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”
click “compatibility view settings”
a pop-up window will appear
check the box that says “display all websites in compatibility view”
click the “close” button.
The page should refresh automatically (if not, then click refresh)

For technical assistance, email: CDSTA@rutgers.edu
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.
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
  – E-Learning
  – In-Person Pre-Service Classroom training
  – Certification

• Compliance with CMS requirements through centralized tracking of the 5 pre-service trainings (First-Aid, CPR, Overview, Medication, Preventing Abuse & Neglect)
Capabilities cont’d.

• Addition of linked content

• Announcements
  – State & Agency levels

• Tracking Hire Dates

• Reports on agency and individual levels
Use of the CDS for Agencies

- Pre-Service Training Tracking – Minimum Requirement

- Offering Training on a course-by-course basis – Benefit, Optional

- Offering the NJ Career Path – Benefit, Optional
You are a CDS Agency Administrator...

- Skills / Attributes
  - Basic computer skills
  - Attention to detail
  - Good communicator
  - Manager
  - Planner
  - Organizer
  - Instructor
  - Assertive
  - Motivational
  - Empowering

For technical assistance, email: CDSTA@rutgers.edu
CDS Admin responsibilities

• Assign CDS training to staff as required

• Review staff transcript to ensure completion of training

• Licensing/audit reviewers will require you to log into the CDS to pull up learner transcripts

• For licensing and audit purposes your agency must have the completed competency assessments in personnel files
DDD Mandatory Training Bundle

• The Division of Developmental Disabilities recently announced training standards effective February 1, 2016.

• It is the responsibility of the agency designated CDS Administrator to assign the required trainings.
Continued...

• The training module to assign is titled: **DDD System Mandatory Bundle** and **Medication** *(see handout for more information)*

• In addition to completion of this training, agencies are required to complete on-site competency-based assessment to evaluate application of learning on the job: **Preventing Abuse, Neglect, and Exploitation** and **Medication**
# DDD System
## Mandatory Training Bundle

<table>
<thead>
<tr>
<th>Mandatory Training</th>
<th>Applicable Services</th>
<th>Timeframe for Completion</th>
<th>Training Entities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DDD System Mandatory Training Bundle</strong></td>
<td>• Behavioral Supports  &lt;br&gt; • Career Planning  &lt;br&gt; • Community Based Supports  &lt;br&gt; • Community Inclusion Services  &lt;br&gt; • Day Habilitation  &lt;br&gt; • Prevocational Training  &lt;br&gt; • Respite  &lt;br&gt; • Support Coordination  &lt;br&gt; • Supported Employment – Individual Employment Support  &lt;br&gt; • Supported Employment – Small Group Employment Support  &lt;br&gt; • Supports Brokerage  &lt;br&gt; • Self-Directed Employees</td>
<td>Within 90 days of hire</td>
<td>College of Direct Support</td>
</tr>
<tr>
<td>• DDD Shifting Expectations: Changes in Perception, Life Experience, &amp; Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Prevention of Abuse, Neglect, &amp; Exploitation Module</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o CDS Maltreatment Prevention and Response: Lesson 1: The Direct Support Professional Role</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o CDS Maltreatment Prevention and Response: Lesson 3: What is Abuse?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o CDS Maltreatment Prevention and Response: Lesson 4: What is Neglect?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o CDS Maltreatment Prevention and Response: Lesson 5: What is Exploitation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o CDS Maltreatment Prevention and Response: Lesson 7: The Ethical Role of the DSP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• DDD Life Threatening Emergencies (Danielle’s Law)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Prevention of Abuse, Neglect, & Exploitation Practicum

<table>
<thead>
<tr>
<th>Prevention of Abuse, Neglect, &amp; Exploitation Practicum (on-site competency assessment)</th>
<th>Behavioral Supports</th>
<th>Within 90 days of hire</th>
<th>Service Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Behavioral Supports</td>
<td>• Career Planning</td>
<td>• Individual/Family (SDE)</td>
<td></td>
</tr>
<tr>
<td>• Community Based Supports</td>
<td>• Community Inclusion Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Day Habilitation</td>
<td>• Prevocational Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Respite</td>
<td>• Support Coordination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supported Employment – Individual Employment Support</td>
<td>• Supported Employment – Small Group Employment Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supported Employment – Individual Employment Support</td>
<td>• Supports Brokerage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supports Brokerage</td>
<td>• Self-Directed Employees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For technical assistance, email: CDSTA@rutgers.edu
# Medication & Practicum

