



Online Training Course Library

STAR Services offers a variety of online training courses that encourage consistency and focus on quality standards for orientation, annual training refreshers, and professional development. STAR's online training is fully accredited by the [National Alliance for Direct Support Professionals](#).

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Orientation Courses

MN Statutes, Chapter 245D

Course Name	Hours	CEUS Nurse/SW
Activities of Daily Living	1	1.2/1
<p>Understanding how to be person-centered while providing personal cares is essential when supporting people with disabilities. There are activities of daily living (ADLs) that individuals may need assistance with. This course will review personal cares and the role of staff in bringing respect and dignity to the individuals supported.</p>		
Data Privacy	1	1.2/1
<p>This course gives an introduction to the state and federal privacy regulations governing services for people with disabilities. Information includes rights as well as privacy safeguards. This course meets the general training requirements on Minnesota Data Privacy and HIPAA. Specific company policies and procedures must be covered by your agency.</p>		
Documentation	1	1.2/1
<p>This course reviews various forms of documentation that may be required on the job. Topics include documentation guidelines in compliance with Minnesota Statutes 245D and privacy regulations, as well as how to document professional, objectively and accurately. What events meet the definition of Incident and Emergency under 245D are covered. An overview of commonly used forms such as Daily Log Note, Health Progress Note, Incident Report and Funds Records will also be reviewed along with person-centered practices to enhance overall quality and care.</p>		
Fraud Prevention	0.75	0.9/0.75
<p>In this course, the complexities of fraud, including its prevention and reporting are discussed. Learners review types of fraud they may encounter in their work at an HCBS setting including improper service billing, fraud related to inaccurate reporting of hours worked, fraud which could happen to the personal funds and property of people supported, and more. The course includes best practices for proactive fraud prevention, real life examples, and resources of where suspected fraud can be reported.</p>		
Healthy Diets	1	1.2/1
<p>This course provides staff with an understanding of what constitutes a healthy diet under the Centers for Disease Control and Prevention's guidelines. Students will learn about food groups, nutritional needs, caloric balance, and how to prepare healthy foods while using person-centered approaches.</p>		

Orientation Courses, Continued

MN Statutes, Chapter 245D

Course Name	Hours	CEUS Nurse/SW
Individual Rights	1.5	1.8/1.5
<p>This course is an overview of the rights upheld and responsibilities of employees in MN Statute 245D for individuals receiving services and further explores the implementation of 245D rights for increased understanding of how to better support individuals with disabilities. This course helps meet the 245D training requirements on service recipient rights.</p>		
Instrumental Activities of Daily Living	1	1.2/1
<p>When supporting individuals with disabilities, there are instrumental activities of daily living (IADL) and skills that can help foster greater independence in the community. This course will explore IADLs and ways to increase an individual's ability to live in the community and live their life to the fullest.</p>		
Mandated Reporting: Maltreatment of Minors	1	1.2/1
<p>This course provides information to help the people who support minors to be able to identify, prevent and report maltreatment. It describes who is considered a minor, types of maltreatment they may face, warning signs to look for, as well as real life examples to aid in recognizing suspected maltreatment. This course outlines how to appropriately prevent and report suspected maltreatment and the employee's responsibility as a mandated reporter. CMS Core Competency areas reviewed: Safety (5)- Abuse and Neglect: Demonstrates the ability to identify, prevent and report situation of abuse, exploitation, and neglect. Includes an overview of the Minnesota Maltreatment of Minors Act.</p>		
Mandated Reporting: Vulnerable Adult Maltreatment	1.25	1.5/1.25
<p>This course provides information to help the people who support vulnerable adults to be able to identify, prevent and report vulnerable adult maltreatment. It describes who is considered a vulnerable adult, types of maltreatment they may face, warning signs to look for, as well as real life examples to aid in recognizing suspected maltreatment. This course outlines how to appropriately prevent and report suspected maltreatment and the employee's responsibility as a mandated reporter. CMS Core Competency areas reviewed: Safety (5) Abuse and Neglect: Demonstrates the ability to identify, prevent and report situation of abuse, exploitation, and neglect according to law and agency rules. Recognizes signs of abuse including the inappropriate use of restraints and works to prevent them. Includes an overview of the Minnesota Vulnerable Adult Act.</p>		
Medication Administration - requires live demonstration	3.5	4.2/3.5
<p>A collection of seven lessons that explore supporting individuals with disabilities with their medication and treatment needs. This course is developed and taught by a registered nurse and helps to meet the rules and requirements of MN Statutes 245D. This course requires supplemental medication administration demonstration to complete learning on the topic.</p> <ol style="list-style-type: none">1. Introduction to Medication Administration2. Understanding Medications3. Medication Administration Basics4. Charting Basics5. Doctor and Dental Appointments, Orders, and Medication Storage6. Medication and Treatment Errors and Discrepancies7. Before You Administer		

