



This guide provides a summary of the required core competencies for Direct Support Professionals. Each competency statement and its learning objectives are provided, along with the expected training requirements and methods for assessing competency.

Definitions

- **Local training:** Training provided by a trainer/supervisor at the organization or a curriculum developed and trained by an outside entity (e.g. First Aid/CPR).
- **Online course:** Training which the learner completes in the state learning management system. Online courses include content to be read, videos, resources, and an online quiz to be completed by the learner. In order to complete the module, the included quiz questions must be answered with at least 85% accuracy. Successful completion of each module is tracked within the learner's transcript in the state learning management system.
- **Oral demonstration:** Demonstrating competency by explaining a skill, task, or understanding of a concept to another person.
- **Physical demonstration:** Demonstrating a skill, task, or understanding of a concept while observed by trainer or supervisor.
- **Reading:** In most cases, recommended reading materials are provided in the Resources tab of the related online course. Your organization may direct you to other reading materials as well.

*Throughout this document, items shaded in light gray indicate **local** training or assessment expectations.*

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DSP Core Competencies Tier 1: *Before working unassisted and within 2 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>101. Introduction to Tier 1</p> <p>Online course</p>	<p>Begin Tier 1 by launching this online module. It will introduce you to the core competencies expectations.</p> <p>When you finish all of the online and local requirements for Tier 1, return to this module to acknowledge that you have completed all of the training requirements of Tier 1.</p>	<p>Online course only</p>	
<p>102. Rights: Mandatory Abuse Reporting</p> <p>Local only</p>	<p>Complete mandatory abuse training prior to providing any direct support supervision. Understand role as mandatory abuse reporter.</p>	<p>Local training: Training resources available through the Office of Training Investigations and Safety (OTIS).</p>	
<p>103. Rights: Basic Civil and Human Rights</p> <p>Online course</p>	<p>Basic rights: Identify basic civil and human rights that are held by all people regardless of ability.</p> <p>Additional rights: Identify rights of people who receive Intellectual/Developmental Disability (I/DD) services.</p>	<p>Online course only</p> <p>Online course only</p>	
<p>104. Rights: Confidentiality Standards</p> <p>Online course</p>	<p>Understand the DSP's responsibility to follow confidentiality standards and be able to cite specific examples of situations that are deemed confidentiality violations.</p>	<p>Online course</p> <p>Local training: Training on organization confidentiality policy and procedures.</p> <p>Oral demonstration: Demonstrate ability to follow organization's confidentiality procedures.</p>	

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<p>105. Rights: Complaints</p> <p>Online course</p>	<p>Understand the complaint procedure and its uses for people you support.</p>	<p>Online course</p> <p>Local training: Training on understanding the complaint policy and procedure of your organization.</p> <p>Oral demonstration: Demonstrate ability to follow the complaint policy and procedure of your organization.</p>	
<p>106. Value: Dignity, Respect, and Person Centered Language</p> <p>Online course</p>	<p>Dignity and respect: Demonstrate dignity and respect to all people you support.</p> <hr/> <p>Person centered language: Use person centered language in all interactions.</p>	<p>Online course</p> <p>Physical demonstration: Demonstrate ability to interact with people with dignity and respect while listening and responding with empathy.</p> <hr/> <p>Online course</p> <p>Oral demonstration: Demonstrate ability to use person centered language in all interactions.</p>	
<p>107. Health: Medical Information</p> <p>Local only</p>	<p>Be aware of basic medical information for each person you support.</p>	<p>Local training: Training on how to locate medical information for people you support.</p> <p>Oral demonstration: Demonstrate ability to locate medical information for people you support.</p>	
<p>108. Health: Understanding Common, Serious Health Risks</p> <p>Online course</p>	<p>Demonstrate understanding of common, serious health risks.</p>	<p>Online course only</p>	

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<p>109. Health: Adaptive Equipment</p> <p>Online course</p>	<p>Demonstrate awareness of and understand how to use and maintain any adaptive equipment used by each person you support.</p>	<p>Online course</p> <p>Local training: Training on responsibilities related to any adaptive equipment present for each person you support.</p> <p>Physical demonstration: Demonstrate understanding of responsibilities related to any adaptive equipment present for each person you support.</p>	
<p>110. Health: Required Infection Control Techniques</p> <p>Online course</p>	<p>Recognize the risks associated with contact with blood and other bodily fluids, and be able to use required infection control techniques.</p>	<p>Online course</p> <p>Local training: Training on bloodborne pathogens, including locating and properly using specific BBP equipment present in the workplace.</p> <p>Physical demonstration: Demonstrate ability to locate and properly use specific BBP equipment present in the workplace.</p> <p>Optional reading: Oregon OSHA materials, available for download in the Resources tab in DSP module 110</p>	
<p>111. Health: Medication Administration and Documentation</p> <p>Online course</p>	<p>Demonstrate accurate medication administration and documentation.</p>	<p>Online course</p> <p>Local training: Hands-on practice administering medication properly and documenting.</p> <p>Physical demonstration: Demonstrate ability to appropriately and accurately administer medications and document.</p>	
<p>112. Safety: First Aid and CPR</p> <p>Local only</p>	<p>Able to obtain First Aid and CPR certification.</p>	<p>Local training: First Aid/CPR Training opportunity provided.</p> <p>Physical demonstration: Successfully complete First Aid/CPR instruction from a qualified instructor.</p>	

