



We're here to help! Contact the eAcademy team at eacademy@providers.org or 508.599.2242 if you have any questions or would like to set up a time to discuss your Providers' eAcademy site.

For information on how to engage staff in this content, scroll to pages 6, 7, and 8 in this document.

Department of Developmental Disabilities

Frequently Assigned Courses Based Off Required DDS Trainings

Relias Course Title:	Relias Course Code:
Sexual Harassment: What Employees Need to Know	REL-ALL-0-SHWENK
Essentials of HIPAA	REL-PAC-0-ESSH
Understanding Bloodborne Pathogens	REL-ALL-0-UBBPATH
Harassment in the Workplace	REL-ALL-0-HW
Cultural Awareness and Humility	REL-ALL-0-CULTCA
Defensive Driving Basics	REL-ALL-0-DDB
Fire Safety: The Basics	REL-ALL-0-FSBASIC-V2
MA DDS Mandated Reporter Training	DDS-MR-2023
Bloodborne Pathogens and the Use of Standard Precautions	REL-ALL-0-BPUSP
HIPAA: Basics	REL-ALL-0-HBAS
Workplace Safety: The Basics	REL-ALL-0-WSBAS
Understanding Workplace Violence	REL-ALL-0-UWRKVLN
Fire Safety	REL-CV-0-FSTB
Security Awareness Training Level 1	REL-ALL-CFISA-SATL1-V3
Infection Control: Basic Concepts	REL-ALL-0-ICBC
Minimizing Trips, Slips, and Falls	REL-ALL-0-MSTF
Infection Control: Essential Principles	REL-ALL-0-IFEP

Additional Trainings for Staff

Relias Course Title:	Relias Course Code:
A Day in the Life: An ASD Perspective	REL-IDD-0-ADLASDP
A Day in the Life: An IDD Perspective	REL-IDD-0-ADLIDD
An Introduction to Autism Spectrum Disorders	REL-ABA-0-AIASD
An Overview of Different Types of Disabilities	REL-IDD-0-ODTD-V2
An Overview of Safe Eating and Drinking	REL-IDD-0-OSED
Assessments in IDD	REL-IDD-OADSP-UA-V2
Assisting Individuals with Oral Hygiene	REL-IDD-0-AIWOH
Assisting with Nail Care	REL-IDD-0-ANC
Assistive Technology in IDD	REL-IDD-0-ATIDD
Basic Sign Language for Direct Support Professionals	REL-IDD-0-BSLDSP
Bloodborne Pathogens and Use of Standard Precautions in IDD Settings	REL-IDD-0-BPUSPIDD
Building Relationships and Community for People with IDD	REL-IDD-0-BRCPIDD



Care of Children with IDD	REL-PAC-0-CCHIDD
Choice Making for People with IDD	REL-IDD-0-CMPWIDD
Common Health Problems and Interventions for Persons with IDD	REL-IDD-0-CHPIPIDD
Communication and Conflict Management Skills	REL-IDD-0-CCMS
Communication with a Person Living with IDD and Dementia for Families & Home-Based Caregivers	PC-CDDER-IDD-S3-2023
Communication with a Person Living with IDD and Dementia for Staff & Paid Caregivers	PC-CDDER-IDD-F3-2023
Communication with Families	REL-IDD-0-CWF
Compassion and Empathy in Service Delivery	REL-IDD-0-PHIDDL
Creating a Culture of Respect	REL-IDD-0-CCR
Crisis Intervention for Individuals with IDD	REL-IDD-0-CIIDD
Cultural Competence for Supervisors	REL-IDD-0-CCS
Customized Community Careers Pt. 1: An Overview of Customized Employment	REL-IDD-GHA-CCCP1AOCE
Customized Community Careers Pt. 2: Discovering Personal Genius Process	REL-IDD-GHA-CCCP2DPGP
Customized Community Careers Pt. 3: Customized Job Development	REL-IDD-GHA-CCCP3CJD
Customized Community Careers Pt. 4: Using Interest-Based Negotiation	REL-IDD-GHA-CCCP4UIBN
Customized Community Careers Pt 5: Job Training	REL-IDD-GHA-CCCP5JT
Developing Therapeutic Relationships	REL-IDD-0-DTR
Diabetes Basics for Direct Support Professionals	REL-IDD-0-PHIDDK
Diversity and Disability	REL-IDD-0-DAD
Employment Support	REL-IDD-0-ES
End-of-Life Care for People with IDD	REL-IDD-AAIDD-ELCPIDD
Grant Writing Basics	REL-IDD-0-GWB
Guidelines for Effective Documentation in IDD	REL-IDD-0-GEDIDD
Health Needs and Outcomes for People with IDD	REL-IDD-0-HNOPIDD
Health Promotion and Age-Related Changes in IDD	REL-IDD-0-HPARCIDD
Healthcare Needs in IDD	REL-IDD-0-RHN
Human Development Across the Life Span	REL-IDD-0-OHDALS
Identity First Language	REL-IDD-0-IF
Impact of Nutrition on Diabetes	REL-IDD-0-IND
Integrated Care in IDD	REL-IDD-0-ICIDD
Intellectual and Developmental Disabilities Credential Module 1: Introduction to Human Services and Professionalism	HSCP-IDD01-2021
Intellectual and Developmental Disabilities Credential Module 2: Individual Empowerment	HSCP-IDD02-2021
Intellectual and Developmental Disabilities Credential Module 3: Communication	HSCP-IDD03-2021
Intellectual and Developmental Disabilities Credential Module 4: Assessment	HSCP-IDD04-2021
Intellectual and Developmental Disabilities Credential Module 5: Community Supports and Service Networking	HSCP-IDD05-2021
Intellectual and Developmental Disabilities Credential Module 6: Supporting Skills Development	HSCP-IDD06-2021



