



**REQUEST FOR ONLINE DIRECT SUPPORT PERSON (DSP) TRAINING PROGRAM  
 COMPETENCY MATRIX**

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

Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Completion Instructions**

Column 1 - List of required DSP competencies by the DHS-approved DSP 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.

<b>Module 1: Introduction to Developmental Disabilities (4 Classroom Hours)</b>		
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<b>DSP Competencies</b>	<b>Online Training Reference</b>	<b>Supplemental Training Reference</b>
1. Agency's values related to service provision		
2. Psychosocial needs of persons receiving supports, their families and others		
3. Basics of human growth and developmental disabilities		
4. Basic characteristics of developmental disabilities		
5. Some causes of mental retardation		
6. Differences between mental retardation and mental illness		
7. Potential prevention methods of mental retardation		
8. Level of functioning and context		
9. Importance of emphasis on abilities not disabilities		
10. Methods of communication and context		
11. DSP role of the community support team/ Interdisciplinary Team (IDT)		
12. Service Plans		
13. DSP role in the life of a person receiving supports and services		



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<b>Module 2: Human Rights (4 Classroom Hours)</b>		
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<b>DSP Competencies</b>	<b>Online Training Reference</b>	<b>Supplemental Training Reference</b>
1. Historical context of the rights issues		
2. Basic civil, legal, human and property rights and rights protection		
3. What a Human Rights Committee (HRC) is and does		
4. Role of the HRC within the agency		
5. HRC's role in preventing abuse and neglect		
6. Behavior plan flow, including relationships to the behavior management committee		
7. Challenge between balancing high quality supports, keeping people safe, teaching people to access their community and ensuring individual rights protection		
8. Principles of advocacy		
9. Confidentiality Act, DMHDD Code, DHS regulations, DPH regulations and relevant state laws		
10. DSP in supporting primary decisions		
11. Role of guardians and nature of guardianship		
12. Agencies policies		
<b>Module 3: Abuse and Neglect Recognition, Prevention and Intervention (3 Classroom Hours)</b>		
<b>DSP Competencies</b>	<b>Online Training Reference</b>	<b>Supplemental Training Reference</b>
1. Role trust-producing, healthy, engaging environment play in preventing abuse and neglect		
2. Forms of abuse		
3. Forms of neglect		
4. Rule 50 relationship to abuse and neglect		
5. Information and strategies to prevent forms of abuse and neglect		
6. Role of a supportive work environment in preventing abuse and neglect		
7. Procedures related to preventing, identifying and reporting abuse and neglect		



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**Module 4: Human Interaction and Communication (4 Classroom Hours)**

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
DSP Competencies	Online Training Reference	Supplemental Training Reference
1. Definition of communication		
2. Different modes of nonverbal and verbal communication/interpersonal relationships with individuals receiving supports, family members and others		
3. Different types of speech deficiencies		
4. Different types of assistive technology		
5. Principles of active listening		
6. Individuals' preferred modes of communication		
7. Communication program implementation techniques		
8. Methods of communication assessment and techniques		
9. Importance of establishing rapport		
10. Types of relationships		
11. Principles of control vs. support		
12. How information is transferred among staff members		
13. Importance of consistency and continuity		

**Module 5: Service Plan Development and Implementation (4 Classroom Hours)**

DSP Competencies	Online Training Reference	Supplemental Training Reference
1. Philosophy of independent living		
2. Process of person-centered planning and implementation with regards to the DSP role		
3. Components of the service plan implementation document and his/her role		
4. Strengths, abilities, desires, concerns, needs, likes, dislikes of individuals		
5. Principles of the IDT/community support team approach		
6. Ethical standards of practice for DSPs		



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<b>Module 5: Service Plan Development and Implementation (4 Classroom Hours)</b>		
<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<b>DSP Competencies</b>	<b>Online Training Reference</b>	<b>Supplemental Training Reference</b>
7. Support service limitations		
8. Individuals' goals and desired outcomes		
9. Implementation strategies - graduated assistance, etc.		
10. Individuals' family/guardians' involvement		
11. Concepts of community habilitation/active treatment		
12. Specific services and equipment needed by the individual		
13. Availability, access and contacts within community resources		
14. Principles of adult learning		
15. Principles of teamwork and team building related to basic support planning and procedures		
16. Resources available for vocational opportunities		
17. History and use of facility/agency records		
18. Principles of record keeping		
19. Documentation system (written and verbal) of service plan assessment, evaluation and skill-based training		
20. DSP role with regard to record keeping and documentation		
21. Confidentiality Act components		
22. Release of information guidelines		



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**Module 6: Basic Health and Safety (15 Classroom Hours)**

<i>Column 1</i>	<i>Column 2</i>	<i>Column 3</i>
<b>DSP Competencies</b>	<b>Online Training Reference</b>	<b>Supplemental Training Reference</b>
1. Injury prevention procedures		
2. Red flags of general medical conditions		
3. Vital sign procedures		
4. Whom to notify about emergency health and safety concerns/observations		
5. Basic health observation skills		
6. Basic medical symptoms		
7. Universal precautions		
8. Seizure protocols		
9. Principles of documentation related to health issues		
10. Principles of infection control		
11. Principles of good body mechanics		
12. Basic environmental safety principles		
13. Food safety and sanitation regulations		
14. Nutritional information and diets		
15. Fire suppression and evacuation procedures		
16. Disaster procedures		
17. DSP role in ensuring the individual's and his/her safety		
18. Role of bodily functions		
19. Dimensions of human sexual behavior		
20. Activities of daily living (ADL)		
21. Importance of personal care and hygiene		