



CENTER FOR  
DEVELOPMENT  
& DISABILITY



---

# DDSD Training Requirements

## By Job Classification

*These standards are in effect on 06/15/2023.*



Version 8: April 2024

# Tips for Use

**DDSD ONLINE COURSES | NM WAIVER TRAINING HUB TUTORIALS**

Ability Programs > DHPD DDSD Online Courses > DDSD Training Hub Tutorials >

- DHPD HOME
- DDSD ONLINE COURSES**
- NEW MEXICO WAIVER TRAINING HUB
- ORAL HEALTH RESOURCES
- TRAINING CALENDAR
- TIP SHEETS FOR FIRST RESPONDERS

In order to use the Training Hub as an Agency Administrator or Trainer, please click on the link(s) below to watch the tutorials that best suit your role. For questions, or when you have completed the tutorials, please contact the Training Hub Project Manager to obtain a log-in and password.

Each tutorial contains a subset of smaller modules that describe how to perform specific functions in the Training Hub. You can always re-watch these modules individually later if you forget a particular function of the Training Hub. If you have difficulty viewing the tutorials due to a small screen size, hold the "CTRL" and "+" buttons to enlarge the screen.

- [Agency Admin Tutorials \(45 minutes\)](#)
- [Trainer Tutorials \(21 minutes\)](#)
- [Community Support Coordinator Tutorials](#)
- [Course Participant Tutorial \(7 minutes\)](#)
- [Training Hub Phase 2 Modifications Quick Guide](#)

- Navigate through this packet by clicking on the hyperlinks on the **Table of Contents**. **Step 1:** Select your waiver type. **Step 2:** Select your job classification.
- For more information about how to use the Training Calendar to register for livestreaming/face-to-face courses, or how to participate in online courses click [HERE](#) and watch the brief tutorial for “Course Participant.”

# Table of Contents

## *Step 1: Select A Waiver*

- [State General Funds \(SGF\)](#)
- [Developmental Disability Waiver \(DDW\)](#)
- [Supports Waiver \(SW\)](#)
- [Medically Fragile Waiver \(MF\)](#)
- [DDSD/DHI/QMB Employees](#)
- [Mi Via Waiver \(MVW\)](#)

# State General Funds (SGF)

*SGF Follows DDW Training Requirements with the Same Job Title/Category*

- [SGF Admin/Management](#)
- [SGF AgencyEmployee – Other](#)
- [SGF BehaviorSupport Consultant](#)
- [SGF Service Coordinator](#)
- [SGFCrisis ResponseStaff](#)
- [SGF Direct SupportProfessional](#)
- [SGF DirectSupportSupervisor](#)
- [SGF Community Integrated Employment](#)
- [SGF Respite](#)
- [SGF Substitute Care](#)
- [SGF Volunteer/Contractor](#)

Go back to **Waiver Type** list, click [HERE](#)



# Developmental Disability Waiver (DDW)

## *Step 2: Select A Job Classification*

- [DDW Admin/Management](#)
- [DDW Agency Employee – Other](#)
- [DDW Behavior Support Consultant](#)
- [DDW Case Management Supervisor](#)
- [DDW Case Manager](#)
- [DDW Crisis Response Staff](#)
- [DDW Direct Support Professional](#)
- [DDW Direct Support Supervisor](#)
- [DDW Human Rights Committee](#)
- [DDW Nutritionist](#)
- [DDW Community Integrated Employment](#)
- [DDW Internal Service Coordinator](#)
- [DDW Nurse](#)
- [DDW Occupational Therapist](#)
- [DDW Physical Therapist](#)
- [DDW Respite](#)
- [DDW Speech and Language Pathologist](#)
- [DDW Substitute Care](#)
- [DDW Volunteer/Contractor](#)

Go back to **Waiver Type** list, click [HERE](#)

# DDW &SGF Admin/Management, DDW &SGF Agency Employee, DDW &SGF Volunteer/Contractor

---

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW & SGF Behavior Support Consultant