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Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>113. Safety: Methods of Support and Non-physical Intervention</p> <p>Online course</p>	<p>Identify methods of support and non-physical intervention to use with all the people you support.</p>	<p>Online course only</p>	
<p>114. Safety: Safe Body Mechanics</p> <p>Local only</p>	<p>Demonstrate ability to use recognized safe body mechanics throughout the workday.</p>	<p>Local training: Training on safe body mechanics while lifting along with any specific assistive lifting devices within job duties.</p> <p>Reading: Safe Body Mechanics (tip sheet), available for download in the Resources tab in DSP module 101.</p>	
<p>115. Safety: Safely Handling, Preparing, and Storing Food</p> <p>Online course</p>	<p>Demonstrate ability to use safe procedures when handling, preparing, and storing food.</p>	<p>Online course</p> <p>Recommended reading: Oregon Health Authority, Public Health: Food Safety Tips for the Public, link available in Resources tab of online module.</p>	
<p>116. Safety: Safety Equipment</p> <p>Local only</p>	<p>Locate and understand use of safety equipment present in the work environment.</p>	<p>Local training: Physical tour of site and demonstration of proper equipment use.</p> <p>Physical demonstration: Physical demonstration of identifying and properly using safety equipment and personal protective equipment present in the workplace.</p>	
<p>117. Safety: Safe Equipment Operation</p> <p>Local only</p>	<p>Demonstrate ability to safely operate any equipment or machinery expected to be used to perform job duties.</p>	<p>Local training: Training on equipment or machinery present in the workplace.</p> <p>Physical demonstration: Demonstrate ability to safely operate equipment or machinery in the workplace.</p>	

DSP Core Competencies Tier 1: *Before working unassisted and within 2 months of start date*

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<p>118. Safety: Environmental Modifications For Safety</p> <p>Online course</p>	<p>Identify specific environmental modifications in place for safety.</p>	<p>Online course</p> <p>Local training: Training on specific environmental modifications in place for safety.</p> <p>Oral demonstration: Demonstrate knowledge of specific environmental modifications in place for safety.</p>	
<p>119. Safety: Responding to Emergency Situations</p> <p>Online course</p>	<p>Demonstrate ability to properly respond to emergency situations.</p>	<p>Online course</p> <p>Local training: Training on specific emergency situations for each person you support; local emergency plans; and emergency preparedness plans.</p> <p>Physical demonstration: Demonstrate understanding of specific emergency situations for each person you support; local emergency plans; and emergency preparedness plans.</p>	
<p>120. Planning: Basic Components of an ISP</p> <p>Online course</p>	<p>Describe the purpose and basic components of an Individual Support Plan (ISP) and be familiar with the role of the ISP team.</p>	<p>Online course only</p>	
<p>121. Planning: Become Familiar with each ISP</p> <p>Local only</p>	<p>Be familiar with the ISP for each person you support.</p>	<p>Local training: Basic awareness of the contents of the ISP for each person you support.</p> <p>Oral demonstration: Demonstrate basic awareness of the contents of the ISP for each person you support.</p>	

DSP Core Competencies Tier 1: *Before working unassisted and within 2 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>122. Planning: Support Documents</p> <p><i>Local only</i></p>	<p>Demonstrate understanding of responsibility to follow all support documents in place for each person.</p>	<p>Local training: Training on specific support documents in place for each person you support.</p> <p>Physical demonstration: Demonstrate ability to follow support documents in place for each person you support.</p>	
<p>123. Planning: Guardianship and Health Care Representatives</p> <p><i>Online course</i></p>	<p>Guardians: Identify who has a legal guardian and the scope of the guardianship in the person's life.</p>	<p>Online course</p> <p>Local training: Training on specific guardianship (if any) appointments in place for each person you support and DSP responsibilities for interacting with guardian(s).</p> <p>Oral demonstration: Demonstrate understanding of specific guardianship (if any) appointments in place for each person you support and DSP responsibilities for interacting with guardians.</p>	
	<p>Health Care Representatives: Understand who has a health care representative and the scope of the appointment.</p>	<p>Online course</p> <p>Local training: Identify specific health care representative (if any) appointments in place for each person.</p> <p>Oral demonstration: Demonstrate understanding of the purpose the health care representative (if any) plays in the life of each person you support and a general understanding of a health care representative.</p>	