Orientation Courses, Continued

Positive Supports Rule (MN Rules, Chapter 9544)

Course Name	Hours	CEUS Nurse/SW
Positive Supports Rule 2 hour Function-Specific	2	2.4/2
<i>A two-hour function-specific training for the Positive Supports Rule (MN Rules, Chapter 9544). For license holders, executives, managers and owners in nonclinical roles from the Positive Supports Rule.</i>		
<ul style="list-style-type: none">• Creating buy-in - including staff in organization decisions• Leading with purpose and passion – creating leadership teams worth following• Turning person-centered thinking and practices into organizational action• Evaluating organizational training – measuring change and outcomes for persons receiving services.		
Positive Supports Rule 4 hour Function-Specific	4	4.8/4
<i>A four-hour function-specific training for the Positive Supports Rule (MN Rules, Chapter 9544) . For staff who develop positive support strategies and license holders, executives, managers, and owners in nonclinical roles.</i>		
<ul style="list-style-type: none">• Functional Behavioral Assessments• How to apply Person-Centered Planning• How to design and use data systems to measure effectiveness of care• Supervision		
Positive Supports Rule Core - requires live demonstration	8	9.6/8
<i>Core training course for the Positive Supports Rule (MN Rules, Chapter 9544). This course provides staff the important knowledge of how to work with the individuals they support in a positive and supportive manner, especially when challenging behaviors may be present. It includes fundamentals in establishing trusting relationships, the importance of avoiding power struggles, positive de-escalation techniques, alternatives to restraints, the communicative intent of behaviors and causes of behavior including events and environmental factors. Positive support strategies including positive behavior supports, the relationship between staff interactions as well as the environment will be covered. The importance of providing person-centered service planning and delivery and how to discover the uniqueness of each person that is supported and their specific culture will be explored. This class includes the 245D training requirements on allowed, restricted, and prohibited behavioral interventions, including Emergency Use of Manual Restraint (EUMR). In order to meet the training requirements in MN Statute 245D.061 and 245D.09, staff must additionally demonstrate competency and be trained in their employer’s specific EUMR policy and engage in simulated experiences of administering and receiving manual restraint procedures allowed by the license holder on an emergency basis.</i>		
Sexual Violence	0.5	0.6/0.5
<i>This course discusses the required 245D topic of strategies to minimize the risk of sexual violence including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities.</i>		
Universal Precautions	0.75	0.9/0.75
<i>Direct support workers may come into contact with blood, bodily fluids, or infectious material in their job of supporting people. In this course, universal precautions for the prevention of bloodborne pathogen transmission will be explored, including definitions and concepts, exposure incidents, and the impact of bloodborne diseases. This class meets the core competency area of safety and supporting health and wellness. This training helps comply with OSHA requirements.</i>		

Annual Training

MN Statutes, Chapter 245D and Positive Supports Rule (MN Rules, Chapter 9544)

