

Key: O = Once/Initial 1 = Yearly 2 = Every 2 years 3 = Every 3 years N = As needed	NYS OPWDD Training Requirements by Occupational Group																				
	Programs	REQUIRED BY	Clerical Staff	DSP	House Manager	Family Care Providers	Housekeeping	Investigators	LPN	Management / Supervision	Maintenance / Grounds	MSC or PCSS	Human Resources	RN	Administrative Support	Transportation	Psychologist	Other Clinicians		Volunteers	Certain Board of Directors
Abuse - Incident and Abuse Reporting and Processing	633.8 Regs	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O	
Abuse - Laws, Regulations and Policies/Procedures Governing Protection From Abuse	633.8 Regs	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O	
Abuse - Prevention, Identification, Reporting, and Processing of Allegations of Abuse	633.8 Regs	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O	Within three months of initial employment, commencing volunteer activities, initial certification as a family care provider and at least an annual basis after that. Certain NFP Board of Directors need one-time training within three months of joining the Board.
Abuse - Provision of Increased Training to the Alleged Abuser and Staff Pertinent to the Prevention and Remediation of Abuse	633.9 Regs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Abuse - Policies/Procedures for Incident/Abuse	624 Regs; ADM #2011-03; ADM #2009-04	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	O/N	Policies/procedures for incident/abuse shall be made known to all persons receiving services and their parent, guardian, or correspondent or advocate; to agency employees, interns, volunteers, consultants, and contractors; and to family care providers. This may be done by providing a copy of the appropriate policies/procedures to those with a need to know (e.g., staff, consultants, family care providers) or as an overview to others.
Choking Prevention Initiative (CPI) Part I - "Prevention of Choking and Aspiration"	ADM #2012-04	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	Required OPWDD Curriculum. This ADM pertains to the training of employees, contractors, consultants, volunteers, and family care providers (henceforth known as applicable parties) who have regular and substantial unsupervised or unrestricted physical contact with persons receiving services. CPI Part I needs to be completed at least once by all applicable parties.

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Choking Prevention Initiative (CPI) Part II - "Preparation Guidelines For Food and Liquid Consistency"	ADM #2012-04		O	O					O											Required OPWDD Curriculum. This is a comprehensive training developed for those identified applicable parties who regularly prepare or serve food, assist with dining, or provide supervision of individuals at meals and snack times. The training is also for direct supervisors of the above identified staff. For the applicable parties that are required to do CPI Part II, this training needs to be done at least once.
CPR/First Aid/AED/Emergency Equipment	633.10 Reg. & 686.16 Reg	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	As needed or required by certifying organization or agency policy.
Day Treatment Services Staff Training Program	690.5 Regs & 690.6 Regs	O	O	O	O	O	O	O	O	O		O	O	O	O	O	O	O	O	
Do Not Resuscitate (DNR)	633.18 Regs.	N	N	N	N	N	N	N	N	N	N	N	N/1	N	N	N	N	N	N	
Educate, Train, and Guide Other Professional Clinicians and Scientists At Diagnostic and Research Clinics	676.1 Regs.																			
General Guidelines for Safe Van Operation	OPWDD Safeguarding Alert - 2/17/2011		N	N	N		N	N	N		N		N		N	N	N	N		Requires specifically that staff should be trained (in wheelchair vans) to "identify tie-down attachments on each wheelchair they will be securing." Reoccurrence of training is not specified. This Alert does not address specific applicability to service types or State or Voluntary operated services. Rather the Alert states that it is "Important Information About Van Safety."
Human Growth/ Development & Characteristics of the Persons Served	633.8 Regs.	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Infection Control / Blood Borne Pathogens	633.8 Regs. & 633.19	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	Any person who can reasonably be expected to come into contact with blood or other potentially infectious materials, must be trained on an as needed basis or, at minimum, an annual basis.

