Developmental Services

**The Maine College of Direct Support**

Completion of the Maine College of Direct Support (ME CDS) is required for Direct Support Professionals supporting Maine citizens with developmental disabilities and it replaces the previously used Direct Support Professional (DSP) Curriculum as meeting the training requirements for MaineCare Sections 21 and 29. People who obtained their DSP Certificate prior to implementation of CDS are not required to complete the Maine College of Direct Support.

The ME CDS consists of 15 “modules” containing 53 online lessons and 11 topics of classroom coursework. The classroom coursework is meant for learners to ask questions, share experiences, take part in learning exercises, and increase their knowledge and understanding on a topic covered in the online lessons. Classes cover more material than what is found in the online material and in which OADS Developmental Services expects Direct Support Professionals will demonstrate competency.

# Types of Certificates

There are two types of certificates available in the Maine College of Direct Support. They can only be obtained through an agency providing services to people with developmental disabilities:

## 1. Maine College of Direct Support Certificate

This certificate is required for anyone providing direct care in Home Supports and Community Supports. In addition to the 64 online lessons and classroom coursework, learners have access to the entire College of Direct Support and the College of Frontline Supervision and Management.

## 2. Maine College of Direct Support - Work Supports Certificate

This certificate is required, along with the Maine CDS Certificate, for any DSP providing Work Supports as defined in MaineCare Section 21 and 29. This certificate is not required if the staff person is a certified Employment Specialist and has completed the Maine CDS Certificate. More information on completing the Employment Specialist requirements can be found at [www.employmentforme.org](http://www.employmentforme.org)

## (*No longer available*) Maine College of Direct Support - Shared Living Providers

As of March 1, 2014, new Shared Living Providers must complete the Maine CDS certificate. This applies to anyone providing supports in the shared living model and includes individuals providing respite for a single Shared Living Provider.

# Accommodations for Deaf Staff

Occasionally, Adult Developmental Services recognizes certification through the DSP Curriculum as a reasonable accommodation for training staff who are deaf. For more information about this accommodation, contact the OADS State Administrators.

# Access for People Other Than a DSP

People receiving Adult Developmental services and their families, service providers, agency board members and volunteers, case managers, and others, may have access to Maine's College of Direct Support. Access is provided by Developmental Services Provider Agencies across the state.

# ME CDS Administrators

DHHS Adult Developmental Services is a statewide Learning Administrator working with local administrators to monitor the overall Learning Management System and improve delivery of Maine CDS training.

Local administrators are Developmental Services provider agencies offering the Maine CDS Certificate of completion. Agencies can either contract directly with the College of Direct Support or sub-contract with another agency for Learning Administrator services. For more information contact an OADS State Administrator.

# Conducting CDS Live classes

Materials are used to support the live training component of the Maine College of Direct Support (CDS) lessons. These activities and discussion will reinforce and integrate the online learning. To download the materials go to **Maine CDS Instructor Guide** at: <http://www.maine.gov/dhhs/oads/provider/developmental-services/college-of-direct-support.html>

As long as the content in the Instructor Guide is adequately covered, instructors may adapt the format of the lessons to fit agency needs and schedules. Each module’s live session should involve about an hour of classroom instruction.

## Documenting Live Classes in ME CDS

To record attendance and give credit for live classes, CDS Administrators or sub-administrators need to schedule these classes within CDS Learning Management System (LMS). Agencies can use this feature to track internal trainings beyond DSP certification.

All classes are visible to all learners. In order to keep the list easy to navigate, please follow the protocol below when naming classes & events.

1. This protocol applies to the Course *Name* only. Agencies may use the Course Code for internal needs.
2. All Classes & Events begin with an Agency Code. This code identifies your agency. Using the same code at the beginning of all course names will group all of your agency’s trainings together.
3. The 11 live sessions are on the table below. Use “MECDS” only for these 11 sessions. If your course includes more than one topic, use all the topic numbers in the Course Name. For example, a live session including the four priority modules is called, “(Agency Code) MECDS 4-7.” A live session addressing Documentation, Communication, and Human Sexuality is called “(Agency Code) MECDS 3, 8, 10.”

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| --- | --- |
| **Module** | **Course Name** |
| Community Inclusion | MECDS 1 |
| Cultural Competence | MECDS 2 |
| Documentation | MECDS 3 |
| Maltreatment | MECDS 4 |
| DSP Professionalism | MECDS 5 |
| Individual Rights and Choice | MECDS 6 |
| Introduction to Developmental Disabilities | MECDS 7 |
| Communication | MECDS 8 |
| Positive Behavior Supports | MECDS 9 |
| Human Sexuality | MECDS 10 |
| Teaching People with Developmental Disabilities | MECDS 11 |

For details on how to manage Classes & Events in CDS, you may self-enroll in the lesson, *Classes & Events for Administrators*.

# Documenting Completion of the Maine required lessons

When a learner has competed the online and live sessions for any of the Maine College of Direct Support certificates, the Learning Administrator documents the completion in Ontrack (see below) and may print the appropriate Maine CDS certificate to present to the learner. **Completing Ontrack is important not only for current reporting, but to make sure people get credit for completing their certificate even if the specific requirements might change in the future.**

Learning Administrators can obtain the links for the CDS Certificates by contacting the OADS State Administrators.

## Maine-specific Ontrack items

There are Ontrack items for "Maine CDS Certificate", "Maine DSP Certificate", "Maine Work Supports Certificate", "Maine CDS – Shared Living Certificate" and "Maine Case Manager Orientation Certificate". This gives you a single item to look for when you want to verify if someone has completed any or all of these courses. The Ontrack items show up in transcripts using either the "Show All" tab or the "Ontrack" tab. Administrators should record completion of each of these certificates using the Classes and Events / Ontrack function.

* Maine CDS Certificate – DSP certification through the Maine College of Direct Support
* Maine DSP Certificate – DSP certification through the live Direct Support Professional training used prior to the implementation of the Maine College of Direct Support.
* Maine Work Supports Certificate – Completion of the additional Work Supports module. This certificate is only valid for those who already completed the DSP certification.
* Maine CDS – Shared Living Certification – Issued prior to March 2014. Valid only for providing support to the individual(s) residing in the Shared Living home.

## Administrator Procedures

Contact the OADS State Administrators for more information on Procedures for Maine CDS Administrators.