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Waivers	30	Online Courses
Person-Centered Planning for Therapists and Nurses	60	Online Courses
Subtle Signs of Illness and Injury	90	Online Courses
Effective Individual Specific Training Techniques	90	Training Calendar
Beyond the ABC's	180	Online Courses or Training Calendar
Aspiration Risk Management (ARM)	180	Training Calendar
Introduction to Supporting Sexuality for Persons with I/DD	365	Training Calendar
Risk Management Strategies	365	Training Calendar
Co-Occurring Disorders	365	Training Calendar
Psychotropic Medications	365	Training Calendar
Human Rights Committee	365	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW Case Management Supervisor, DDW Case Manager, &SGF Service Coordinator

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
HIPPA	30	Online Course
Introduction to Waivers	30	Online Course
Keys to Health	30	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
Advocacy in Action	90	Online Courses or Training Calendar
Introduction to Supporting Sexuality for Persons with I/DD	90	Training Calendar
ISP Critique	90	Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Aspiration Risk Management (ARM)	180	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)





# DDW & SGF Crisis Response Staff

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
HIPPA	30	Online Courses
Standard Precautions	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Person Centered Planning	30	Online Courses
Introduction to Waivers	30	Online Courses
Individual Service Plan (ISP) DSP/DSS	60	Training Calendar
Assisting with Medication Delivery (if required in MAAT)	90	Part 1 Online, Parts 2 and 3 Training Calendar
Crisis Response Training	90	Training Calendar
Advocacy in Action	90	Online Courses and Training Calendar
Communication Supports Training	90	Online Courses and Training Calendar
Positive Supports Training	90	Online Courses and Training Calendar
Introduction to Supporting Sexuality for Persons with I/DD	90	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW &SGF Direct Support Professional, DDW &SGF Direct Support Supervisor

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
HIPPA	30	Online Courses
Standard Precautions	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Person Centered Planning	30	Online Courses
Introduction to Waivers	30	Online Courses
Individual Service Plan (ISP) DSP/DSS	60	Training Calendar
Assisting with Medication Delivery (if required in MAAT)	90	Part 1 Online, Parts 2 and 3 Training Calendar
Advocacy in Action	90	Online Courses and Training Calendar
Communication Supports Training	90	Online Courses and Training Calendar
Positive Supports Training	90	Online Courses and Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW Human Rights Committee

---

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Human Rights Committee Training	90	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Goback to **DDW Job Classifications** list, click [HERE](#)

Goback to **Waiver Type** list, click [HERE](#)

# DDW Nutritionist

---

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person Centered Planning	30	Online Courses
Aspiration Risk Management (ARM)	180	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Goback to **DDW Job Classifications** list, click [HERE](#)

Goback to **Waiver Type** list, click [HERE](#)



# DDW &SGF Community Integrated Employment (CIE)

Course Name	Days for Compliance	Access Location
Supported Employment Training Across Waivers	1	Online Courses
ANE Awareness	30, then annually	Online Courses or Training Calendar
HIPPA	30	Online Courses
Standard Precautions	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Person Centered Planning	30	Online Courses
Introduction to Waivers	30	Online Courses
Individual Service Plan (ISP) DSP/DSS	60	Training Calendar
Assisting with Medication Delivery (if required in MAAT)	90	Part 1 Online, Parts 2 and 3 Training Calendar
Advocacy in Action	90	Online Courses and Training Calendar
Communication Supports Training	90	Online Courses and Training Calendar
Positive Supports Training	90	Online Courses and Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW & SGF Internal Service Coordinator

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
HIPPA	30	Online Course
Standard Precautions	30	Online Courses
Introduction to Waivers	30	Online Course
Keys to Health	30	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
Assisting with Medication Delivery (if required in MAAT)	90	Part 1 Online, Parts 2 and 3 Training Calendar
Advocacy in Action	90	Online Courses or Training Calendar
Introduction to Supporting Sexuality for Persons with I/DD	90	Training Calendar
ISP Critique	90	Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Aspiration Risk Management (ARM)	180	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW Nurse

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Introduction to I/DD Nursing in NM	30	Part 1 Online, Part 2 In-Person or Live Stream (Training Calendar)
Introduction to Waivers	30	Online Courses
Person Centered Planning for Therapists and Nurses	60	Online Courses
Assisting with Medication Delivery (Nurse Audit)	60	Part 1 Online, Part 2 Training Calendar with Agency Trainer
Subtle Signs of Illness and Injury	90	Online Courses
Healthcare Planning for Nurses	90	Online Courses
Effective Individual Specific Training Techniques	90	Training Calendar
Aspiration Risk Management (ARM)	180	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW Occupational Therapist, DDW Physical Therapist, DDW Speech and Language Pathologist

