP responsibilities are in assuring individuals with developmental disabilities have quality homes		
3. Relationship between functional levels and potential hazards		
4. Maximum water temperature		

Module 8: Medical Issues (**5** Classroom Hours)

QIDP Competencies	**Online Training Reference**	**Supplemental Training Reference**
1. Location of medical references (Taber, PDR, Merck, etc.)		
2. Basic information related to medications (types, side effects, dosage, drug interaction, schedule, etc.)		
3. The value, components, and process for conducting a basic physical assessment (temperature, pulse, respiration, blood pressure, height, weight, etc.)		
4. The purpose of assistive devices and prosthesis		
5. Role of communicative and behavioral issues in determining need for medical care		
6. Rules and regulations associated with health and safety (including local requirements)		
7. Emergency procedures		
8. Principles of infection control (including universal precautions and food sanitation)		
9. Fundamentals of diet and nutrition		

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Module 9: Environmental Health & Safety (**4** Classroom Hours)

Column 1 **QIDP Competencies**	***Column 2*** **Online Training Reference**	***Column 3*** **Supplemental Training Reference**
1. Center/agency policy and procedures		
2. Guardianship issues		
3. Rights of individuals		
4. Bargaining unions (if applicable)		
5. Accreditation Council		
6. Accreditation Commission on Rehabilitation (CARF)		
7. Joint Commission on Health Care Accreditation (JCAHO)		
8. Centers for Medicare and Medicaid Services (CMS)		
9. Occupational Safety & Health Administration (OSHA)		
10. Illinois Department of Labor (IDOL)		
11. IDHS Division of Rehabilitation Services (DRS)		
12. IDHS Division of Developmental Disabilities (DDD)		
13. Individuals with Disabilities Education Act		
14. Americans with Disabilities Act (ADA)		
15. Illinois Motor Voter Registration Act		
16. Health Insurance Portability and Accountability Act (HIPPA)		
17. Illinois Mental Health and Developmental Disabilities Code		
18.. Illinois Mental Health and Developmental Disabilities Confidentiality Act		
19. Medicaid Waiver Manual		
20. Illinois Respite Rule		

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Module 9: Environmental Health & Safety (**4** Classroom Hours)

Column 1 **QIDP Competencies**	***Column 2*** **Online Training Reference**	***Column 3*** **Supplemental Training Reference**
21. Abuse and neglect reporting regulations - Illinois OIG Rule 50, Abused and Neglected Long Term Care Facility Resident Reporting Act - Illinois Department of Children and Family Services (DCFS) reporting requirements for children under age 22 if applicable		
22. Rule 115, Illinois Administrative Title 59, Part 115-Community-Integrated Living Arrangements (CILA)		
23. Rule 116, Illinois Administrative Title 59, Part 116-Medication Administration		
24. Rule 119, Illinois Administrative Title 59, Part 119-Developmental Training		