



Department of Human Services

Division of Developmental Disabilities

DSP Training - Course Coordinator Tutorial

Integrating SIU Online Learning into your
DSP Training Program

Course Coordinator

The Illinois Department of Human Services (DHS) in partnership with Southern Illinois University (SIU) adapted the State's Direct Support Person (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.
- Set up a time line for completion of specific modules.

This will help trainees 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

- 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 review and discussion.

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
- plan for coordinating the completion of the corresponding OJT activities.

How Online Training Works

- After completing a module, 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 will see their test score immediately after submitting it online.

How Online Training Works

- Trainees can also review quiz results and get the rationale for the correct answers.
- When they pass the quiz, trainees will have the option to print a certificate of completion for the module successfully completed.

Documentation

- When all module quizzes are completed with a passing score, trainees must print a Certificate of Completion indicating successful mastery of all informational competencies.
- 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:

Important

Provide trainees with positive reinforcement for this accomplishment.

Documentation

If required during the training process, it is recommended that you maintain module activities in the trainee's record.

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.