<table>
<thead>
<tr>
<th>Medication</th>
<th>Community Based Supports</th>
<th>Prior to administering medications</th>
<th>College of Direct Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Unless medications are not being distributed)</em></td>
<td>Community Inclusion Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Introduction</td>
<td>Day Habilitation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• An Overview of Direct Support Roles in Medication Support</td>
<td>Prevocational Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Medication Basics</td>
<td>Respite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Working with Medications</td>
<td>Self-Directed Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Administration of Medications and Treatments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Follow-up, Communication, and Documentation of Medications</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Medication Practicum (on-site competency assessment)                      | Community Based Supports | Prior to administering medications and annually thereafter | Service Provider |
| *(Unless medications are not being distributed)*                          | Community Inclusion Services |                                                        | Individual/Family (SDE) |
| • Day Habilitation                                                        | Prevocational Training     |                                                        |                           |
| • Respite                                                                 | Self-Directed Employees    |                                                        |                           |
| • Self-Directed Employees *(SDE version)*                                |                            |                                                        |                           |

For technical assistance, email: CDSTA@rutgers.edu
Continued...

• In some cases where the employee was assigned these lessons at a prior time, the lessons will already exist in their list of *eLearning Lessons* and *transcript*.

• The employee must complete each lesson and demonstrate understanding by passing each lesson’s test with at least a 80%.

• The employee’s transcript will show a red ✗ for lessons that were not completed successfully and a green ✓ for lessons that were completed successfully.
Assessment Link

This assessment can be found on the DDD website using this link:

* The effective date for use of the revised trainings with New Hires is now February 1, 2016. Classroom pre-service training for mandated training, where available, will continue to be recognized through July 1, 2016. After this date, all mandated training required by the Division will need to be fulfilled for all staff via the format identified (e.g. CDS, on-site competency assessment, etc.)
Login information

**Website:** Be sure to use the correct address: www.collegeofdirectsupport.com/embcenter. Searching through Google may yield another CDS site.

**User ID:** first letter of your first name, full last name(s), last four of your social security number (Ex: Joe Schmoe will be JSchmoe1234 OR Joe Schmoe-Brown will be JSchmoeBrown1234. **No special characters, spaces or hyphens.**

**Password:** hello
Once logged into the system, you will see your personal page information. All of your privileges (both admin and personal) can be accessed from this page. You can access your admin page by clicking on the "Home" button on the blue menu bar.
Your administration home page will have a different shortcut buttons down the center of the screen. The blue menu bar remains the same on both your personal and admin pages.
Changing Your Password
After you log into the system, you can change your password. The new password should be something memorable only you would know. Remember, you should not share your password with anyone. Click on the "My Account" link in the upper right hand corner of the page.
Under your profile page, you can change your email address and password.

Click on the "Change Password" link.
Enter the required information then click "Submit".
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.
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 Department of Developmental Disabilities 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 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:
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 example: J Doe1234

IMPORTANT: Required Fields according to DDD:
Learner ID, First Name, Last Name, Facility, Department and Hire Date. All other categories are optional.

Sub Department, Job Code and Verification Code are different ways of sorting/grouping staff in the system. You can use any combination of numbers and letters to create unique identifiers for staff you have primary access to in the system.
Once all of the information is entered click Save. You will receive a confirmation: Your request has been processed successfully.

Note: Learner IDs 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.
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.
Manager Zone

• Also known as secondary access, allows CDS administrators to:
  – View the Learner’s transcript
  – Assign online training
  – Add Learner to in-classroom training rosters
• Processed once a week for the state by the CDS Central Administrator
• Send manager zone requests to CDSTA@rutgers.edu by Friday at 4pm (include the full name and last four of the SSN)
• Access granted by the following Tuesday \textit{Wednesday}
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.
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 whom you have access.

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 (This option is only available for staff you have primary access to in the system)
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

You will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully.
Administrative Status Summary

You are an administrator and a manager.

Your administrative scope includes your direct reports and 2 departments across 1 facilities. Within this scope you will have specific administrative rights.

Click Here to view your administrative status detail.
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 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 a learner's 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 whose status you wish to change then click the Edit button.
The page will refresh with the Learner’s information. Click the Make Inactive button. A pop up window will appear: Are you sure you want to change the status. Click "OK".

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)
CDS Curriculum

• 24 Courses in the General CDS Curriculum
  • National Best Practice
  • Multi-media and interactive
  • 4-8 Lessons Each
  • 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.
Mandated Training Requirements Implementation Summary 2016

Existing Staff

The following trainings must be completed by July 1, 2017 for immediately if supporting individuals in the Supports Program.