Course Name	Hours	CEUS Nurse/SW
Refresher: Bloodborne Pathogens	0.5	0.6/0.5
<p>This course provides a refresher for the protection and safety when there is a possibility of exposure to bodily fluids. This training refers to diagnosis, symptoms and treatment of HIV, Hepatitis B and Hepatitis C. This course uses example scenarios to illustrate potential situations of exposure. This includes precautions for transmission prevention, work site requirements, medical evaluation, follow up and confidentiality. This training helps comply with OSHA requirements.</p>		
Refresher: Data Privacy	0.5	0.6/0.5
<p>This course is an annual refresher covering the state and federal privacy regulations governing services for people with disabilities. This course uses scenario-based interactions to refresh your knowledge on data privacy. Information includes rights as well as privacy safeguards. This course meets the general training requirements on Minnesota Data Privacy and HIPAA. Specific company policies and procedures must be covered by your agency.</p>		
Refresher: Mandated Reporting	0.5	0.6/0.5
<p>This course provides a refresher of the Maltreatment of Minors Act and the Vulnerable Adult Act and an employee's responsibilities as a mandated reporter. This course uses example scenarios to illustrate potential situations of maltreatment including neglect, physical abuse, sexual abuse and financial exploitation to aid in recognizing suspected maltreatment. This course outlines how to appropriately report suspected maltreatment and the employee's responsibility as a mandated reporter.</p>		
Refresher: Positive Supports Rule Core	4	4.8/4
<p>This course is an annual refresher of the Positive Supports, Minnesota Rule 9544, Core training, along with the corresponding requirements stated in Minnesota Statutes, Chapter 245D. This course covers all the training items that connect with person-centered approaches and ways to create positive supports while creating quality environments for the people supported.</p>		
Refresher: Positive Supports Rule Core and Function-Specific	4	4.8/4
<p>This course explores growing and expanding supports to ensure the best outcomes for the individuals served. This course will explore both from successes and struggles surrounding the required topic areas in the PSR. This course is designed to meet the annual refresher requirements for people whose job duties involve both developing positive support strategies and implementing them. It combines the information in the Positive Supports Rule Core and 4 hour Function-Specific trainings.</p>		
Refresher: Service Recipient Rights	0.5	0.6/0.5
<p>This course provides a refresher for service and protection related rights. Identification of external resources that are available to the individual. This course uses example scenarios to illustrate potential situations in recognizing rights violations, a staff's role in exercising rights, and how to understand the distinction between what one thinks is best for the person and what their rights really are.</p>		
Sexual Violence	0.5	0.6/0.5
<p>This course discusses the required 245D topic of strategies to minimize the risk of sexual violence including concepts of healthy relationships, consent, and bodily autonomy of people with disabilities.</p>		

Employment Support Services

Course Name	Hours	CEUS Nurse/SW
Benefits Planning	0.75	0.9/0.75
<p>This course provides Employment Specialists with information about federal and state benefit program rules, associated work incentives and how they apply to the person's situation. Topics include the common myths about benefits and work, the resources and tools that are available, including the Disability Benefits 101 (DB101) website and estimator tool to find and utilize information helpful to a person seeking employment. This class also helps Employment Specialists reach the demonstration examples for DHS competencies including providing accurate information about benefits and work, increasing their usage of tools and other resources, and gaining confidence in navigating benefits and programs available to a person.</p>		
Job Development and Negotiation	2.5	3/2.5
<p>This course helps Employment Specialists learn their crucial role in the Job Development and Negotiation Services. Topics include helping a person in the job search process, marketing the person's skills to potential employers, researching and creating opportunities for the person, organizing information gathered (e.g. create a list of employers by industry and location), developing relationships with the business, and negotiating accommodations and conditions (e.g. hours, wages, tasks, breaks, orientation). It also helps Employment Specialists reach the demonstration examples for DHS competencies including negotiating a job and provisions of supports, creating terms of employment based on the persons interests, skills, and conditions they need for success, writing progress reports, and helping the person create resumes and cover letters.</p>		
Job Search Planning	1.75	2.1/1.75
<p>This course is designed for Employment Specialists in the role of employment exploration and employment support services. This class provides an introduction to employment supports and exploration activities, including encouraging informed choice, self determination and active participation throughout the employment process. Employment Specialists will also learn key takeaways on highlighting a person's strengths, interests, and talents.</p>		
Post Employment Supports	1.5	1.8/1.5
<p>Although a lot of emphasis is put on finding a job, the process of maintaining a job is just as important. This course will help Employment Specialists support and maintain a person's employment, and ensure the employee is included in work activities and treated like all other employees. These lessons will look at how to manage travel and transportation, perform comprehensive job analysis (i.e., breaking down jobs into smaller tasks) and how to develop strategies for workplace supports. This class also helps Employment Specialists reach the demonstration examples for DHS competencies.</p>		