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Waivers	30	Online Courses
Person Centered Planning for Therapists and Nurses	60	Online Courses
Subtle Signs of Illness and Injury	90	Online Courses
Effective Individual Specific Training Techniques	90	Training Calendar
Aspiration Risk Management (ARM)	180	Training Calendar
Therapy Standards/Participatory Approach	180	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDW & SGF Respite, DDW & SGF Substitute Care

*A minimum of 40 hours of training within the first year; then 10 hours per year.*

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Assisting with Medication Delivery	90, as required in the MAAT	Part 1 Online, Parts 2 and 3 Training Calendar
Introduction to Supporting Sexuality for Persons with I/DD	As designated in the ISP or IDT	Training Calendar
Individual Specific Training Hours - 8	365	Training Calendar
Individual Specific Training Hours - 4	365, after the first year	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SGF Job Classifications** list, click [HERE](#)

Go back to **DDW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Medically Fragile Waiver (MFW)

## *Step 2: Select A Job Classification*

- [MF Nurse/Case Manager](#)
- [MF COTA](#)
- [MF Occupational Therapist](#)
- [MF Physical Therapist & Physical Therapist Assistant](#)
- [MF IMLS Respite Providers](#)
- [MF Licensed Massage Therapist](#)
- [MF Speech and Language Pathologist](#)
- [MF Behavior Support Consultant](#)
- [MF Home Health Aide](#)
- [MF Agency Employee – Other](#)

Go back to **Waiver Type** list, click [HERE](#)

# ALL Medically Fragile Waiver job classifications have the same training requirement:

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MFW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

# Supports Waiver (SW)

*Step 2: Select A Job Classification*

- [SW Agency Employee – Other](#)
- [SW Behavior Support Consultant](#)
- [SW Community Supports Coordinator](#)
- [SW Customized Community Support – Group](#)
- [SW Customized Community Support – Individual](#)
- [SW Employee of Record \(EOR\)](#)
- [SW Employment](#)
- [SW Personal Care Support](#)
- [SW Respite](#)

Go back to **Waiver Type** list, click [HERE](#)

# SW Agency Employee - Other

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# SW Behavior Support Consultant

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Supports Waiver Training for Behavior Support Consultants	1	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# SW Community Supports Coordinator

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Supports Waiver Training for Community Support Consultants	1	Training Calendar
Employer of Record	1	Online Courses
Introduction to Person Centered Planning	1	Online Courses
Introduction to Waivers	1	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# SW Customized Community Support – Group, SW Customized Community Support - Individual

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Introduction to Person-Centered Planning	1	Online Courses
*Personal Care Courses	1	Online Courses

*\*Personal Care Courses are only required if ADL/iADL provided as a part of the service.*

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)





# SW Employer of Record (EOR)

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Employer of Record	1	Online Courses
Introduction to Person Centered Planning	1	Online Courses
Introduction to Waivers	1	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# SW Employment

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Introduction to Person Centered Planning	1	Online Courses
Supportive Employment Training Across Waivers	1	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

# SW Personal Care Support

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Introduction to Person Centered Planning	1	Online Courses
*Personal Care Courses	1	Online Courses

*\*Personal Care Courses are only required if ADL/iADL provided as a part of the service.*

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

# SW Respite

Course Name	Days for Compliance	Access Location
ANE Awareness	1, then annually	Online Courses or Training Calendar
Keys to Health	1	Online Courses or Training Calendar
Introduction to Person Centered Planning	1	Online Courses
*Personal Care Courses	1	Online Courses

*\*Personal Care Courses are only required if ADL/iADL provided as a part of the service.*

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **SW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

# DDSD, DHI-QMB, and DHI-IMB Employees

*Step 2: Select A Job Classification*

- [DDSD Staff Category 1](#)
- [DDSD Staff Category 2](#)
- [DDSD Staff Category 3](#)
- [DDSD BBS](#)
- [DDSD Community Inclusion](#)
- [DDSD CSB & MF](#)
- [DDSD Directors, Bureau Chiefs, & Managers](#)
- [DDSD Mi Via](#)
- [DDSD SW](#)
- [DHI-IMB](#)
- [DHI-QMB](#)
- [DHI-IMB Admin](#)
- [DHI-QMB Admin](#)