Intellectual and Developmental Disabilities Credential Module 7: Advocacy	HSCP-IDD07-2021
Intellectual and Developmental Disabilities Credential Module 8: Vocational, Educational, and Career Support	HSCP-IDD08-2021
Intellectual and Developmental Disabilities Credential Module 9: Crisis Intervention	HSCP-IDD09-2021
Intellectual and Developmental Disabilities Credential Module 10: Documentation	HSCP-IDD10-2021
Intellectual and Developmental Disabilities Credential Module 11: Health and Safety	HSCP-IDD11-2021
Intellectual and Developmental Disabilities Credential Final Exam	HSCP-IDDExam-2021
Intellectual and Developmental Disorders Module 1: Introducción a Los Servicios Humanos y el Profesionalismo	HSCP-IDD-SPANISH-01-2022
Intellectual and Developmental Disorders Module 2: Empoderamiento Individual	HSCP-IDD-SPANISH-02-2022
Intellectual and Developmental Disorders Module 3: Comunicación	HSCP-IDD-SPANISH-03-2022
Intellectual and Developmental Disorders Module 4: Introducción a las evaluaciones	HSCP-IDD-SPANISH-04-2022
Intellectual and Developmental Disorders Module 5: Introducción a los apoyos comunitarios y las redes de servicios	HSCP-IDD-SPANISH-05-2022
Intellectual and Developmental Disorders Module 6: Apoyar el desarrollo de habilidades	HSCP-IDD-SPANISH-06-2022
Intellectual and Developmental Disorders Module 7: Defensa	HSCP-IDD-SPANISH-07-2022
Intellectual and Developmental Disorders Module 8: Apoyo vocacional, educativo y profesional	HSCP-IDD-SPANISH-08-2022
Intellectual and Developmental Disorders Module 9: Comprender la conducta y responder a situaciones de crisis	HSCP-IDD-SPANISH-09-2022
Intellectual and Developmental Disorders Module 10: Documentación	HSCP-IDD-SPANISH-10-2022
Intellectual and Developmental Disorders Module 11: Salud y seguridad	HSCP-IDD-SPANISH-11-2022
Intellectual and Developmental Disorders Credential Final Exam: Examen en Español	HSCP-IDD-SPANISH-Exam-2022
Intellectual Disabilities: Interventions, Supports and Outcomes	REL-IDD-0-IDAO
MA DDS Mandated Reporter Training Annual Refresher	MA-DDS-MR-Refresher
MA DDS Positive Behavior Supports 101	DDS-PBS-2023
Managing Constipation for People with IDD	REL-IDD-0-MCPIDD
Managing Seizures for People with IDD	REL-IDD-0-MSPIDD
Meal Preparation	REL-IDD-0-MP
Medication Management Part 1: Overview	REL-IDD-0-MM
Medication Management Part 2: Understanding Medications	REL-IDD-0-UM
Medication Management Part 3: Labels and Documentation	REL-IDD-0-MLD
Medication Management Part 4: Administering Medications	REL-IDD-0-AM
Methods of Communication	REL-IDD-0-MOC
Monitoring Health and Safety of Individuals with IDD	REL-IDD-0-MHSIIDD
Nursing Needs for IDD-Related Syndromes: Part 1	REL-IDD-0-AOIRS1
Nursing Needs for IDD-Related Syndromes: Part 2	REL-IDD-0-AOIRS2
Overview of Abuse and Neglect of Individuals with IDD	REL-IDD-0-OANIDD
Overview of Person-First Language	REL-IDD-0-OPFL