Professional Development

Diagnosis-Specific and Skills Courses

Course Name	Hours	CEUS Nurse/SW
Communication Skills	0.5	0.6/0.5
Forming relationships and connecting with people is an important part of the job. This course will help enhance communication skills used with coworkers and the individuals supported.		
Dementia: An Introduction	0.5	0.6/0.5
This course will introduce dementia, including symptoms and causes. Learners build a foundation of understanding this diagnosis, beginning with the specific impacts and support strategies for individuals experiencing dementia.		
Diabetes: An Introduction	1	1.2/1
This course includes the basics of diabetes with the Direct Support Professional in mind. Learners will discover what diabetes is, the main types of diabetes, symptoms of hyper/hypoglycemia, insulin monitoring and delivery methods, person-centered practices, and more. Also included in this course are interviews with people who live with diabetes, as well as Direct Support Professionals who share their experiences of supporting someone who lives with diabetes.		
Epilepsy and Seizure Disorders	0.75	0.9/0.75
This course will help staff understand more about epilepsy and seizure disorders. Staff will learn to identify the common symptoms as well as explore how it impacts the lives of the people supported. Staff will be more prepared to support and respond to a person before, during, and after a seizure and will learn more about the treatment and supports that can be used to help a person with epilepsy or a seizure disorder.		
Fetal Alcohol Spectrum Disorders	1	1.2/1
Fetal Alcohol Spectrum Disorders (FASD) occur in approximately one of every 100 births nationally and is one of the leading causes of intellectual disabilities in the United States. This course is designed to help participants learn more about Fetal Alcohol Spectrum Disorders as well as the behavioral, physical, and mental characteristics that are commonly associated with the diagnosis. Additionally, this class will discuss common misconceptions about FASD and provide insight into this diagnosis and its effect on the individual.		
Fetal Alcohol Spectrum Disorders: Keys for Support	0.5	0.6/0.5
The Substance Abuse and Mental Health Services Administration (or SAMHSA) has developed eight key components that individuals who support someone with FASD should keep in mind. These are key concepts that work most effectively when supporting someone with FASD. They are: concrete, consistency, repetition, routine, simplicity, specifics, structure and supervision.		
Five Misconceptions of Being Person-Centered	0.25	0.3/0.25
This course explores five ways people misunderstand what it means to be person-centered. Gain wisdom from our person-centered planners and facilitators and start to explore your own views and misconceptions about responding to a person's preferences and dreams.		

Professional Development, Continued

Diagnosis-Specific and Skills Courses

Course Name	Hours	CEUS Nurse/SW
Low Vision	0.75	0.9/0.75
<p>Participants in this course gain a better understanding of how vision loss and low vision affects persons supported and to learn ways to support people with low vision in a positive way. The course covers diagnoses associated with vision loss, assistive devices and resources, and how to support an individual in a person-centered way.</p>		
Professional Boundaries	1	1.2/1
<p>When working in the human services field, maintaining appropriate and professional boundaries is important to make sure that the best possible care is being provided to the individuals supported. Many well-intentioned people have unfortunate things happen to them because of poor boundaries. This course will introduce the idea of healthy relationships and professional boundaries with illustrative examples from the field. Learners will gain a better understanding of their role in maintaining positive boundaries and the things they should do when they see people exhibiting poor boundaries.</p>		
Ten Things Not to Say	0.5	0.6/0.5
<p>When working with individuals with a physical disability or a mobility impairment, sometimes mistakes are made in the things said and done to try to support them. This course will look at some of the common things people say, and how to correct them by being more person-centered and understanding.</p>		

Mental Health

Course Name	Hours	CEUS Nurse/SW
Anxiety Disorders	1	1.2/1
<p>Anxiety disorders are the most common mental health diagnosis, affecting approximately 40 million adults in a given year. There are several forms of anxiety including Generalized Anxiety Disorder, Obsessive Compulsive Disorder, Phobias, Panic Attacks, and PTSD. This class will help learners understand what it is like for individuals diagnosed with anxiety disorders, including the characteristics, treatment, symptom management, and how to provide person-centered, positive support.</p>		
Borderline Personality Disorder	0.5	0.6/0.5
<p>One of the most challenging personality disorders to support is Borderline Personality Disorder. This course will explore the characteristics, causes and symptoms to give the learner a better understanding on the reality of the disorder and how it impacts a person's life. People with Borderline Personality Disorder can be supported to live successful lives through the use of evidence-based treatment along with person-centered practices and support.</p>		
Crisis Response and Behavioral Intervention	0.75	0.9/0.75
<p>A strong understanding of crisis response and de-escalation techniques is important when working with individuals with mental health diagnoses. This class will explore both behavioral challenges and mental health crisis. Learners will learn the best way to proactively respond to crisis and behaviors, and person-centered support for individuals experiencing mental health crisis.</p>		
Hoarding Disorders	0.5	0.6/0.5
<p>Staff may support someone in their own home or in a residential setting that has hoarding behaviors that are adversely affecting their life: collecting items to excess, having piles of items stacked to the ceiling or who has an inability to part with items or throw things away. Hoarding Disorder is often misunderstood as a mental illness and can pose many challenges for the person and their support team. This course will look at the characteristics of Hoarding Disorder and the treatment, recovery, and support strategies that can be used to help support a person to overcome their need to hoard.</p>		
Mood Disorders	1	1.2/1
<p>Mood disorders are the second largest diagnostic type of mental illness. This course will explore the diagnoses of Major Depression, Dysthymia and Bipolar Disorder and what it is like for individuals who live with these diagnoses. Learners will understand the characteristics, cycles, symptoms, and treatment of these diagnoses as well as how they can provide positive supports for individuals using evidence-based resources.</p>		
Personality Disorders	1	1.2/1
<p>This course will look at the ten primary personality disorders and help learners understand their characteristics, cycles, and symptoms using illustrative examples. Participants will learn about treatment, support options and evidence-based resources for individuals who have a diagnosed personality disorder.</p>		

