For Technical Assistance on using the College of Direct Support send an email to: CDSTA@rutgers.edu

If you are using the College of Direct Support and are unable to get drop down menus when you click on the main menu bar, there may be a compatibility issue with your Internet Explorer, you may have a different version than the one required to use the system.

Try the following steps:
On the top of your web page go to “tools”
then click “compatibility view settings”
a pop-up window will appear
then check the box that says “display all websites in compatibility view”
then click the “close” button.
The page should refresh automatically (if not, then click refresh)
The NJ Partnership for Direct Support Professional Workforce Development

“It’s about the Quality... of supports that a well-trained workforce provides.”

“It’s about the Value... of professionalism gained through the College of Direct Support state-of-the-art training”.

“It’s about the Future... of Direct Support Professionals and the lives of people with developmental disabilities”

The College of Direct Support offers online learning and education to provide the Direct Support Workforce with more opportunities to strengthen the knowledge and skills needed to support people with disabilities. The goal is to provide a variety of opportunities to support the careers of direct support professionals.

For technical assistance, email CDSTA@rutgers.edu
Mission: To promote the recruitment and retention of a professional workforce to enhance the quality of direct supports for people with disabilities and their families.
NJ Direct Support Professional Workforce Development Coalition
Organization Representation

• Alliance for the Betterment of Citizens with Disabilities (ABCD)
• The Arc of New Jersey
• Consortium for Workforce and Economic Development/Community Colleges of New Jersey
• Department of Human Services
• Division of Developmental Disabilities
• Division of Disability Services
• The Elizabeth M. Boggs Center on Developmental Disabilities
• New Jersey Association of Community Providers (NJACP)
• New Jersey Council on Developmental Disabilities
• Family Representation
• DSP Representation
CDS Capabilities

• State of the Art Curriculum developed in partnership with an editorial board of national experts

• Tracking Training
  – Transcript of E-Learning

• Reports
You are a CDS Agency Administrator...

• Skills / Attributes
  – Basic computer skills
  – Attention to detail
  – Good communicator
  – Manager
  – Planner
  – Organizer
  – Instructor
  – Assertive
  – Motivational
  – Empowering
**Login Information**

**Website:** Be sure to use the correct address: [www.collegeofdirectsupport.com/embcenter](http://www.collegeofdirectsupport.com/embcenter)

Google may yield another CDS site.

**User ID:** first letter of your first name, full last name, last four of your social security number
(Ex: Joe Schmoe will be jschmoe1234)

**Password:** hello

For technical assistance, email [CDSTA@rutgers.edu](mailto:CDSTA@rutgers.edu)
Once logged into the system, you will see your personal page information. All you of your privileges (both admin and personal) can be access from this page.
If you have administrative privileges in the system, an additional button will appear on your toolbar: Admin. When you **click on the Admin button**, you will see your admin home information page. You do not need to click on the Admin button for access to your admin privileges in the system.

For technical assistance, email [CDSTA@rutgers.edu](mailto:CDSTA@rutgers.edu)
When you click on the Administrative Status Detail, you will get a pop-up window with more information on your rights as an administrator in the system.

Your facility will be **New Jersey DHS/DDD** unless otherwise specified. **Department** includes the **name of your agency** and all other agencies you have admin rights to in the system.
Adding New Learners

*It is important to remember that learners cannot be deleted from the system. If there is an error in the learner ID, please contact the CDS Central Administrator: CDSTA@rutgers.edu

**IMPORTANT:**

**Required Fields according to the Division of Developmental Disabilities in the state of New Jersey:**

Learner ID, First Name, Last Name, Facility, Department and Hire Date. All other categories are optional.

For technical assistance, email CDSTA@rutgers.edu
Once a learner is entered in the system, you can assign him/her lessons and then track and report on e-learning (online training) and classroom training.

- **Click on Learners then Add a New Learner**

You will only be able to add learners to your agency unless otherwise specified.

**IMPORTANT: Required Fields according to DDD:**

Learner ID, First Name, Last Name, Facility, Department and Hire Date. All other categories are optional.
Naming Format

- New Jersey’s Department of Developmental Disabilities requires that the following format be used:

  **First letter of their first name, full last name, the last four digits of their social security number**: J Doe XXXX, where XXXX is the last four digits of a learner’s social security number. Do not include spaces, hyphens, prefix, suffix or any additional characters to the user ID.

  Example: Jan Doe would be J Doe 1234 and Jane Doe-Smith would be J Doe Smith 1234.