DSP Core Competencies Tier 1: *Before working unassisted and within 2 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>124. Planning: Court Restrictions</p> <p><i>Local only</i></p>	<p>Identify any court restrictions in place for each person you support, not including guardianship, and know the extent of the restrictions.</p>	<p>Local training: Training on your role relating to any court-mandated conditions or restrictions involving anyone you support.</p> <p>Oral demonstration: Demonstrate understanding of your role relating to any court-mandated conditions or restrictions involving anyone you support.</p>	
<p>125. Organizational Mission and Policies: Mission and Values</p> <p><i>Local only</i></p>	<p>Locate the mission and values statement of the organization.</p>	<p>Local training: Training on how to locate the organization's mission and values statements.</p> <p>Physical demonstration: Able to locate the organization's mission and values statements.</p>	
<p>126. Organizational Mission and Policies: Policies and Procedures</p> <p><i>Local only</i></p>	<p>Locate organization policies and procedures.</p>	<p>Local training: Training to locate organization policies and procedures.</p> <p>Physical demonstration: Demonstrate ability to locate organization policies and procedures.</p>	
<p>127. Organizational Mission and Policies: Incident Report Requirements</p> <p><i>Online course</i></p>	<p>Identify when an incident report is required and timelines for completion.</p>	<p>Online course</p> <p>Local training: Practice completing required incident report documentation and notifying others as needed.</p>	

Re-enter Module 101 to document successful completion of all Tier 1 requirements.

DSP Core Competencies Tier 2: *Within 3 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>201. Introduction to Tier 2</p> <p>Online course</p>	<p>Begin Tier 2 by launching this online module.</p> <p>When you finish all of the online and local requirements for Tier 2, return to this module to acknowledge that you have completed all of the training requirements of Tier 2.</p>	<p>Online course only</p>	
<p>202. Rights: Preventing Abuse, Neglect, and Exploitation</p> <p>Online course</p>	<p>Identify ways to prevent abuse, neglect, and exploitation of people you support.</p>	<p>Online course only</p>	
<p>203. Rights: Legal Guardianships</p> <p>Online course</p>	<p>Understanding the key differences between various types of legal guardianships and their specific scopes of authority over a person's choice.</p>	<p>Online course only</p>	
<p>204. Values: Supporting Personal Preferences</p> <p>Local only</p>	<p>Demonstrate knowledge of personal preferences of each person you support.</p>	<p>Local training: Learn where to locate information about each person's preferences. Time spent with each of the people you support is the best way to get to know them.</p> <p>Oral demonstration: Demonstrate knowledge of personal preferences of people you support.</p>	

DSP Core Competencies Tier 2: *Within 3 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>205. Values: Self-Determination and Personal Responsibilities / Supporting People to Make Choices</p> <p>Online course</p>	<p>Self-Determination: Understand the importance of self-determination and personal responsibility.</p> <p>Making choices: Demonstrate skills that increase a person's ability and opportunities to make choices.</p>	<p>Online course</p> <p>Oral demonstration: Discussion about the importance of supporting people to make decisions about their own lives.</p> <p>Online course</p> <p>Oral demonstration: Discussion about ways of offering choices specific to people you support in a method that works for that person.</p>	
<p>206. Values: Supporting People to Increase Independence</p> <p>Online course</p>	<p>Understand the importance of and demonstrate skills that support people toward increasing independence.</p>	<p>Online course</p> <p>Local training: Training on specific support needs towards increasing a person's independence based on his/her preferences, skills, and abilities.</p> <p>Physical demonstration: Demonstrate ability to support people to be independent according to support strategies identified within the ISP and the person's preferences.</p>	
<p>207. Values: Supporting People to be Productive Citizens</p> <p>Online course</p>	<p>Understand the importance of supporting people to be productive citizens and demonstrate skills that can increase a person's productivity.</p>	<p>Online course</p> <p>Local training: Training on specific support needs and ISP goals that promote productivity for each person you support.</p> <p>Physical demonstration: Demonstrate ability to support people to be productive according to support strategies identified within the ISP and the person's preferences.</p>	