Mental Health, Continued

Course Name	Hours	CEUS Nurse/SW
Psychotic Disorders	1	1.2/1
<p>According to the National Institute of Mental Health, over 2.4 million adults are diagnosed with a psychotic disorder. This course helps learners understand the characteristics, cycles, and symptoms of Schizophrenia, Paranoid Schizophrenia, and other psychotic disorders, along with successful, evidence-based treatment strategies and resources. Myths and facts about psychotic disorders will be addressed to help the learner provide positive, person-centered support.</p>		
Psychotropic Medications	1	1.2/1
<p>Many individuals with mental health diagnoses take one or more psychotropic medications to help treat their symptoms. This course will explore the basics of psychotropic medications and their uses, along with common side effects. Knowledge about medication and treatment options will help the learner provide quality care to individuals with mental health diagnoses.</p>		
Substance Abuse and Co-occurring Disorders	1	1.2/1
<p>Addiction and chemical dependency affects 20 million American. Learners gain an understanding of substance abuse and common mental health diagnoses that occur alongside addiction and chemical dependency. This course explores resources, treatment, support solutions, and best practices for working with individuals with co-occurring addiction and mental health disorders.</p>		
Suicide: Prevention and Response	0.5	0.6/0.5
<p>This course explores the topics of mental health and suicide, and the stigma surrounding it. There are many factors that impact a person's mental health and risk of suicide. Understanding and identifying suicide warning signs is key to successful intervention and response when supporting individuals through recovery of mental illness.</p>		
Values and Principles of Crisis Response	0.75	0.9/0.75
<p>A strong framework of understanding is key to responding effectively in a mental health crisis. This course will teach the guiding values and principles to ensure successful, person-centered intervention. Learners will understand how to respond proactively in a crisis.</p>		

Home and Community-Based Services (Do not include Minnesota-specific content)

CEUS

Course Name

Hours

Nurse/SW

Fraud Prevention

0.75

0.9/0.75

In this course, the complexities of fraud, including its prevention and reporting are discussed. Learners review types of fraud they may encounter in their work at an HCBS setting including improper service billing, fraud related to inaccurate reporting of hours worked, fraud which could happen to the personal funds and property of people supported, and more. The course includes best practices for proactive fraud prevention, real life examples, and resources of where suspected fraud can be reported.

HCBS Rights

1

1.2/1

This course provides information regarding the empowerment and advocacy of the rights of people who receive HCBS supports including Civil Rights and the standards set in the Medicaid HCBS Final Regulation 42 CFR 441.710. It uses scenarios and interactive examples to help illustrate the skills a Direct Support Professional will need to empower and advocate with the people they support to ensure their rights are protected. It also discussed the rights modification process. This course is designed to help meet the CMS Core Competency area of Empowerment and Advocacy (5)(b) Supports the individual to advocate for him or herself by encouraging the individual to speak up for his or herself. (e) Tells the individual and his or her family their rights and how they are protected.

HIPAA

0.75

0.9/0.75

This course includes a description of HIPAA rights, how to identify HIPAA violations when working in an HCBS setting, and what to do if a violation is suspected. Additionally, HIPAA myths are discussed to ensure understanding of responsibilities under the rules and regulations of HIPAA. Relevant terminology and abbreviations within the scope of HIPAA are explained. This course is designed to meet the HCBS DSW Core Competency area Professionalism and Ethics (6) (f) Maintains confidentiality in all spoken and written communication, and follows in the rules in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Maltreatment of Minors

0.75

0.9/0.75

This course provides information to help the people who support minors to be able to identify, prevent and report maltreatment. It describes who is considered a minor, types of maltreatment they may face, warning signs to look for, as well as real life examples to aid in recognizing suspected maltreatment. This course outlines how to appropriately prevent and report suspected maltreatment and the employee's responsibility as a mandated reporter. CMS Core Competency areas reviewed: Safety (5)- Abuse and Neglect: Demonstrates the ability to identify, prevent and report situation of abuse, exploitation, and neglect.

