

DEVELOPMENTAL DISABILITIES SUPPORTS DIVISION (DDSD)

DIRECTOR'S RELEASE (DR)

EFFECTIVE DATE: September 1, 2013

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| Signature Date: | October 9, 2013 |
| FROM: | <u>Signature on File</u> Cathy Stevenson, DDSD Division Director |
| TO: | All Developmental Disabilities Waiver providers and DDSD staff |
| SUBJECT: | Clarification of Direct Support Personnel Requirements for applicable services. |

I. SUMMARY:

This memorandum further clarifies the Director's Release issued August 30, 2013 regarding updates to existing policy and procedure, as well as the 2012 DD Waiver Standards.

II. SPECIFIC SECTION OF THE REQUIREMENTS AFFECTED BY THIS MEMO:

2012 DD Waiver Standards, Staff Requirements, All Applicable Chapters

III. REQUIREMENTS AND CLARIFICATIONS:

As previously stated in the Director's Release, issued August 30, 2013, regarding the requirement effective January 1, 2013, that Direct Support Personnel (DSP) must have a high school diploma or general equivalency diploma, GED for applicable services:

Direct Support Personnel (DSP) hired prior to January 1, 2013, who do not have a high school diploma or GED are exempt from this requirement, even if they change the agencies they work for.

This clarification further defines the exemption from the above requirement: The exemption to the high school diploma or GED requirement for DSP hired prior to January 1, 2013, remains applicable only if there is less than a twenty-four (24) month gap in employment at any time.

IV. DEFINITIONS:

DIRECT SUPPORT PERSONNEL (DSP): Families and/or staff employed or sub-contracted by a residential or community inclusion provider agency whose primary job responsibilities include direct hands-on support of individuals receiving services from the agency. These individuals are primary implementers of the ISP and carry out individualized strategies developed and trained to promote health, safety, and the achievement of ISP visions and desired outcomes. DSP are full participating members of the IDT.

REFERENCES: 2012 DD Waiver Standards

DDSD 10-13