Go back to **Waiver Type** list, click [HERE](#)

# DDSD Staff Category 1

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Intro to Person Centered Planning	30	Online Courses
Introduction to the Waivers	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
ISP Critique	90	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Intro to Supporting Sexuality	90	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 1 Positions Include:

Social and Community Services Coordinator-Generalists , Social and Community Services Coordinator-Case Management Coordinators and Statewide Lead Constituent Support, Waiver Project Coordinator Position Training Unit, State General Funds Compliance Unit Healthcare Surveyor



# DDSD Staff Category 2

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Promoting Effective Teamwork	90	Training Calendar
Advocacy In Action	365	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 2 Positions include:

Litigation Management Legal assistants Provider Enrollment, Data Management Unit Central Registry Unit Therap Unit, Provider Enrollment PASSR



# DDSD Staff Category 3

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 3 Positions include:

Director of Finance, Human Resources, Admin. Support / Assistant Accountant & Auditor, File Room/Clerks Dental Clinic ASB Chief Seating Clinic SAFE Clinic





# DDSD Bureau of Behavioral Supports (BBS)



Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Introduction to the Waivers	30	Online Courses
Promoting Effective Teamwork	60	Online Courses
Effective Individual Specific Training Techniques	90	Training Calendar
Subtle Signs of Illness & Injury	90	Online Courses or Training Calendar
ISP Critique	90	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Aspiration Risk Management (ARM)	90	Training Calendar
Introduction to Supporting Sexuality for Persons with I/DD	90	Training Calendar
Beyond the ABCs	180	Online Courses or Training Calendar
Risk Management Strategies	365	Training Calendar
Co-Occurring Disorders	365	Training Calendar
Psychotropic Medications	365	Training Calendar
Human Rights Committee	365	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 1B Positions Include: Bureau of Behavioral Supports



# DDSD Community Inclusion

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Intro to Person Centered Planning	30	Online Courses
Introduction to the Waivers	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Supported Employment Training Across Waivers	30	Online Courses
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
ISP Critique	90	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Aspiration Risk Management	90	Training Calendar
Intro to Supporting Sexuality	90	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 1C Positions Include:  
Community Inclusion



# DDSD Clinical Services Bureau (CSB) & Medically Fragile (MF)

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Advocacy In Action	30	Online Courses
Introduction to I/DD Nurses in New Mexico, DD Waiver	30	Part 1 Online, Part 2 In-Person or Live Stream (Training Calendar)
Introduction to the Waivers	30	Online Courses
Positive Supports Training	30	Online Courses
Communication Supports Training	30	Online Courses
Person Centered Planning for Therapists and Nurses	60	Online Courses
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
ISP Critique	60	Training Calendar
Healthcare Planning for Nurses	60	Online Courses
Assisting with Medication Delivery	90	Part 1 Online Courses
Subtle Signs of Illness and Injury	90	Online Courses
Intro to Supporting Sexuality	90	Training Calendar
Effective Individual Specific Training Techniques	90	Training Calendar
Aspiration Risk Management (ARM)	180	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 4 Positions include:  
 Regional Office and Jackson 11a Nurses Mortality Review nurse coordinator  
 CSB Bureau Chief  
 Medically Fragile Waiver Manager Aspiration Risk Coordinator/  
 Nurse Educator



# DDSD Directors, Bureau Chiefs, & Managers

Course Name	Days for Compliance	Access Location
Employer of Record	30	Online Courses
ANE Awareness	30, then annually	Online Courses or Training Calendar
Intro to Person Centered Planning	30	Online Courses
Introduction to the Waivers	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
ISP Critique	90	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Aspiration Risk Management	90	Training Calendar
Intro to Supporting Sexuality	90	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

\*DDSD Staff Category 1A Positions Include: Division Director  
Deputy Directors (excluding the Deputy Director of Finance)  
Regional Director  
Assistant Regional Director  
Bureau Chiefs (excluding ASB Chief) Deputy Bureau Chief  
Community Programs Bureau DDW Manager Mi Via Manager  
and Program Coordinators SW Manager and Program Coordinators