Universal Precautions

0.75

0.9/0.75

Direct support workers may come into contact with blood, bodily fluids, or infectious material in their job of supporting people. In this course, universal precautions for the prevention of bloodborne pathogen transmission will be explored, including definitions and concepts, exposure incidents, and the impact of bloodborne diseases. This class meets the core competency area of safety and supporting health and wellness.

Vulnerable Adult Maltreatment

1

1.2/1

This courses provides information to help the people who support vulnerable adults to be able to identify, prevent and report vulnerable adult maltreatment. It describes who is considered a vulnerable adult, types of maltreatment they may face, warning signs to look for, as well as real life examples to aid in recognizing suspected maltreatment. This course outlines how to appropriately prevent and report suspected maltreatment and the employee's responsibility as a mandated reporter. CMS Core Competency areas reviewed: Safety (5) Abuse and Neglect: Demonstrates the ability to identify, prevent and report situation of abuse, exploitation, and neglect according to law and agency rules. Recognizes signs of abuse including the inappropriate use of restraints and works to prevents them.

Breakouts

Segments of courses meant for review/retraining purposes

Course Name	Hours	CEUS Nurse/SW
Benefits Planning: Common Myths about Work and Benefits People with disabilities can work in competitive, integrated employment. The myths that a person can't work, will lose money and benefits and not be able to keep a job are busted in this course.	0.25	0.3/0.25
Benefits Planning: Disability Benefits Basics One of your roles is to help people navigate their disability benefits along with their employment. Understanding the resources available is one of the best ways to support the person. This course will also identify a few key considerations that you should be aware of to better assist the person.	0.25	0.3/0.25
Benefits Planning: Introduction to Disability Benefits 101 Website Learn the different resources for you and the person you support to use in understanding how work will impact their benefits.	0.25	0.3/0.25
Job Development: Action Steps for Job Negotiation Job negotiation and creating jobs for a person is a skill that involves your action in seeing opportunities, creating connections and building relationships that are beneficial for employers and for the person you support. This course looks at specific steps you can take to negotiate a job that brings a person into integrated and competitive employment opportunities.	0.25	0.3/0.25
Job Development: Creating Stand-out Resumes and Cover Letters Support a person in making the best impression possible as they seek out employment.	0.5	0.6/0.5
Job Development: Developing Relationships and Job Networking Developing relationships and networking with businesses is one of the best ways to help a person find a successful job placement. This course looks at the specific skills and actions that you can take to improve your ability to connect people and companies and explore potential opportunities for employment for the people you support.	0.25	0.3/0.25
Job Development: Introduction to Job Development Job development is a process of creating an individualized plan that supports a person's interests, skills and talents as a way toward achieving integrated, competitive employment. Developing employment involves creating a vocational profile and supporting the person through the process of getting a job.	0.75	0.9/0.75
Job Development: Understanding Job Accommodations Some of the individuals you support may need additional supports to successfully do their job. These can be small changes or assistive devices that make certain tasks more effective and work more accessible. Job accommodations are something you should know in order to support a person in their employment.	0.5	0.6/0.5

Breakouts, Cont.