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Initial and On-going Training for Unlicensed Direct Care Staff in All Nursing Tasks and/or Functions That They Will Perform (In All IRAs Designated As An FSR Center.)	ADM #2008-01		1																	It is the responsibility of the RN to ensure that initial and on-going training for unlicensed direct care staff has been provided in all nursing tasks and/or functions that they will perform. An RN must conduct this training. The RN must periodically review the performance of unlicensed staff to ensure that it is consistent with standards of care and training. In the event that staff must be trained in medication administration, tube feeding and/or diabetic care the training shall be taught utilizing a standard curriculum approved by OPWDD. Diabetic care shall be taught by either: A Certified Diabetic Educator (CDE) - In those instances where the CDE is not an RN, the administration of insulin shall be taught by an RN; OR An RN who has successfully completed an OPWDD approved train-the-trainer course to teach diabetes care to unlicensed direct care staff. Approval to teach diabetic care to unlicensed direct care staff shall be for a period of one year. Continued approval will be dependent upon completion of annual knowledge/skill maintenance training. Unlicensed direct care staff will be separately certified for medication administration, tube feeding and insulin administration and shall be recertified on an annual basis. The following items need to be considered when an agency/facility establishes nurse/consumer ratios for RNs assigned to provide nursing supervision in FSR centers: The number of staff (both unlicensed staff and LPNs) who are to receive training and supervision.
Medicaid Service Coordination - Core (i.e., Basic) Training	OPWDD MSC Vendor Manual										O									Required Curriculum
Medical / Dental Training Placements	679.3 Regs.																			Applies to Students-in-Training and Medical / Dental Interns and Residents.
Medication Training (AMAP) / Recertification	Medication Administration: 633.17 Regs & 680.4 Regs (Also the Nurse Practice Act: NYS Education Law Section 6908 1.b)		O/1	O/1	O/1															Required curriculum. Please note that Family Care providers are taught using a modified curriculum.
MIPS Training	ADM #2010-02		O					O					O				O	O		This training also applies to behavioral clinicians.
MSC Professional Development Requirements	OPWDD MSC Vendor Manual										1									In addition to Core training, MSC service coordinators must attend professional development annually. For the first three (3) years from the date of hire while employed as a service coordinator, a minimum of 15 training hours of professional development is required annually. Thereafter, the minimum number of training hours required is reduced to 10 hours annually.
New/Revised Policies at Clinic Treatment Facilities	679.4 Regs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		

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Other Appropriate Topics Relative To Safety and Welfare As May Have Been Specified By the Agency	633.8 Regs	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Oversight of Individuals in Our Care (Individuals Receiving Day Services)	OPWDD Memo - 8/12/2011																			Requires that all appropriate staff be trained on the policies and procedures, including the serious life-threatening risks of failure to follow required procedures. It is not stated how often training is required to occur.
Personnel Policies and Procedures, Including Staff Training Program at Specialty Hospitals & Proper Feeding Techniques	680.4 Regs & 680.7 Regs & 680.8 Regs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
PICA	OPWDD Health and Safety Alert - 1/20/2012	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Plan of Care Support Services - Professional Development Requirements	ADM # 2012-06 (Also OPWDD Medicaid Service Coordination Vendor Manual)										1									15 hours of professional development annually for the first three years (starting from the date of hire); and 10 hours of professional development annually after the first three years.
Promoting Positive Relationships	633.8 Regs	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	
Rights and Responsibilities of Persons Receiving Services	633 Regs.																			