Personalized Learning: Recognizing Abuse, Neglect and Exploitation	REL-IDD-0-PLRANE
Person-Centered Planning	REL-IDD-0-PCP
Person-Centered Thinking	REL-IDD-0-PCT
Positive Behavior Support Planning: Part 1	REL-IDD-0-IBC1
Positive Behavior Support Planning: Part 2	REL-IDD-0-IBC2
Preventing Falls	REL-IDD-0-PFIDD
Principles of Positive Behavior Support Pt.1: Overview	REL-IDD-AAIDD-PPBSP1O
Principles of Positive Behavior Support Pt.2: Choice, Skills, and Environment	REL-IDD-AAIDD-PPBSP2TFS
Principles of Positive Behavior Support Pt.3: Teaching New Skills	REL-IDD-AAIDD-PPBSP3TIIDD
Principles of Positive Behavior Support Pt.4: Importance of BSPs	REL-IDD-AAIDD-PPBSP4IBSP
Professionalism in Direct Support Services	REL-IDD-0-PDSS
Providing Cognitive Behavioral Therapy to Persons with IDD	REL-BHC-0-PCBTPIDD
Providing Positive Behavior Supports	REL-IDD-0-PHSIMIDDF
Providing Support for Challenging Behavior	REL-IDD-0-MCBPIDD
Reducing the Risk of DSP Burnout	REL-IDD-0-RRDSPB
Relaxation Strategies to Minimize Stress and Anxiety in Individuals with IDD	REL-IDD-0-RSMSAIDD
Rights of Individuals with IDD	REL-IDD-0-RIIDD
Rights Restrictions in IDD Services	REL-IDD-0-RRIDDS
Risk Management for Direct Support Professionals	REL-IDD-0-RMDSP
Safe Driving: Large Passenger Vans	REL-IDD-0-SDLPV
Safety in the Community	REL-IDD-0-SITC
Safety Skills for Children with ASD or IDD	REL-ABA-0-SSCADD
Self-Directed Services	REL-IDD-0-SDS
Sexual Orientation and Gender Identity	REL-IDD-0-SGI
Social Integration Strategies for People with Autism Spectrum Disorder	REL-IDD-0-SSIIASD
Social Security Disability Benefit Basics	REL-IDD-GHA-OBRSSDB2
Social Security Disability Insurance and Work	REL-IDD-GHA-SSDBW
Substance Use in Individuals with IDD	REL-BHC-0-SUIIDD
Supervising DSPs in Implementing Positive Behavior Support Plans	REL-IDD-AAIDD-SPPBSP
Supervisor Training Curriculum, Pt. 1: Defining Work Performance Expectations	REL-IDD-AAIDD-STC1DWE
Supervisor Training Curriculum, Pt. 2: Improving Work Performance through Monitoring and Feedback	REL-IDD-AAIDD-STC2ASIW
Supervisor Training Curriculum, Pt. 3: Promoting Positive Workplace Enjoyment	REL-IDD-AAIDD-STC3PPWE
Supplemental Security Income and Work	REL-IDD-GHA-OBRSSDB1
Supporting Dental and Oral Health for Individuals with IDD	REL-IDD-0-SDOHIIDD
Supporting Healthy Eating and Exercise	REL-IDD-0-SHEE
Supporting Individuals with Disabilities During Emergency Situations	REL-IDD-0-SIDDES
Supporting Individuals with IDD Involved in the Criminal Justice System	REL-IDD-0-SIIDDICJS



Supporting Individuals with Intellectual and Developmental Disabilities with Substance Use Disorder	REL-IDD-0-SIIDDSUD
Supporting People with Autism Spectrum Disorder	REL-IDD-0-SPASD
Supporting People with Dementia and IDD	REL-IDD-0-RSIDIDD
Supporting People with IDD and Mental Health Conditions	REL-IDD-0-SIIDDCOD
Supporting People with IDD in Building Healthy Personal Relationships	REL-IDD-0-SPIDDBHPR
Supporting Quality of Life for Individuals with IDD	REL-IDD-0-SQL
Supports for Autism Spectrum Disorder	REL-IDD-0-SASD
Taking Vital Signs for Individuals with IDD	REL-IDD-0-TVSIIDD
The Fatal Five	REL-IDD-0-TF5IDD
Trauma-Informed Service Programs	REL-IDD-AAIDD-TISP
Trauma-Informed Supports	REL-IDD-AAIDD-TIS
Understanding and Recognizing Dementia in IDD for Staff & Paid Caregivers	PC-CDDER-IDD-S1-2023
Understanding Intellectual Disability	REL-IDD-AAIDD-ID
Use of Psychotropic Medications in IDD	REL-IDD-0-UPMIDD
Using Service Plans	REL-IDD-0-USP
Writing and Monitoring Goals for Person-Centered Plans	REL-IDD-0-QAC4
Writing Incident Reports	REL-IDD-0-WIR