# DDSD Mi Via

Course Name	Days for Compliance	Access Location
Employer of Record	30	Online Courses
ANE Awareness	30, then annually	Online Courses or Training Calendar
Intro to Person Centered Planning	30	Online Courses
Introduction to the Waivers	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Promoting Effective Teamwork	60	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Intro to Supporting Sexuality	90	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DDSD Supports Waiver

Course Name	Days for Compliance	Access Location
Employer of Record	30	Online Courses
ANE Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person Centered Planning	30	Online Courses
Introduction to Waivers	30	Online Courses
Keys to Health	30	Training Calendar
Promoting Effective Teamwork	60	Training Calendar
ISP Critique	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Intro to Supporting Sexuality	90	Training Calendar
Aspiration Risk Management (ARM)	180	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DHI-IMB/QMB

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar
Intro to Person Centered Planning	30	Online Courses
Introduction to the Waivers	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Promoting Effective Teamwork	60	Training Calendar
Individual Service Plan (ISP) CM/SC	60	Training Calendar
ISP Critique	90	Training Calendar
Advocacy In Action	90	Online Courses or Training Calendar
Communication Supports Training	90	Online Courses or Training Calendar
Positive Supports Training	90	Online Courses or Training Calendar
Intro to Supporting Sexuality	90	Training Calendar
DHI-Assisting With Medication Delivery	90	Part 1 Online Courses
Aspiration Risk Management (ARM)	180	Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# DHI-IMB Admin

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)





# DHI-QMB Admin

---

Course Name	Days for Compliance	Access Location
ANE Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Waiver (MVW)

*Step 2: Select A Job Classification*

- [MVW Consultant](#)
- [MVW Employer of Record](#)
- [MVW Direct Support Professional](#)
- [MVW Respite Providers](#)
- [MVW Volunteers/Contractors](#)
- [MVW Agency Employees - Other](#)
- [MVW Nurses](#)
- [MVW Occupational Therapist](#)
- [MVW Behavioral Support Consultants](#)
- [MVW Physical Therapists](#)
- [MVW SLPS](#)
- [MVW Transportation](#)
- [MVW Employment Support Services](#)
- [MVW Participants](#)

Go back to **Waiver Type** list, click [HERE](#)

# Mi Via Consultant:

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Mi Via New Consultant Orientation	30	Online Courses
Mi Via Service and Support Plan (SSP)	30	Online Courses
Employer of Record	30	Online Courses
Introduction to Waivers	60	Online Courses

**Additional training requirements for consultants not tracked in the Hub:**  
Fiscal Management and FMA online system Third Party Assessor (TPA) Training

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Employer of Record (EOR):

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Mi Via Service and Support Plan (SSP)	30	Online Courses
Employer of Record	30	Online Courses

**Additional training requirements for consultants not tracked in the Hub:**  
Fiscal Management and FMA online system Third Party Assessor (TPA) Training

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Direct Support Professionals (DSP):

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Waivers	60	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Respite Providers:

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Waivers	60	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Volunteers/Contractors:

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Waivers	60	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Agency Employees – Other:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)





# Mi Via Nurses:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Occupational Therapists:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Behavioral Support Consultants:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Physical Therapists:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via SLPS:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Transportation:

---

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Employment Support Services:

Course Name	Days for Compliance	Access Location
ANE (Abuse, Neglect and Exploitation) Awareness	30, then annually	Online Courses or Training Calendar
Introduction to Person-Centered Planning	30	Online Courses
Keys to Health	30	Online Courses or Training Calendar
Introduction to Waivers	60	Online Courses
Supported Employment Training Across Waivers	60	Online Courses

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)



# Mi Via Participants:

---

Course Name	Days for Compliance	Access Location
ANE Awareness for Mi Via Participants	30, then annually	Online Courses or Training Calendar

- **Online Courses** can be accessed [HERE](#)
- To register for **Livestreaming or Face-to-Face** courses, go to the Hub Training Calendar [HERE](#)
- For more information on how to complete online courses or register for livestreaming or face-to-face courses, go [HERE](#) and view the tutorial **Course Participant**

Go back to **MVW Job Classifications** list, click [HERE](#)

Go back to **Waiver Type** list, click [HERE](#)