- DOD Shifting Expectations: Changes in Perception, Life Experience, & Services Module
- Positive Behavior Supports & Functional Assessment, if applicable
- Employment Specialist Foundations: Basic Knowledge and Skills, if applicable

The above is under the assumption that the following trainings have already been completed:

- Provider Developed Orientation (all staff)
- Preventing Abuse, Neglect, & Exploitation (all staff)
- Medication & Practicality/Competency Assessment (as applicable)
- CPR/First Aid (as applicable)
- Fire Evacuation & Emergency Procedures (as applicable)
- Universal Precautions (as applicable)

New Hires

<table>
<thead>
<tr>
<th>Staff Start Date</th>
<th>February 1, 2016 — June 30, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interim Preservice Training</strong></td>
<td><strong>Mandated Training — All Staff</strong></td>
</tr>
<tr>
<td>• Continuous Preservice Training System</td>
<td>• Provider Developed Orientation</td>
</tr>
<tr>
<td>• Overview of Developmental Disabilities</td>
<td>• DOD System Mandatory Training Bundle</td>
</tr>
<tr>
<td>• Prevention of Abuse, Neglect, &amp; Exploitation</td>
<td>• Prevention of Abuse, Neglect, &amp; Exploitation</td>
</tr>
<tr>
<td>• Medication &amp; Practicality/Competency Assessment</td>
<td>• Practicality/Competency Assessment</td>
</tr>
<tr>
<td>• CPR/First Aid</td>
<td>• Fire Evacuation &amp; Emergency Procedures</td>
</tr>
</tbody>
</table>

**Medication & Practicality/Competency Assessment**

- CPR/First Aid
- Fire Evacuation & Emergency Procedures
- Universal Precautions
- Positive Behavior Supports & Functional Assessment
- Employment Specialist Foundations: Basic Knowledge and Skills

New Hires

<table>
<thead>
<tr>
<th>Staff Start Date</th>
<th>July 1, 2016 — December 31, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandated Training — All Staff</strong></td>
<td><strong>Mandated Training — If Applicable</strong></td>
</tr>
<tr>
<td>• Provider Developed Orientation</td>
<td>• Provider Developed Orientation</td>
</tr>
<tr>
<td>• DOD System Mandatory Training Bundle</td>
<td>• DOD Shifting Expectations: Changes in Perception, Life Experience, &amp; Services Module</td>
</tr>
<tr>
<td>• Prevention of Abuse, Neglect, &amp; Exploitation</td>
<td>• CPR/First Aid</td>
</tr>
<tr>
<td>• Practicality/Competency Assessment</td>
<td>• Fire Evacuation &amp; Emergency Procedures</td>
</tr>
</tbody>
</table>

**Mandated Training — If Applicable**

- CPR/First Aid
- Fire Evacuation & Emergency Procedures
- Universal Precautions
- Positive Behavior Supports & Functional Assessment
- Employment Specialist Foundations: Basic Knowledge and Skills

ALL STAFF MUST COMPLETE A TOTAL OF 12 HOURS OF TRAINING BY JANUARY 1, 2017.

Staff starting after January 1, 2016 must have pro-rated total hours of 1 hour of training per month by January 1, 2017. Part-time staff (less than 30 hours/week) require a total of 6 hours per calendar year.
## Professional Development

| Minimum 12 Hours of Professional Development Relevant to the service and/or supporting individuals with I/DD | Career Planning | Community Based Supports | Community Inclusion Services | Day Habilitation | Prevocational Training | Respite | Support Coordination | Supported Employment – Individual Employment Support | Supported Employment – Small Group Employment Support | Supports Brokerage | Self-Directed Employees | Annually | Note: All mandated trainings and orientation can be included within the 12 hours. 12 hours based on calendar year and prorated for staff hired after January 1 in any year. Part-time staff (less than 30 hrs/wk) prorated to 6 hours per year regardless of hire date. |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| • Trainings | • | | | | | | | | | | | | | |
| • Seminars | • | | | | | | | | | | | | | |
| • Webinars | • | | | | | | | | | | | | | |
| • College of Direct Support | • | | | | | | | | | | | | | |
| • Conferences | • | | | | | | | | | | | | | |
| • In-Service | • | | | | | | | | | | | | | |
| • Etc. | • | | | | | | | | | | | | | |
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
- Professional Documentation Practices
- Community Inclusion
- Individual Rights and Choices
- Teaching People w/DD
- Cultural Competence
Level 2 Courses Include:

- Employment Supports:
- Person-Centered Planning and Supports
- Supporting Healthy Lives
- You’ve got a Friend: Supporting Family Connections, Friends, Love and the Pursuit of Happiness
- Positive Behavior Support
- Working with Families and Support Networks
- Everyone Can Communicate
- Mentoring continues with a mentor with similar concentration expertise
- Portfolio development focused around concentration.