Three Ways to Engage Staff in More Content

1. Share content with your staff as an elective option. Go to Learning > Modules > Module List.

Click on the link icon next to the module's name. This will copy the link for this course to your clipboard which you can then send to users. When learners click this link, they will be enrolled in the course as an elective and taken directly to the course.

A Day in the Life: An IDD Perspective REL-IDD-0-ADLIDD		Course			325	
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2. Assign individual modules. Go to the Module List and click on the enrollment icon to the right of your chosen module.

Title	Type	Approved	Enrolled
12 Keys to Good Management REL-PAC-0-KGM	Course		1
A Day in the Life of Henry: A Dementia Experience REL-ALL-0-DLHDE	Course		72

You will be taken to the Currently Enrolled page. Click the **Enrollment** tab and search for the learners you wish to enroll.

Module Enrollment: A Day in the Life: An IDD Perspective

PROPERTIES
Course | 0.5 Credit Hours | + SHOW DETAILS Modify

CURRENTLY ENROLLED **ENROLLMENT**

Due Date: Assign date to all

Available Learner(s) (Learners NOT already enrolled)

Filter By: A-Z + Filters × Clear

Enroll Enroll & Mark Complete 1-8 of 8

	Name & Username	Hierarchy	Job Titles	Hire Date
<input checked="" type="checkbox"/>	Demo, Bob bobdemo	Administration	Teacher	
<input checked="" type="checkbox"/>	Demo, Dave davedemo	Adult Family Care 3		



You can use the + Filters button to narrow down your search. Check the boxes next to the names or click the topmost check box to select all users who match the filters you have selected.

Once you have chosen the correct learners and the appropriate due date, click **Enroll**.

3. Build a training plan. Go to Learning > Training Plans > Training Plan List. Click + **Create New Training Plan**. (Reach out to us for assistance with modifying an existing training plan.)

Title ↑	Frequency	Status	Owner	Assigned	
ACA Accreditation Standards	Flexible - due every 365 days	Approved	Relias Demo Site	0	+ Add
Acute Care Clinical Express Annual	Once	Approved	Relias Demo Site	0	+ Add
Advanced Wound Treatment	Once	Approved	Relias Demo Site	0	+ Add
Annual Live Event Training Plan	Flexible - due every 365 days	Approved	Relias Demo Site	9	+ Add
Annual Training	Annual	Approved	Relias Demo Site	11	+ Add

Building a training plan is broken into five steps:

- **Properties** – Give your training plan a unique name. Adding a description is optional.
- **Scheduling** – Choose the frequency for how often learners are assigned the training plan (Once, Annually, or Flexible reassignment based on date of last completion). Select answers to the scheduling questions based on how you want modules to be assigned.
- **Modules** – Click on the + **Add Module** button and search for modules in the list. Click on the check box beside the module name and click + **Add to List**. You also have the ability to stagger due dates in this section by adding days to the boxes on the right.
- **Settings** – Depending on how often the training plan is assigned, this section will give different options. Here, you can decide the time period in which you will accept previous completions, choose whether to enable training notifications, and approve for enrollment.
- **Review** – Summary of how the training plan will assign based on the options selected in the previous sections.



Create Training Plan

New Hire Orientation [Enroll Users](#) | [Actions](#) ▾

- ✓ PROPERTIES
- ✓ SCHEDULING
- ✓ MODULES
- ✓ SETTINGS
- 5 REVIEW

Scheduling

⌚

Modules will be due once, based on the user's hire date

Availability

📅

Users will always have access to modules regardless of due dates

Completions

📋

No previous completions will be accepted for modules in this Training Plan

Properties This training plan is for assignments that need to be completed by ne... ▾

Modules Total Modules: 3 Credit Hours: 4.5 ▾

BackSaveFinish

Owner: Relias Demo Site | Created: Oct 30, 2023

If you are ready to begin enrolling learners, click **Enroll Users** to go to the Enrollment pages. Reach out to us with any questions about setting up auto-enrollment profiles.