INFORMATIONAL LETTER

Transmittal:	16-INF-01
To:	Executive Directors of Voluntary Provider Agencies Developmental Disabilities Regional Office Directors Developmental Disabilities State Operations Office Directors
Issuing OPWDD Office:	Division of Person Centered Supports Division of Quality Improvement
Date:	March 28, 2016
Subject:	Implementation of Direct Support Core Competencies and Code of Ethics Effective April 1, 2016
Suggested Distribution:	Direct Support Professionals Quality Improvement Staff Education and Training Staff
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Attachments:	None

Related ADMs/INFs	Releases Cancelled	Regulatory Authority	MHL & Other Statutory Authority	Records Retention
ADM-2014-03	None	14 NYCRR § 633.8		Not applicable

Purpose:

The Office for People With Developmental Disabilities (OPWDD) continues to work in collaboration with the provider community to support direct support professionals. As part of this commitment, providers are reminded that implementation of the Direct Support Professional (DSP) Core Competencies is required effective April 1, 2016.

Background:

In accordance with OPWDD Administrative Memorandum (ADM) #2014-03, providers are expected to utilize the Core Competencies and National Alliance for Direct Support Professionals (NADSP) Code of Ethics with all direct support professionals. This includes the completion of on-going training and development for staff on the Core Competencies and Code of Ethics and the use of the published Initial and Annual Evaluation tools as prescribed.

Program Implications:

It is important to note that the evaluation tools should be used as is and are not intended be used as guidelines to create or modify agency-specific forms. To ensure consistency in the use and review of the tools, the only acceptable modifications to the forms are as follows:

1. Agencies may provide additional example tasks for goals 4 through 7; and

2. Agencies may, **as long as the content of the evaluation form is not altered or changed,** reformat the document.

Several versions of the evaluation tools are available on the OPWDD web site. Also available on the website is a Self-Advocate/Family Interview Tool that can be used with service recipients or family members to complement the supervisor evaluation. It may also serve as the principal evaluation tool when services are delivered in settings where there is no supervisor present. It is the responsibility of the agency providing or paying the direct support professional to ensure that the evaluation is completed.

The DSP Performance Evaluations <u>must</u> be available for review by the OPWDD Division of Quality Improvement (DQI) when requested during surveys beginning October 1, 2017. Consistent with current DQI on-site/survey activities, a survey protocol will be used to verify the implementation of the core competencies. DQI will also be using a sampling methodology for documentation review. DQI will also routinely conduct observations and interviews as part of their reviews of sites and services to validate the outcome of the agency's implementation of the DSP Core Competencies and Code of Ethics with their workforce. A review protocol will be issued prior to the commencement of survey activity.

The term Direct Support Professional includes many different titles and functions. The titles required to be evaluated under the ADM are defined by the Consolidated Fiscal Reporting (CFR) codes under "Direct Care Staff" with the following code numbers: 201, 202, 207, 254 and 290. The definitions of these code numbers are available:
http://www.opwdd.ny.gov/opwdd_regulations_guidance/adm_memoranda/NYS_CFR_Appendix_R .

Provider resources and guidance for implementation and frequently asked questions are available on the Regional Centers for Workforce Transformation website at: www.workforcetransformation.org.