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RN - It Is the Responsibility of the RN To Provide Initial and Ongoing Training To Unlicensed Direct Care Staff In All Nursing Tasks and/or Functions That They Will Perform In Residential Facilities.	ADM #2003-01		1																	The RN must periodically review that the performance of unlicensed staff is consistent with standards of care and training. Medication administration, tube feeding and diabetic care shall be taught utilizing a standard curriculum approved by the Office for People With Developmental Disabilities (OPWDD). Diabetic care shall be taught by either: A Certified Diabetic Educator (CDE). In those instances where the CDE is not a RN, the administration of insulin shall be taught by an RN; OR An RN who has successfully completed an OPWDD approved train-the-trainer course to teach diabetes care to unlicensed direct care staff. Approval to teach diabetic care to unlicensed direct care staff shall be for a period of one year. Continued approval will be dependent upon completion of annual knowledge/skill maintenance training. Unlicensed direct care staff will be separately certified for medication administration, tube feeding and insulin administration and shall be recertified on an annual basis. Resident managers who have not previously completed the didactic portion of the OPWDD-approved medication administration curriculum shall be required to do so. However, residence managers will not be certified to administer medication unless they are also designated as "staff providing direct care services" as defined in 14 NYCRR section 633.99. It is the intent of the regulation that the staff not only has the responsibility for direct care in the job description, but that they are also actually providing direct hands-on care. It is recognized that many unit supervisors and/or house managers do routinely provide direct care to consumers. Each agency must determine which supervisors and/or house managers within their agency meet the letter, the spirit and the intent of the regulation.
RNs Who Do Not Have Previous Experience In the Field of Mental Retardation/Developmental Disabilities (MR/DD) Nursing Will Be Required To Complete An Orientation For Registered Nurses In MR/DD Nursing Within Three Months of Being Hired.	ADM #2003-01												O							
Safety and Security Procedures (Including Fire Safety)	633.8 Regs. & 635-7.5 Regs. & 686.16 Regs; ADM # 2012-02	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1		
SCIP-R Awareness (This Will Eventually Be Replaced By PROMOTE Orientation.)	ADM #2012-03								N							N				Other behavioral clinicians at the Voluntary Agencies should also have SCIP-R Training.

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SCIP-R Full Program (This Will Eventually Be Replaced By PROMOTE.)	ADM #2012-03		O/N	O/N				O/N					O/N	O/N		O/N				The OPWDD SCIP-R curriculum is required. Other behavioral clinicians at the Voluntary Agencies should also have SCIP-R Training. Applies to staff members responsible for supporting an individual whose behavior support plan incorporates the use of any physical intervention technique. Requisite Training - Training in SCIP-R is only one component of a total staff training program. Restrictive Personal Interventions can only be used by staff who have received instruction on the following topics: basic first aid and cardiopulmonary resuscitation. It is recommended that staff shall also receive training in Positive Approaches to Behavior Change or a similar training program that emphasizes positive behavior support strategies.
SCIP-R Refresher (This Will Eventually Be Replaced By PROMOTE.)	ADM #2012-03		1/N	1/N				1/N					1/N	1/N		1/N				The OPWDD SCIP-R curriculum is required. Other behavioral clinicians at the Voluntary Agencies should also have SCIP-R Training. Agencies are required to ensure that staff members responsible for supporting an individual whose behavior support plan incorporates the use of any physical intervention technique have: (1.) Successfully completed an OPWDD-approved training course on the use of positive behavioral approaches, and crisis prevention and intervention strategies (currently the SCIP-R curriculum) on an annual basis; and (2.) Have been certified or recertified in the use of SCIP-R by an Instructor, Instructor-Trainer or Master Trainer within the year. In the event that OPWDD approves a new curriculum, OPWDD may specify a period of time greater than one year before recertification is required. All training must be appropriately documented. Retraining of staff shall occur as necessary when the behavior support plan is modified, or at least annually, whichever comes first. Requisite Training - Training in SCIP-R is only one component of a total staff training program. Restrictive Personal Interventions can only be used by staff who have received instruction on the following topics: basic first aid and cardiopulmonary resuscitation. It is recommended that staff shall also receive training in Positive Approaches to Behavior Change or a similar training program that emphasizes positive behavior support strategies.
Supervisory Requirements (Supervisors That Have Been Identified As Needing Improvement With Their Managerial Skills).	633.6 Regs								N											

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Training Requirements at Community Residences	686.6 Regs	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		
Training Requirements at Individualized Residential Alternatives	686.16 Regs								N											
Tuberculosis	633.14 Regs	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1	O/1		
Youth Opportunity Program - Required Topics and Activities For Classes	605.4 Regs & 605.5 Regs																			Applies to Student Interns

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