**IMPORTANT: Required Fields according to DDD:**

Learner ID, First Name, Last Name, Facility, Department and Hire Date. All other categories are optional.

For technical assistance, email CDSTA@rutgers.edu
Creating User IDs

• First letter of their first name
• Full last name
• Last four digits of their social security number
• Ex: John Doe, with social security #: 1234

User ID: JDoe1234

When creating user IDs, you must adhere to the New Jersey naming mechanism: first letter of their first name, full last name and last four digits of the social security number. If you make an error when creating user IDs please email the staff’s full name and the last four of their social security number to the Central Administrator: CDSTA@rutgers.edu. If you get an error message informing you that the learner already exists in the system, please notify the Central Administrator: CDSTA@rutgers.edu.
Once all of the information is entered **click Save**. You will receive a confirmation: Your request has been processed successfully.

**Note: Learners cannot be changed once they are saved.**

If you made a mistake with the learner ID, please email the CDS Central Administrator: CDSTA@rutgers.edu.

For technical assistance, email CDSTA@rutgers.edu
If you try to enter a Learner into the system and the Learner already exist, you will get an error message. If the staff already exists in the system you will need secondary/manager zone access rights to the staff. Email the CDS Central Administrator: CDSTA@rutgers.edu for secondary/manager zone access rights to the staff in the system.
Looking Up and Editing Learner Information
There may be an occasion when you will need to change some learner information (this does not include the learner ID). This could include changing the Learner’s last name, changing the Learner’s status between active and inactive, etc…

- From the menu bar, **click Learners then Lookup Learners**

The Manage Learner’s page will open.

For technical assistance, email [CDSTA@rutgers.edu](mailto:CDSTA@rutgers.edu)
You can search for learners by last name, learner ID or verification code (only if one has been assigned to their learner ID).

- **Enter all or part of the Learner’s last name** or you can search by Learner ID.
- **Then click Show Results.**

You can also use the “%” (percent sign) and click show results. This will yield all learners in the system to which you have access to.

Find the specific Learner from the list. From this page, you can access all of the Learner’s information.

**Click the Edit button** that corresponds to the learner information you which to edit.

For technical assistance, email CDSTA@rutgers.edu
From this page you can edit the learner information: first and last name, sub department, job code, birth date, hire date, email address, verification code. **Once you have made the required changes, click Save.**

Note: User ID cannot be changed once created in the system. If there is an error in the learner ID, please contact the CDS Central Administrator: CDSTA@rutgers.edu

For technical assistance, email CDSTA@rutgers.edu
You will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully.
From the learner look up page, you can also view the learner’s transcript. **Click on the Transcript icon.**
You can print specific information from the Learner’s transcript. Learner transcripts can include E-Learning, Classes & Events, Ontrack, Checklists, Acknowledgements and Discussions. You may choose to print transcripts that reflect all or one of these options.

**To view all past and current trainings you will need to change the status on the transcript.**
From the status bar select All Current and Archived from the selection then click Go. The page will refresh and all training both past and present will appear on the staff transcript.
You may view, add, and/or edit all online and in classroom trainings assigned to the learner from the Learner lookup page by clicking on the appropriate icons.

Click on the lesson icon. The page will refresh and take you to the Assigned training page for the learner.
This is one way to manage/assign online training to Learners. For more information on assigning online training, see the section in your manual on E-Learning.
You can also send an email to the learner from the learner look up page. These are non-response emails. Learners will not be able to respond to the emails, but you can send them important information about their job, the agency, or assigned training through the system.

An email icon will only appear if the learner has an email address attached to them in the system.

**Click on the email icon.**
You can also send email to the Learner to let them know that they have been added to the system.

Note: encourage all of your learners to change their password when they first log into the system.

Complete as you would an ordinary email, then click Send.
Changing Learner Status
(When a Learner No Longer Works for Your Agency)
There may be an occasion when you will need to change the Learner status in the system. Once an employee/Learner leaves your agency, their Learner Status must be changed within 10 days of their termination date.

From the menu bar, click Learners then Look Up Learners
Enter all or part of the Learner’s last name then click Search. A list of one or more Learners displays.

Select the Learner you which to change status then click the Edit button.
The page will refresh with the Learner’s information.

**Click the Make Inactive button then click Save**

The Learner is now inactive in the system.

