



# STAFFING FLEXIBILITIES

## At a Glance

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### COVID-19 DDA Services

*Temporary changes, effective March 13, 2020*

#### Expedited Hiring Flexibilities

- May waive the basic health screen and PPD skin test
- Must initiate appropriate background checks and Motor Vehicle Administration checks upon hire; individual hired can be placed on the schedule immediately after performing an abbreviated background check

#### Expedited Training to Onboard New Staff

- The DDA is temporarily waiving all non-essential training requirements for Direct Support Professionals (DSPs)
- New staff must be trained in the following essential items:
  - Online CPR and First Aid
  - Individualized training on the person and their person-centered plan
  - Fundamental rights, including to be free from abuse, restraints and seclusion
  - Condensed training on DDA's Policy of Reportable Incidents and Investigations (PORII), including definitions of reportable and serious reportable incidents and the agency's procedures for reporting
- Newly hired staff must complete all regular training within 120 days of hire (except that family members hired have until 60 days after the State of Emergency)
- In an effort to expedite service delivery during the pandemic, training requirements can be waived for family members willing to provide services to participants

#### Training & Licensure for Existing Staff

- Medication Technician Training Program (MTTP)
  - DSPs who have taken and passed the MTTP course may begin administering medications immediately
  - MTTP licenses current as of March 13, 2020, but expiring between March 13, 2020 and the end of the State of Emergency shall not be required to be renewed until 90 days after the end of the State of Emergency

*Continued on pg. 2*

**Visit our website for additional COVID-19 resources:**

[https://dda.health.maryland.gov/Pages/DDA\\_Appendix\\_K.aspx](https://dda.health.maryland.gov/Pages/DDA_Appendix_K.aspx)

**Have questions? Email them to:** [dda.toolkitinfo@maryland.gov](mailto:dda.toolkitinfo@maryland.gov)

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- Nursing Training

- Temporarily waive requirement that a Registered Nurse receive training from DDA regarding delegating nursing until the end of the State of Emergency

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## Staff Qualification Flexibilities

- Legally Responsible Family Member
  - Legally-responsible family members (spouses and parents of minor children) and relatives may provide services under both the self-directed and traditional service delivery models
  - The authority to hire and pay spouses and parents of minor children will terminate after the state of emergency ends
- Waive the requirement for a high school diploma or GED during the emergency
- Individuals 16 years or older (including family members, neighbors and certified babysitters) that meet the revised qualifications can provide direct support

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## Special Considerations for Self-Directed Services

- A person who self-directs may hire caregivers they deem to be responsible including family members, neighbors and other trusted individuals
- The Fiscal Management Services providers (FMS) are given authority to compensate new caregivers at staff rates already included in the person's budget
- The requirement that staff be a Certified Medication Technician (CMT) if performing delegated nursing tasks shall temporarily be suspended
- Current certification in CPR and First Aid can be temporarily waived with respect to legally responsible family members providing services to people enrolled in the self-directed services delivery model

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