

Appendix A

DIRECT SUPPORT PROFESSIONAL

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE

Appendix A

WORK PROCESS SCHEDULE DIRECT SUPPORT PROFESSIONAL

O*NET-SOC CODE : 21-1093.00 RAPIDS CODE: 1040CB (Direct Support Specialist)

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is twelve (12) months through the demonstration and achievement of workplace competencies and supplemented by the required related instruction courses.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

Consistent with proper supervision, training, safety, continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworker mentors will be: Two (2) apprentices may be employed at each clinical/job site for each regularly employed Direct Support Professional or Direct Support Supervisor.

Apprentices will be supervised in-person and via phone, internet, text or email to ensure that a mentor is available to answer questions and monitor their progress throughout their apprenticeship under the Alaska Primary Care Association registered apprenticeship program.

4. APPRENTICE WAGE SCHEDULE

Apprentices are paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction courses.

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly Direct Support Professional journeyworker wage rate, which is \$15.00 per hour.

Period	Hourly Wage	OJL Duration	OJL Competencies	Related Instruction
1 st	\$10.85	6 months or 1,000 OJL hours	Demonstrated Skills	Satisfactory progress
2 nd	\$13.00	6 months or 1,000 OJL hours	Demonstrated Skills	Satisfactory progress
End	\$15.00	Complete	Complete	Complete

Before an apprentice is advanced to the next segment of training or to journeyworker completion status, the program sponsor will evaluate all progress to determine whether advancement has been

earned by satisfactory performance in their on-the-job learning (OJL) and in related instruction courses.

The current base journeyworker completion wage rate may be adjusted by a participating employer if they pay a higher wage rate, and the adjusted base rate will apply equally to all apprentices who are hired by that employer. Such wages will become part of the approved Appendix-E Employer Acceptance Agreement.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of three (3) months.

6. SELECTION PROCEDURES

Sponsors should familiarize themselves with the Apprenticeship EEO Introductory Video, Tools, and Resources at www.apprenticeship.gov/eo.

APPLICATION PROCEDURES

- A. Openings for applications for apprenticeship will be determined by the Sponsor. All applications will be identical in form and requirements.
- B. Receipt of the properly completed application form, along with required supporting documents will constitute the completed application. Incomplete applications will not be considered.
- C. All applicants who have met the minimum qualifications and have submitted a complete application will be notified of the date, time, and place to appear for interview (if applicable).

SELECTION PROCEDURES

- A. The Sponsor will schedule the interview (if applicable) and evaluation session. All qualified applicants will be interviewed and evaluated for selection within 60 days of their application date.
- B. The interviewer or evaluator will rate each applicant on each of the factors on the applicant rating form, taking into account the information on the application and required documents. The interviewer will record the questions asked and the general nature of the applicant's answers.
- C. After completing the interview and evaluation of the qualified applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant's final rating.
- D. Applicants will be placed on a "Ranking List" according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.
- E. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection. It will be the responsibility of the applicant to keep the Sponsor informed of their current home mailing address, telephone number, and e-mail address. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice.

- F. Incumbent Employees: Employees who are gainfully employed in the occupation and who have met the minimum qualifications for apprenticeship may qualify for immediate registration into the program upon approval by the program sponsor and employer. The sponsor will determine what additional training requirements are needed to ensure that the employee receives all necessary training for completion of the apprenticeship program.
- G. Pre-Apprenticeship Preparatory Programs: An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements. The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship.

**WORK PROCESS SCHEDULE
DIRECT SUPPORT PROFESSIONAL**

O*NET-SOC CODE : 21-1093.00 RAPIDS CODE: 1040CB (Direct Support Specialist)

Description: The Direct Support Professional (DSP) supports individuals with disabilities and others who need assistance to lead self-directed lives and contribute to their communities; and supports behaviors that enhance inclusion in their communities.

On-the-Job Learning (OJL)

1. During the Apprenticeship, the Apprentice shall receive work experience and job-related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The program sponsor must ensure Apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the Apprenticeship and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job training shall be carried on under the direction and guidance of a qualified professional.
4. The employer and skill mentor (where appropriate) shall review all of the work processes and adapt the appropriate competencies, which are appropriate for the Agency's specific needs/requirements and to ensure the Apprentice is properly trained in all aspects of the occupation.

Each employer and/or program sponsor will determine the appropriate examples of each core competency in the below work process schedule. In the list below, each core competency should be completed depending on stated scope of practice and employer requirements.

Field Training (FT) - Mentor/Journeyworker has provided training and demonstrated task to the apprentice

Demonstrated Fundamentals (DF) - Apprentice can perform the task with some coaching

Proficient in Task (PIT) - Apprentice performs the task properly and consistently

Completion Date (CD) - Date apprentice completes final demonstration of competency

Initial and date in the box when complete

WORK PROCESSES DIRECT SUPPORT PROFESSIONAL	FT	DF	PIT	CD
A. Support Independence				
1. Review resident rights with individuals				
2. Encourage self-advocacy				
3. Teach social skills				
4. Teach money management skills				
5. Teach relationship development skills (e.g., family, guardian, friend)				
6. Encourage individuals to complete ADLs				

