

ADMINISTRATIVE MEMORANDUM #2012-04

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To: DDSOO Directors
DDRO Directors
Voluntary Provider Agency Executive Directors

From: Dr. Jill A. Pettinger 
Assistant Deputy Commissioner
Statewide Services

Date: August 17, 2012

Subject: OPWDD Choking Prevention Initiative

Suggested Distribution:

Administrative Staff
Education and Training Staff
Program and Service Staff
Quality and Compliance Staff
Clinical Staff

Applicability: This Administrative Memorandum (ADM) applies to:

- All residential facilities certified or operated by Office For People With Developmental Disabilities (OPWDD) (including family care and supportive individual residential alternatives [IRAs] and supportive Community Residences [CRs]); and
- Free-standing respite centers certified as an IRA; and
- All day services that are operated, certified and/or funded by OPWDD except supported employment services.

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.

Purpose: To promote the health and safety of the individuals receiving services, all applicable parties of OPWDD Developmental Disabilities State Operations Offices (DDSOO), Developmental Disabilities Regional Offices (DDROs) and provider agencies are required to complete the OPWDD Choking Prevention Initiative (CPI) Part I and Part II training (if applicable) as detailed in this ADM. Beginning on the date that CPI training is required to be completed, DDSOOs, DDROs, and provider agencies must be in compliance with CPI's terminology, definitions, guidelines and food consistencies.

Background: The Choking Prevention Initiative has established a set of standardized consistent terminologies and definitions related to food preparation and food consistencies. The CPI has developed a sound curriculum which includes training materials and tools to be utilized as resources for training all applicable parties.

All agencies shall train applicable parties using the training materials as specified in this ADM. This will ensure uniformity and continuity of training for food and liquid consistency terminology and definitions for all applicable parties statewide. Supplemental training materials may be used in addition to OPWDD's training materials as long as the terminology is identical to that which has been established by the OPWDD Choking Prevention Initiative.

The OPWDD CPI training consists of two parts. CPI Part I, **Prevention of Choking and Aspiration**, consists of an online or hard copy training that all applicable parties as defined above are required to complete. This training provides an overview of dysphagia as well as increasing awareness of the risks of choking and aspiration. Part I can be completed in approximately 30 minutes.

Part II, **Preparation Guidelines for Food and Liquid Consistency**, 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.

The required training materials are available on the OPWDD website:

<http://www.opwdd.ny.gov/node/1948>

OPWDD will be providing a flexible cutting board and a poster for each certified site. Both the cutting board and the poster provide a template and a description for each of the food consistencies defined by OPWDD. Images of both items are available on the website with the OPWDD CPI training materials.

(Please note that the images of the cutting board and the poster are not true to size.)

Effective date:

Training must commence within six weeks of the date of this ADM. The completion of all applicable parties' training for CPI Part I is required by 2/28/13. The completion of CPI Part II training for identified applicable parties is required by 8/30/13. The standardization of food and liquid consistency terminology, definitions and guidelines is required to be implemented by all provider agencies statewide by 8/30/13.

Training Overview:

CPI Part I "Prevention of Choking and Aspiration" Training:

The **Prevention of Choking and Aspiration** online/hard copy training emphasizes the critical importance of choking prevention for the individuals receiving services **and shall be completed by all applicable parties**. This training can be completed in 30 minutes and shall be implemented as follows:

1. Current staff or applicable parties – **all DDRO/DDS00 and voluntary providers' applicable parties must complete CPI Part I Training**. DDROs/DDS00s are already implementing CPI Part I Training, and must complete this training by 11/1/12. Voluntary providers must **complete CPI Part I Training by 2/28/13**.
2. New staff or applicable parties – Effective on 11/1/12 all new DDRO/DDS00 and provider agency applicable parties shall complete Part I Training within three months of the hiring date for each individual. The DDROs/DDS00s shall include this training in their "New Employee

Orientation.” It is suggested that voluntary providers follow suit to ensure all new employees or service providers receive CPI Part I Training.

3. Annual refresher - Annual refresher training is NOT required. However, if there is an identified need to refresh or review the CPI materials with any identified applicable parties, the materials can be used for that purpose.

(Please Note: When the CPI PART I training is accessed online by any employee of OPWDD, completion of the course will be automatically entered into OPWDD’s Training Database. For any person not employed by OPWDD, a Certificate of Course Completion is available for printing. The certificate will contain duplicate sections - one should be retained by the course participant and the other is for their training record to document completion of the training.)

CPI Part II “Preparation Guidelines for Food and Liquid Consistency” Training:

The **Preparation Guidelines for Food and Liquid Consistency** training emphasizes the critical importance of the statewide standardization of the terminology and definitions of the six food consistencies and the four liquid consistencies defined by OPWDD. **This training is required for “identified applicable parties.” This means all applicable parties who regularly prepare or serve food, assist with dining, and/or provide supervision of individuals at meals and snack times.** Direct supervisors of staff described above are also “identified applicable parties” and must complete CPI Part II training. This training is NOT required for identified applicable parties who support individuals with no food or liquid consistency modifications to their diet. This training has three required elements:

Element I: The OPWDD Choking Prevention Initiative Guidelines entitled “Preparation Guidelines for Food and Liquid Consistency” must be reviewed. The guidelines address the terminology, definitions, and preparation of the various food and liquid consistencies. The guidelines also list foods that are known to create risks for choking and foods that should be omitted based on a required consistency for any individual.