DSP Core Competencies Tier 2: *Within 3 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>208. Values: Supporting People to be Active Members of their Communities</p> <p>Online course</p>	<p>Understand the importance of and demonstrate skills to support people to be active members of their communities.</p>	<p>Online course</p> <p>Local training: Training about specific support needs and ISP goals for each person you support to be active members of their communities.</p> <p>Physical demonstration: Demonstrate ability to support people to be active members of their community according to support strategies identified within the ISP and the person's preferences.</p>	
<p>209. Values: Effective Communication Skills and Strategies</p> <p>Online course</p>	<p>Demonstrate effective communication skills and strategies.</p>	<p>Online course</p> <p>Local training: Training about specific communication support needs and strategies for each person you support, and general communication techniques.</p> <p>Oral demonstration: Demonstrate ability to effectively communicate with all people you support and your co-workers.</p>	
<p>210. Values: Introduction to Employment Services in Oregon</p> <p>Online course</p>	<p>Have a basic understanding of employment services in Oregon.</p>	<p>Online course only</p>	

DSP Core Competencies Tier 2: *Within 3 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>211. Health: MARs and Medication Side Effects</p> <p>Online course</p>	<p>Describe the intent of each medication or treatment listed on a person's Medication Administration Record (MAR) and locate information about possible side effects.</p>	<p>Online course</p> <p>Local training: Practice looking up medication side effects.</p> <p>Physical demonstration: Demonstrate ability to locate potential side effects for medications.</p>	
<p>212. Health: Responding to Non-Emergency Changes in Health</p> <p>Online course</p>	<p>Understand how to identify and respond to non-emergency changes in health.</p>	<p>Online course</p> <p>Local training: Training on how to respond to general non-emergency health issues.</p> <p>Oral demonstration: Demonstrate ability to respond to general non-emergency health issues.</p>	
<p>213. Safety: Responding to Person-to-Person or Person-to-Property Incidents</p> <p>Online course</p>	<p>Understand how to respond to person-to-person or person-to-property incidents by acting to protect the person and others from harm.</p>	<p>Online course</p> <p>Local training: Training on supports necessary for each person as outlined in specific support documents.</p> <p>Oral demonstration: Demonstrate understanding of supports necessary for each person as outlined in specific support documents.</p>	

DSP Core Competencies Tier 2: *Within 3 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>214. Planning: Supporting Relationships and Other Actions Directed by a Person's ISP</p> <p>Online course</p>	<p>Relationships: Understand any supports in place for each person you support to build and maintain important relationships in his/her life.</p> <hr/> <p>Goals: Understand how to follow the identified supports and personal goals included in the ISP for each person you support.</p>	<p>Online course</p> <p>Reading: <u>Importance of Belonging</u> by David Pitonyak</p> <p>Local training: Training on specific strategies in place to support building and maintaining positive relationships in the lives of each person you support.</p> <p>Oral demonstration: Demonstrate ability to follow specific strategies in place to support building and maintaining positive relationships in the lives of each person you support.</p> <hr/> <p>Online course</p> <p>Local training: Training on how to implement the specific support needs and personal goals described within each person's ISP.</p> <p>Physical demonstration: Demonstrate ability to implement the specific support needs and personal goals described within each person's ISP, including proper documentation.</p>	
<p>215. Planning: Basic Principles of Person Centered Practices and Planning</p> <p>Online course</p>	<p>Identify basic principles of person centered practices and planning with people.</p>	<p>Online course only</p>	

DSP Core Competencies Tier 2: *Within 3 months of start date*

Module	Competency Statement & Learning Objectives	Instructional & Assessment Expectation(s)	Notes
<p>216. Organization Mission and Policies: Supporting the Mission and Values of the Organization</p> <p><i>Local only</i></p>	<p>Describe the mission and value statement of the organization. Identify how your day-to-day work supports the organization's mission and values.</p>	<p>Local training: Training about the organization's mission statement and values; and how the day-to-day work of the DSP supports these statements.</p> <p>Oral demonstration: Able to describe the organization's mission statement and values; and how the day-to-day work of the DSP supports them.</p>	
<p>217. Organizational Mission and Policies: Your Organization's Documentation Standards</p> <p>Online course</p>	<p>Demonstrate ability to consistently follow your organization's documentation standards.</p>	<p>Online course</p> <p>Local training: Training on local organization documentation practices and procedures.</p> <p>Physical demonstration: Able to successfully follow organization's documentation practices and procedures.</p>	
<p>218. Organizational Mission and Policies: Intent of Oregon Administrative Rules (OARs)</p> <p><i>Local only</i></p>	<p>Understand the intent of applicable Oregon Administrative Rules (OARs) and how to access them.</p>	<p>Local training: Training on how to access OARs and the intent of applicable OARs within the organizations' policies and procedures.</p> <p>Oral demonstration: Demonstrate ability to locate applicable OARs and their intent.</p> <p>Reading: Applicable OARs based on the specific services and supports provided</p>	

Re-enter Module 201 to document successful completion of all Tier 2 requirements.