



# Department of Human Services

Division of Developmental Disabilities

## DSP Training - Course Coordinator Tutorial

Integrating Relias Online Learning into your  
DSP Training Program

# Course Coordinator

The Illinois Department of Human Services (IDHS) has approved the Relias online training program and identified this curriculum as meeting all Direct Support Person (DSP) classroom competency requirements.

# 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.
- 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 you in making sure training is completed within the required time-frame.

# How Online Training Works

In order to maximize the online learning experience

## The Course Coordinator should:

- Review the online courses that trainees will be taking
- Schedule a time to meet with trainees after completion of a module
- Choose selected activities from courses that the trainee was required to complete.
- Use the selected activities for discussion/review during scheduled meeting

### **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

- After completing a lesson, trainees will take a quiz to assess their understanding of the DSP competencies trained in the module.
- Trainees must score 80% or higher to successfully pass a quiz.
- Trainees are required to pass the quiz before moving on to the next lesson



# How Online Training Works

- When all required training and lesson quizzes are completed with a passing score, trainees must print a Certificate of Completion
- 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 Course Coordinator, you will be required to maintain the Certificate of successful completion

# 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.