B. Maintain Clean and Safe Environment				
1. Implement universal precautions				
2. Secure chemicals and medication				
3. Maintain emergency preparedness kit				
4. Perform basic housekeeping (e.g., vacuum, dishes, trash)				
5. Maintain clear pathways (e.g., stairs, walkways, outdoors)				
6. Respond to maintenance needs (e.g., building, equipment, vehicle)				
7. Respond to safety drills				
8. Perform safety inspections (e.g., building, equipment, vehicle)				
9. Respond to emergency situations (e.g., residential, community)				
10. Assist individuals to change bedding				
11. Perform infection control cleaning				
C. Assist with Client Activities of Daily Living (ADL)				
1. Assist with mobility (e.g., walker, cane, wheelchair)				
2. Assist with pivotal transfers				
3. Assist with mechanical transfers				
4. Assist with equipment (e.g., medical, adaptive)				
5. Assist with toileting and incontinence care				
6. Assist with bathing (e.g., shower, bed bath)				
7. Assist with oral care				
8. Assist with nail care				
9. Assist with hair care				
10. Assist with shaving				
11. Provide skin care				
12. Assist with clothing selection				
13. Assist with dressing/undressing				
14. Assist with food preparation				
15. Monitor mealtime safety (e.g., choking, nutritional)				
16. Assist with eating				
17. Assist with laundry				
18. Assist with shopping				
19. Assist with correspondence (including social media texting)				
D. Promote Healthy Lifestyle				
1. Assist individual with identifying goals and aspirations				
2. Provide emotional support				
3. Encourage individuals to process feelings				
4. Promote self-esteem				
5. De-escalate disputes between people supported				
6. Promote healthy sexuality				

7. Promote social interaction				
8. Encourage healthy eating choices				
9. Encourage an active lifestyle				
10. Assist with seeking employment				
11. Promote recreation and leisure activities				
12. Redirect challenging behaviors				
E. Provide Medical Support to Client				
1. Coordinate medical appointments				
2. Arrange transportation for medical appointments				
3. Inventory medications				
4. Teach individuals about medication and side effects				
5. Check temperature				
6. Check pulse				
7. Check respiration				
8. Check blood pressure				
9. Assist with self-administration of medication				
10. Observe medical and/or physical changes				
11. Perform restorative therapy with client (e.g., range of motion, walking)				
12. Reposition individuals who are immobile				
13. Ensure individuals have medical supplies when off site				
14. Dispose of medications and sharps				
15. Monitor food/fluid intake and output				
F. Communicate Client Information to Authorized Persons				
1. Update medical history				
2. Notify authorized persons of changes in medication				
3. Complete incident report				
4. Report unusual behavior				
5. Report changes in medical diagnosis to authorized persons				
6. Report physical changes (e.g., bruising, swelling)				
7. Report changes in mental health status (e.g., crying, demeanor)				
8. Report abuse (e.g., verbal, neglect, financial)				
9. Participate in individual service plan				
10. Address concerns				
11. Respond to authorized persons' requests for information				
G. Perform Administrative Tasks				
1. Address staff coverage needs (e.g., on-call, schedule conflicts, additional shifts)				
2. Participate in staff orientation				
3. Review new policies and procedures				
4. Complete daily staff notes				

5. Complete client documentation (e.g., care log, progress notes, chart)				
6. Complete client progress assessment				
7. Complete daily time record				
8. Complete mileage log				
9. Document job-related expenses				
10. Coordinate events (e.g., birthdays, holiday parties)				
11. Update files				
12. Participate in agency/staff meetings				
13. Document personal property				
H. Participate in Professional Development Activities				
1. Maintain professional certifications (e.g., CPR, first aid)				
2. Complete required in-service training				
3. Complete specialized equipment training (e.g., pressure relief device, lifts, computer software)				
4. Participate in job-related workshops				
5. Network with peers				
6. Participate in professional organizations (e.g., AADSP)				

**RELATED INSTRUCTION OUTLINE
DIRECT SUPPORT PROFESSIONAL**

O*NET-SOC CODE : 21-1093.00 RAPIDS CODE: 1040CB (Direct Support Specialist)

Related Instruction Provider: Alaska Primary Care Association
Method: Synchronous Online, Electronic Media, Self-study

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The related instruction outlines the courses that provide the technical ability that supplements the on-the-job training. It is through the combination of both the on-the-job training and the related technical instruction that the apprentice can reach the skilled level of the occupation. Under a registered apprenticeship, 144 hours of related instruction each year of the apprenticeship is recommended. The following is the course curriculum during the term of apprenticeship.

Instructional Guide:

College of Direct Support (CDS): www.directcoursecatalog.com

Direct Support Professional Curriculum	
Pre-Apprenticeship Path Academy	Hours
1. The Health Insurance Portability and Accountability Act (HIPAA)	1.1
2. Universal Precautions	3.1
Direct Support Professional Apprenticeship	Hours
1. Apprenticeship Orientation	1.0
2. Civil Rights and Advocacy	4.4
3. Community Inclusion	4.4
4. Cultural Competence	6.2
5. Direct Support Professionalism	3.4
6. Emergency Preparedness	5.0
7. Everyone Can Communicate	6.7
8. Functional Assessment	5.7
9. Home and Community Living	5.4
10. Implementing Participant-Directed Supports	2.6
11. Individual Rights and Choice	3.6
12. Introduction to Developmental Disabilities	5.5
13. Introduction to Medication Support	7.5
14. Introduction to Mental Health and Mental Illnesses	8.2
15. Maltreatment: Prevention and Response	7.6

16. Personal Care	5.5
17. Person-Centered Planning	3.9
18. Positive Behavior Support	8.7
19. Professional Documentation Practices	3.1
20. Safety	7.9
21. Supporting Healthy Lives	8.0
22. Supporting Jobs and Careers in the Community	4.3
23. Supporting Older Adults	7.3
24. Teaching People with Developmental Disabilities	4.2
25. Understanding Depression	2.9
26. Understanding Transitions Across the Life Span	5.3
27. Working with Families and Support Networks	2.9
28. You've Got a Friend	3.4
Total	148.8 Hours