A message will appear in green at the top of the page indicating that your request has been processed successfully.
Assigning E-Learning (online training)

There are several ways to assign E-Learning: by Individual, by Department and by Selected Learners (choosing multiple Learners from multiple areas within an agency).
CDS Curriculum

• 25 Courses in the General CDS Curriculum
  • National Best Practice
  • Multi-media and interactive
  • Multiple lessons per course
  • Tests
  • Suggested On-the-Job Competency Demonstration

• Disability Intensive Courses

• Film for Thought

• College of Frontline Supervision & Management

• More courses added and updated annually

  www.collegeofdirectsupport.com
Flexibility in Offering Coursework

• Agencies may develop their own practices for offering courses/lessons to its staff

• Agencies have utilized the CDS for its state-of-the-art curriculum in many ways. This includes: on the clock/off the clock training, external/internal computer options, creative resources and motivation, seminars, and other flexible methods.

• Using the online trainings for continuing education opportunities for DSPs is encouraged.
New Jersey Career Path

• Career Path Level I & II
  – College of Direct Support
    • 7 Training Courses in each level
      – 4 to 8 lessons in each module
      – At least an 80% on tests, can take up to 3X
  – Mentors support using skills on the job
  – The Portfolio documents that learning is used on the job and activities have been completed.
  – Current Career Path requirements differ from the model used in the pilot = Greater flexibility for agencies
College of Direct Support Courses incorporated with mentoring, on the job skill building, and portfolio completion

Level 1 Courses Include:
- Direct Support Professionalism
- Safety at Home and in the Community
- Documentation
- Community Inclusion
- Individual Rights and Choices
- Teaching People w/DD
- Cultural Competence

For technical assistance, email CDSTA@rutgers.edu
Level 2 Courses Include:

• Employment Supports: Exploring Individual Preferences and Opportunities for Job Attainment
• Person-Centered Planning
• Supporting Healthy Lives
• You’ve got a Friend: Supporting Family Connections, Friends, Love and the Pursuit of Happiness
• Positive Behavior Support
• Working with Families
• Everyone Communicates
Mentoring continues with a mentor with similar concentration expertise

Portfolio development focused around concentration.

<table>
<thead>
<tr>
<th>Level III (Concentrations)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Amount of required training and mentoring TBD</td>
</tr>
</tbody>
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| Mental Health Supports* | Level 3 coursework to be completed online, using existing College of Direct Support courses and lessons uploaded to the CDS, in combination with classroom based training. NJ Specializations will align with NADSP specialization requirements, although there will be more specialization options in NJ. |
| Aging/End of Life | |
| Health Supports | |
| Person Centered Planning/Inclusion | |
| Multiple Disabilities | |
| Traumatic Brain Injury | |
| Autism | |
| Supervision | |
| Positive Behavior Supports | |
| Leadership/Mentoring | |

*Currently in development
Pilot Outcomes

• Agency Turnover Survey Results:
  – Overall Agency reduction from 36% to 26%
  – Reduction from 38% to 12% in the part of the agency where staff could voluntarily participate in the career path training.
  – Only 16% of the people participating in the career path left their organizations.
  – Reduction in turnover leads to cost savings which maybe reinvested in the workforce and organization.

• NJ Community College faculty review committee recommended that the Career Path be accepted as 9 credits toward an Associate’s Degree in Human/Social Services. Raritan Valley Community College has operationalized this. Thomas Edison State College also offers 7 credits towards a Bachelor's Degree with completion of the Career Path. We will work with stakeholders to make this option available at multiple community colleges throughout the state.

• 100% of responding DSPs strongly agreed/agreed that they would recommend that all DSPs participate in the Career Path and that as a result of the Career Path they are more likely to continue their careers as DSPs.
Assign E-Learning by Individual
From the menu bar, select **E-Learning — Assign Training**

For technical assistance, email [CDSTA@rutgers.edu](mailto:CDSTA@rutgers.edu)
- Click Choose Individuals
Type in all or part of a Learner’s last name, select the facility and department and click the “Search” button.

All learners matching your search criteria will appear below.

Click on a specific Learner from the list you would like to assign training.

Click “Select Learner” button.

For technical assistance, email CDSTA@rutgers.edu
• The selected Learner(s) will appear below.
• Select the modules you would like to assign from “Modules available to all facilities” then click Assign Now
• Once the course has been assigned, you will receive an confirmation banner above indicating that the module was successful assigned.

For technical assistance, email CDSTA@rutgers.edu
If you click on an individual learner ID, you will see all lessons already assigned to the staff. A pop-up will appear with the lessons included in the module. You can choose to remove some or all of the lessons/course or reassign. If not, click Close Window.

Once a learner has been assigned a module or lesson they will receive an email confirming the assignment.
For technical assistance, email the CDS Central Administrator: CDSTA@rutgers.edu