Element II: The OPWDD training video presentation entitled, “Preparation of Food and Liquid Consistency,” complements the guidelines described in Element I. The video illustrates the recommended preparation of the food and liquid consistencies referenced in the manual, and must be viewed in its entirety.

Element III: Practical training in preparation of the defined food consistencies and liquid consistencies must be provided to reinforce the knowledge and skills learned. The instructor will demonstrate the difference between each of the food consistencies and if needed the difference between the four liquid consistencies.

Completion time for the CPI Part II Training will vary based on the addition of supplemental materials and the previous knowledge and skills of the participants. Class size and the number of instructors for each presentation will also play a role. Based on these variables, it is estimated that up to 4 hours may need to be allocated for CPI Part II Training.

Implementation of CPI Part II Training:

1. Current staff who are identified applicable parties - **DDROs/DDS0Os and provider agencies must complete CPI Part II training by 8/30/13.**
2. New staff who are identified applicable parties – all new identified applicable parties who regularly prepare or serve food, assist with dining, or provide supervision of individuals at meals and snack times must take the CPI Part II Training within three months of hiring date. Newly hired identified applicable parties that require the more specific Part II training must prepare the food and liquid consistencies to the satisfaction of the instructor in Element III of the training. OPWDD recommends that provider agencies incorporate CPI Part II Training into the new employee orientation training of all Direct Support Professionals who are identified parties within six months from the issuance date of this ADM. OPWDD's Division of Workforce and Talent Management is incorporating this training into the new DSA Traineeship.
3. Annual refresher* - there is no annual refresher required for CPI Part II Training; however, the online CPI Part I Training may be used as an annual refresher if a need is identified by the agency. Other supplemental training materials may also be used as long as the terminology is identical to that which has been established by the OPWDD Choking Prevention Initiative.
4. Documentation of Required Training – completion of training for each identified applicable party shall be documented and a record of the documentation shall be maintained by each DDRO/DDS0O and provider agency.

**(Please note that best practice dictates that some type of choking prevention reinforcement training relating to dysphagia, food and liquid consistency, PICA, and choking hazards be provided every year to appropriate staff or applicable parties.)*

Training Materials:

The OPWDD Choking Prevention Initiative training materials are available on the OPWDD Internet website. These training materials include:

- The online CPI Part I Training, **Prevention of Choking and Aspiration**, which is also available as a PDF copy for printing, if training is not done online; and
- the CPI Part II Training manual, **Preparation Guidelines for Food and Liquid Consistency**. A copy of the guidelines should be printed and placed in each certified residential and day program site; and
- the CPI Part II **Training video, "Preparation of Food and Liquid Consistency."** The video was created in segments to allow for the separate viewing of each defined consistency; and
- images of the cutting board and the poster that are being sent to each agency for distribution to residential and day habilitation sites; and
- a copy of the **OPWDD Food Consistency Terminology table** that can be printed and posted at each agency's discretion; and
- the **Food Consistency Terminology Physicians Reference Table** can be printed and distributed to health care providers and used when food and liquid consistencies are being ordered for the individuals we support. It also has a list of suggestions that may need to be ordered by the health care provider, such as positioning, that will ensure a safe and enjoyable dining experience.

Liaisons:

Each DDSOO has an assigned liaison responsible for implementing the Choking Prevention Initiative training at their location. Additionally, there is a DDSOO staff member assigned as a CPI Liaison for the provider agencies within the catchment area of the DDRO. The CPI Liaison will serve as a resource for the provider agencies. Each provider must designate a single point person who will be responsible for communication with the CPI Liaison. This will avoid redundancy and will allow for a smoother transition. For your reference, a list of CPI Liaisons is attached.

Additional Information:

As all provider agencies statewide will now be using a set of standardized consistent terminologies and definitions related to food consistencies and food preparation, documented CPI training of staff at one agency may be used to satisfy requirements for training of that same person at another agency (e.g. if the employee transfers). Provider agencies may still provide for training that includes their own agency specific policies and procedures.

CPI Part II Training may be modified for clinical staff based on their knowledge and skills. Appropriate clinical staff must be fully familiarized with the standardized food and liquid consistency terminology and definitions so they may provide clinical guidance while working with staff and the individuals supported in the OPWDD system.

It is recommended as a best practice that Medicaid Service Coordinators and Plan of Care Support Services (PCSS) service coordinators are provided with CPI Part II Training to enhance their service coordination.)

Provider agencies should identify their own trainers for CPI training based on their resources and staffs' knowledge and skills. Trainers may be clinicians or experienced Direct Support Professionals who are recommended and approved by a clinician to become a CPI Trainer because they demonstrate proficiency and knowledge of the OPWDD Choking Prevention Initiative.

Choking can occur very rapidly, but potential incidents of choking can be avoided through the use of proper supervision, observation and training. It is not the intent of OPWDD to change the food consistency for any individual; rather it is our intent to standardize the terminology statewide describing a particular consistency and increase awareness and knowledge of CPI through training. Together we can enhance the health and safety of the individuals served in the OPWDD system, while creating an enjoyable dining experience.

Attachment: CPI Liaison list