Segments of courses meant for review/retraining purposes

Course Name	Hours	CEUS Nurse/SW
Job Development: Writing Progress Reports	0.25	0.3/0.25
When working with a job seeker in the process of job development you need to track the progress they are making in meeting their employment goals. Keeping track of the opportunities they are exploring, the skills they are gaining, and the jobs they are applying to involves organization, documentation and evaluation.		
Job Search Planning: Introduction to Employment Support and Exploration	0.75	0.9/0.75
This course provides a big picture look at what you do in job explorations and employment supports and why you do it. You will learn the necessary concepts to influence the actions you will take in job exploration and discovery.		
Job Search Planning: Introduction to Strengths Perspective	0.5	0.6/0.5
This course examines the strengths perspective and the actions you can take to highlight a person's interests, talents, and skills.		
Job Search Planning: Job Exploration and Discovery	0.5	0.6/0.5
This course provides a big picture look at what you do in job explorations and employment supports and why you do it. You will learn the necessary concepts to influence the actions you will take in job exploration and discovery.		
Medication Administration: Before You Administer	0.5	0.6/0.5
Focus on actions before, during, and after administering medication; review the 7 Rights of Administration; understand the basic procedures to be taken when responsible for medication administration.		
Medication Administration: Charting Basics	0.75	0.9/0.75
Learn a simple and appropriate method to documenting the start, discontinuation, or change in medication, and practice transcribing medication orders. Understand when to call the licensed health care professional regarding medication transcription; and learn about and recognize other forms of charting that may be required.		
Medication Administration: Doctor and Dental Appointments, Orders, and Medication Storage	0.5	0.6/0.5
Learn about what to do when bringing an individual to see the doctor or medical professional and understand the processes needed when supporting the treatment and health care needs of individuals. Follow safe storage practices for medications.		
Medication Administration: Introduction to Medication Administration	0.25	0.3/0.25
Understand the purpose of gaining knowledge about medication administration and about the needs of the individuals supported.		

Breakouts, Cont.

Segments of courses meant for review/retraining purposes

Course Name	Hours	CEUS Nurse/SW
Medication Administration: Medication Administration Basics Discover the 7 Rights of Medication Administration and how to apply them while administering medication. Also gain understanding of Medication Administration Record (MAR).	0.5	0.6/0.5
Medication Administration: Medications and Treatment Errors and Discrepancies Recognize a medication discrepancy and medication error and learn how to respond when there is a medication error or discrepancy.	0.5	0.6/0.5
Medication Administration: Understanding Medications Learn the common purposes of medications and gain an understanding side effects and how they can affect the individual.	0.5	0.6/0.5
Post Employment Supports: Developing Strategies for Workplace Supports Once a person has a job, there are key actions and strategies that you can take to maintain continued and successful employment of the person you support. Your role as an employment specialist once a person is hired will vary depending on the person you support and the place they work.	0.5	0.6/0.5
Post Employment Supports: Introduction to Post Employment Supports Employment support is not just about finding a job. It is about keeping and maintaining a job and continuing to create an environment that fosters inclusion within the workplace and community.	0.5	0.6/0.5
Post Employment Supports: Monitoring and Evaluation This course looks at the task of monitoring successful employment, including evaluating the employment relationship. You will learn different techniques you can use to measure job satisfaction and best support the person.	0.5	0.6/0.5
Positive Supports Rule 2 hr Function-Specific: Evaluation of Training Training is an essential piece of helping your company and staff be more person-centered. If you are going to be the best support to individuals with disabilities, you need to have a well-trained staff that is ready to be person-centered. This course will help you evaluate your training practices to ensure that you are preparing your staff to be person-centered.	0.5	0.6/0.5
Positive Supports Rule 2 hr Function-Specific: Leading a Person-Centered Organization Embracing and leading through change can be daunting. This course is designed for managers, supervisors, executives and license holders will help you evaluate and learn more about your role in a being a leader and innovator in the person-centered movement.	0.5	0.6/0.5

