

**DIRECT SUPPORT PROFESSIONAL (DSP) SUPERVISOR
(Time-Based)**

APPENDIX A

O*NET CODE 39-1022.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

Any apprentice registered in this occupation should, at minimum, have completed an apprenticeship as a Direct Support Professional (ATP 89-547), or its equivalent.

WORK PROCESSES

	Approximate Hours
A. Introduction to DSP Supervisor Role and Workplace Orientation	100
1. Model positive behavior for staff and individuals receiving services.	
2. Demonstrate sound working knowledge of employer's mission, policies, practices, and systems.	
3. Develop, maintain, and utilize a sound working knowledge of all program standards, such as: Office for People With Developmental Disabilities (OPWDD), Office of Children and Family Services (OCFS), Committee on Special Education (CSE), and Health Insurance Portability and Accountability Act (HIPAA).	
4. Adhere to DSP Code of Ethics.	
5. Demonstrate ability to meet OPWDD Core Competency Standards.	
6. Ensure staff comply with regulatory requirements, e.g., yearly physicals.	
7. Ensure staff uphold employer policies.	
8. Maintain required certifications, such as Strategies for Crisis Intervention and Prevention (SCIP), Therapeutic Crisis Intervention (TCI), First Aid, CPR, etc.	
B. Communication	100
1. Brief and/or provide updates to workers prior to shift start times.	
2. Train and provide staff with feedback on cleanliness standards.	

3. Participate in Treatment Team, Clinical Management, house issues, and Clinical group meetings. Facilitate meetings as designated.

C. Supervising DSPs

1500

1. Demonstrate working knowledge of management practices.
2. Implement program's daily schedule and ensure completion of routines and life skill activities.
3. Ensure daily schedule incorporates recreational and community activities.
4. Prepare daily checklists.
5. Demonstrate awareness of individual service plans. Ensure DSPs provide services to individuals per service plans.
6. Foster and maintain person-centered practices.
7. Review individual logs and ledgers to ensure completion.
8. Dispense and/or oversee dispensing of medication.
9. Ensure dietary standards are followed, i.e., appropriate snacks, portion size, adherence to menu.
10. Complete census(-es) before end of shift.
11. Complete, delegate, and/or oversee monthly house audit, monthly fire drills, and/or annual fire safety audit.
12. Work with staff development personal (or equivalent) to ensure staff receive appropriate training. Provide training as assigned.
13. Provide feedback to others on performance regarding OPWDD Core Competency Standard.
14. Handle supervisory functions, such as: corrective action plans, supervisory memos; follow through on same.
15. Provide individual supervision to employees per employer standards.

D. Administrative Functions

300

1. Monitor procedures to ensure medications are inventoried and reordered as needed.
2. Ensure fire drill and environmental checklist are completed and forwarded to appropriate departments.
3. Oversee allowances, individual accounts, and all other funds connected to the living unit or service.

4. Oversee home visit transportation (if applicable).
5. Oversee purchase of supplies, program supplies, and clothing (if applicable).
6. Ensure receipts are processed and forwarded as appropriate.

Approximate Total Hours 2000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

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APPENDIX B

RELATED INSTRUCTION

Safety and the Workplace

1. Child Safety and Security
2. Child Abuse and Maltreatment: Identification, Prevention, Statutes, Regulations
3. Program Staffing/Supervision Requirements
4. Sanitation
5. Record Keeping
6. First Aid and CPR (6.5 hours minimum)
7. Sexual Harassment Preventing Training – must comply with Section 201-g of the Labor Law
8. Universal safety precautions/infection control/Blood-borne pathogens
9. Safety in lifting, transferring and positioning person(s)
10. Recognizing and correcting hazards in the workplace
11. Medications, self-administration and side effects

Job, Workplace and Employer Overview

1. Overview of employer's mission, core values and philosophy of support service
2. Ethical and professional practice, e.g., using National Association of Direct Support Professionals (NADSP) Code of Ethics or other accepted code of ethics

Trade Skills

1. Strategies for Crisis Intervention and Prevention (SCIP) Certification
2. Therapeutic Crisis Intervention (TCI) Certification
3. Communication Skills: definitions, forms, facilitation
4. Rights of service recipients and responsibilities of DSPs
5. Documentation: purpose, types, documenting effectively, maintaining confidentiality
6. Assessments: Definition and purpose; formal and informal assessments
7. Informal support and support networks

8. Community Supports and Resources
9. Planning: purposes and goals of planning
10. Person-Centered Plans
11. Recognizing neglect, abuse and exploitation; reporting requirements
12. Basic Bookkeeping
13. Skills of Supervision

Additional Topics As Necessary

A minimum of 144 hours of Related Instruction are required for each Apprentice.

Appendix B topics are approved by New York State Education Department.