<table>
<thead>
<tr>
<th>Mental Health Supports*</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aging/End of Life</td>
<td></td>
</tr>
<tr>
<td>Health Supports</td>
<td></td>
</tr>
<tr>
<td>Person Centered Planning/Inclusion</td>
<td></td>
</tr>
<tr>
<td>Multiple Disabilities</td>
<td></td>
</tr>
<tr>
<td>Traumatic Brain Injury</td>
<td></td>
</tr>
<tr>
<td>Autism</td>
<td></td>
</tr>
<tr>
<td>Supervision</td>
<td></td>
</tr>
<tr>
<td>Positive Behavior Supports</td>
<td></td>
</tr>
<tr>
<td>Leadership/Mentoring</td>
<td></td>
</tr>
</tbody>
</table>
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 offers up to 7 credits towards a degree in Bachelor of Science in Humans Services, Bachelors of Psychology or Bachelors of Arts in Social Sciences (counted as free electives). We will work with stakeholders to make this 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**
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 “OK” button.
The selected Learner(s) will appear below.
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.
Select the modules you would like to assign from “Modules available to all Facilities” then click Assign Now.

Once a learner has been assigned a module or lesson they will receive an email confirming the assignment.
You will also receive a confirmation above indicating that your request has been processed successfully.
Learner Guide

• For an electronic copy of the Learner’s Guide and more information about the College of Direct Support visit:
  http://rwjms.rutgers.edu/boggscen/ projects/direct_support.html
Ontrack
(historical data and certifications)

Ontrack will be used to enter historical training information for staff and manage recurring requirements for training and licensing such as CPR and First Aid certification.
Ontrack: Steps to Enroll and Schedule One Learner At-a-Time
From the menu bar, select Classes & Events — Ontrack — Learner Enrollment.
Select the radio button for how you want to search for a Learner: Last Name, Learner Id, Group Code, or Job Code.

Enter your selection in the text box (e.g., learner’s last name).

Click the “Show Learners” button. One or more Learners display in the drop-down menu below.
From the “Select User” drop-down search results, select the Learner from the drop-down and then click “Show Results” button.
Click the **Add New** Item button to assign the selected item to the selected learner.
From the Training Item drop-down, select an enrollment item to assign the selected Learner. The training items are listed alphabetically in the drop-down.

Pre-Service – CPR
Pre-Service – First Aid
The page will refresh to allow you to add the training dates.

Enter the following information as needed.

**Scheduled Date:** Enter the date the item is scheduled to be completed.

**Completed Date:** Enter the date the item was completed.

Check the “**Completed**” box.

Click on the “**Insert**” button.
Note: Once an item has been marked as complete the option to remove the item from the learner record is no longer available.

Note: To confirm enrollment, look up learner then review transcript.

Note: When the learner attends a re-certification training, the trainer will look up the learner and from the item list click the item name and complete the information required for the learner (new complete date, mark the learner as complete, then add a re-schedule date).

If a training needs repeated certification (i.e. CPR & FA), then you will need to enter the end of the certification period (reschedule date).

Click the Reschedule button.

Note: if the training does not need to be taken again. You do not have to assign a reschedule date.
Enter a reschedule date based on the original date. Then click Reschedule.
The completed date displays along with the repeat of the item with a new due date will now show on the screen.

You will also receive a confirmation above indicating that your request has been processed successfully.
Ontrack: Removing a Single Learner from an Item
Steps to Remove a Single Learner from an Item
From the menu bar, select Classes & Events — Ontrack — Learner Enrollment.
Search for the individual Learner that you want to remove items from.
Select the radio button for how you want to search for a Learner: Last Name, Learner Id, Group Code, or Job Code.

Enter your selection in the text box (e.g., Learner’s last name), then click show learners. One or more Learners display in the bottom in a drop-down menu.
Select the Learner from the drop-down.
The learner’s Ontrack information will appear.
Click the **Delete** button to the right of the ‘Item’s Name’ you which to remove from the learner.

A pop up window will appear asking “Are you sure you want to delete?” Select “Ok”.

For technical assistance, email: CDSTA@rutgers.edu
The page will reload and the item will no longer be listed for the learner.

You will also receive a confirmation above indicating that your request has been processed successfully.
Additional Information

• For an electronic copy of the CDS Admin Manual copy of the Learner’s Guide, webinars and more information about the College of Direct Support visit: http://rwjms.rutgers.edu/boggscenter/projects/direct_support.html

• For Technical Assistance in using the College of Direct Support email: CDSTA@rutgers.edu
For technical assistance, email the CDS Central Administrator: CDSTA@rutgers.edu