Breakouts, Continued

Segments of courses meant for review/retraining purposes

Course Name	Hours	CEUS Nurse/SW
Positive Supports Rule 2 hr Function-Specific: Person-Centered Management and Decision-Making Tools	1.25	1.5/1.25
<p>In order to be truly person-centered with the individuals you support, your organization needs to embrace a person-centered philosophy that includes everyone in your company. Using person-centered tools in the management of your organization you will be able to help the people you support and your staff discover their passion and purpose.</p>		
Positive Supports Rule 4 hr Function-Specific: Applying Person-Centered Planning	1	1.2/1
<p>This course will explore how to apply person-centered plans. No matter what your position is in the field, person-centered planning and thinking is important. Being person-centered is more than just talking about plans and completing them, it is about implementing and applying these plans to improve the quality of the person's daily life- and you are a part of that process.</p>		
Positive Supports Rule 4 hr Function-Specific: Data Systems	1	1.2/1
<p>In the services and supports that you provide, are you meeting the goals of person-centered planning? Are you getting the intended results? What is the bigger picture? Every day you deal with data, both big and small, as you work on positive support strategies and outcomes for the people your company supports. Data can be collected in a way that is easy and meaningful, and give you better insight into what is working and not working in your person-centered planning.</p>		
Positive Supports Rule 4 hr Function-Specific: Functional Behavioral Assessments	1	1.2/1
<p>This course will help you utilize information about a person to identify their preferences and create person-centered supports, services and goals. A functional behavior assessment (FBA) is a tool you can use to evaluate the many components of an individual's life to develop a theory as to what is causing a behavior or reaction that is either harmful to the individual or others, that may create roadblocks in meeting their goals. This course will help you understand FBAs and the role they play in person-centered supports.</p>		
Positive Supports Rule 4 hr Function-Specific: Supervision, Coaching, and Support	1	1.2/1
<p>The people who directly work with the individuals you support have an essential impact on quality of life and fulfillment of goals. It is your job to encourage effective communication with the person and the person's support team. As you work to implement person-centered practices and tools within your organization, supporting, coaching and mentoring your staff through the orientation process and beyond will strengthen your mission and values and the work you do.</p>		
Positive Supports Rule Core: Creating Trusting Relationships	0.75	0.9/0.75
<p>Trust is a person-centered approach that builds positive support strategies and helps staff get to know the person in a way that enhances a person's quality of life. You will understand the importance of using trust to build stronger relationships with each unique individual being supported.</p>		
Positive Supports Rule Core: Cultural Competence	0.5	0.6/0.5
<p>You will understand more about person-centered, positive supports. You will learn about the people you support and use cultural competency to genuinely get to know them, their preferences and their goals.</p>		

Breakouts, Continued

Segments of courses meant for review/retraining purposes

Course Name	Hours	CEUS Nurse/SW
Positive Supports Rule Core: De-escalation Techniques	0.75	0.9/0.75
You will understand de-escalation techniques and their value within the framework of person-centered and positive supports. You have a responsibility to support people and help decrease their interfering behaviors in a way that is person-centered and that protects a person and others from harm. This involves understanding your own and their emotions and finding the most appropriate way to respond that does not engage in power struggles.		
Positive Supports Rule Core: Foundations of Person-Centered Supports	0.75	0.9/0.75
You will learn the foundations of person-centered supports and how to apply them in your important role as a direct support professional. This lesson will explore the history of the person-centered movement, the core ideas that you will need to apply to be more person-centered and will look at real life stories and examples to help you continue to evolve your skills in facilitating person-centered supports.		
Positive Supports Rule Core: Human Services Overview	0.5	0.6/0.5
You will gain an appreciation for the human services field and why the positive support of people with disabilities is so important. A lot has changed over the years and understanding the person-centered direction that services and supports will help learners in their responsibility and role in supporting people.		
Positive Supports Rule Core: Permitted and Prohibited Procedures	0.75	0.9/0.75
Your job is to support a person in a way that is positive and that puts the person-first. You must ensure that the person is free from humiliating and demeaning procedures. When you support an individual there are specific procedures that are prohibited and not effective in reducing and eliminating symptoms or interfering behaviors.		
Positive Supports Rule Core: Positive Support Strategies	0.5	0.6/0.5
You will explore multiple person-centered support strategies that positively support individuals with disabilities receiving services. The principles of positive support strategies can be used to provide quality services and supports that are ethical, effective, least-restrictive, establish choice and promotes full participation and community integration.		
Positive Supports Rule Core: Preferences	0.75	0.9/0.75
You will learn how to discover a person's preferences and use this information to become a better support in the field of human services. Once you have gotten to know the person and have a better understanding of person-centered planning, the next step is to apply these foundations to discover the person's preferences and help people achieve their goals and actualize their dreams!		
Positive Supports Rule Core: Restricted Procedures, Monitoring and Responding to an EUMR	0.75	0.9/0.75
During your job there may be times that interfering behaviors escalate and an emergency use of manual restraint (EUMR) is used. You must know how what a restricted procedure is, and how to respond and monitor an EUMR.		

Breakouts, Continued

Segments of courses meant for review/retraining purposes

Course Name	Hours	CEUS Nurse/SW
Positive Supports Rule Core: Staff Accountability and Self-Care	0.75	0.9/0.75
You have many responsibilities in your role providing direct care. You will learn more about staff accountability and how to respond when an emergency occurs. In your job, you must know how to care for yourself in order to provide the best care for the people you support.		
Positive Supports Rule Core: Your Role Makes a Difference	0.75	0.9/0.75
You will feel empowered to apply your knowledge of person-centered, positive supports. As a professional in the field of human services, your role is important. You have the opportunity to enrich and enhance the lives of the people you support.		