

**Kentucky Direct Support
Professional Credential
Application Packet
For
Direct Support Professional
Credentialed
(DSP-C)**

INSTRUCTIONS

Please review the Qualification requirements on page 4 of this packet and select which Option best meets your ability to achieve the DSP-C credential.

If you choose Option B, please carefully review the Competency and Skill Standards that follow as you begin to develop your Professional Portfolio. Refer to the Kentucky DSP Credential Manual (February 2014) to guide and assist you with your portfolio development.

Once you are ready to submit your application to the Division of Developmental and Intellectual Disabilities, please download and complete pages 14-19 and incorporate into your DSP Portfolio as instructed in the Credential Manual. A checklist is included in this packet to assist you.

Please remember that only electronic .pdf applications and portfolios are accepted. You may submit your completed application and portfolio as an attachment to the following email address:

KYDSPCP@ky.gov

(Please refer to the Kentucky DSP Credential Manual for information on receiving assistance in completion of your Credential Application.)

KENTUCKY DSP CREDENTIAL QUALIFICATIONS, COMPETENCIES, & SKILL STANDARDS

**Direct Support Professional –
Credentialed
(DSP-C)**

**DIRECT SUPPORT PROFESSIONAL-CREDENTIALLED (DSP-C)
QUALIFICATIONS and PORTFOLIO REQUIREMENTS**

OPTION	QUALIFICATIONS	PORTFOLIO REQUIREMENTS
A	<ul style="list-style-type: none"> • Completion of 12 credit hours in a Human Service Program of Study from an accredited college or university 	<ul style="list-style-type: none"> • Copy of official transcript demonstrating completion of 12 credit hours in a Human Service Program of Study from an accredited college or university.
B	<ul style="list-style-type: none"> • Demonstrate 1 year of full-time experience of direct support services with individuals in the field of intellectual / developmental disabilities • Submit portfolio work samples demonstrating proficiency in designated and self-selected KY DSP Competency Areas. 	<ul style="list-style-type: none"> • Resume demonstrating 1 year of full-time experience in direct support services with individuals in the field of intellectual / developmental disabilities • Submit portfolio work samples demonstrating proficiency in each of the following KY DSP-C competency areas: <ul style="list-style-type: none"> ○ Advocacy ○ Communication ○ Community Access ○ Crisis Prevention and Intervention ○ Facilitation of Services ○ Household Management ○ Participant Empowerment ○ Person Centered Supports • Submit portfolio work samples demonstrating proficiency in 2 of the following KY DSP-C competency areas: <ul style="list-style-type: none"> ○ Assessment ○ Documentation ○ Education/Training/Self-Improvement ○ Organizational Participation ○ Professionalism ○ Supporting Health/Safety/Wellness ○ Vocational/Educational/Career Supports
C	<ul style="list-style-type: none"> • Submit a copy of a current NADSP-II credential 	<ul style="list-style-type: none"> • Provide a copy of current NADSP-II credential issued by the National Alliance of Direct Support Professionals

DIRECT SUPPORT PROFESSIONAL CREDENTIALLED (DSP-C) COMPETENCY AREAS AND SKILL STANDARDS

In addition to the KY DSP Performance Expectations, the candidate for a DSP-C credential must demonstrate competency in the following competency areas and skill standards in their Credential Portfolio. Demonstration may include competency checklists, reflective summaries on their performance in the skill areas, and/or pictures or video clips of the DSP working with participants and descriptions of what is being performed. The reflective summary must include how the work performed relates to the skill standard(s) being demonstrated.

Advocacy

The DSP is knowledgeable about the diverse challenges facing the participant (e.g., human rights, legal, administrative, and financial) and is able to identify and use effective advocacy strategies to overcome such challenges in the role as an advocate. The DSP shall demonstrate:

1. Knowledge and understanding of the rights of individuals with disabilities, the consequences if those rights are violated, and strategies to effectively address identified violations.
2. Ability to provide the participant with opportunities and experiences offered to others in society and support participants in realizing their choices by respecting, honoring, and advocating for their choices.
3. Ability to provide education and guidance to community members, organizations, and as necessary the participant's Person Centered Team members about supporting the preferences and needs of the participant.

Communication

The DSP is knowledgeable of and has the ability to use a range of effective communication strategies and skills necessary to establish a collaborative relationship with the participant, the Person Centered Team, and other professionals providing services and supports. The DSP shall demonstrate:

1. Ability to communicate recommendations between systems (e.g., consultative clinical and therapeutic professionals, residential settings, employment) for maximum coordination of service and benefit to the participant.
2. Ability to reflect on personal work and communication style to improve effective collaboration within agency or across provider agencies.
3. Ability to convey complicated information sensitively to others who need to know about the participant's needs and supports, particularly during a behavioral or medical crisis.
4. Ability to use effective and welcoming communication and adjust communication style to meet the needs of the participant, family members, friends, and professionals.
5. Ability to effectively problem-solve and communicate in a team setting for the benefit of the participant.

Community Access

The DSP is knowledgeable about the formal and informal supports and resources available in the community and is skilled in assisting the participant to identify and gain access to such supports. The DSP shall demonstrate:

1. Ability to assist with identification and use of needed equipment and therapies to increase community access.
2. Ability to encourage and assist the participant as needed in communicating with health care professionals, social workers, and other community and public service representatives.
3. Ability to promote community integration and identify opportunities for the participant to develop and maintain relationships.

Crisis Prevention and Intervention

The DSP is knowledgeable about crisis prevention, intervention, and resolution techniques and demonstrates ability to match such techniques to particular circumstances and individuals. The DSP shall demonstrate:

1. Recognition of the participant's strengths and interests and builds skill development and generalization based upon those strengths and interests as a means to reduce displays of challenging behaviors.
2. Ability to obtain, review, understand, and seek clarifying information about specific risks of crisis and methods of preventing and responding to a crisis situation involving the participant and share information with the participant's Person Centered Team members.
3. Ability to assist the participant and their Person Centered Team in identification and appropriate response to potential catalysts to crisis; helping them to identify signs and trends in the participant's behaviors and strategies that stop or reduce level of crisis; and assist the participant's Team to identify what others can do to support the participant in prevention and response.
4. Ability to support the participant and their Person Centered Team in identification of lifestyle choices that reduce vulnerabilities; and in the identification and development of alternative coping skills to avoid or reduce triggers to crisis situations.
5. Assist and support the participant's Person Centered Team members and other service providers (including other DSPs) in understanding crisis, behavior management, coping skills, and appropriate planning.
6. Ability to communicate and discuss a crisis situation with the participant and/or family members/guardians in a clear and supportive manner so they are informed as much as possible about next steps and to minimize the participant's trauma.

Facilitation of Services

The DSP is knowledgeable about a range of participatory planning techniques and is skilled in developing, implementing, and reviewing person centered plans of care in a collaborative and expeditious manner. The DSP shall demonstrate:

1. Ability to promote active participation of the participant in the development of person centered goals and desired outcomes.

2. Ability to assist in review of the participant's progress as documented by progress data, anecdotal information from observation of the participant's engagement in goal attainment, and the participant's satisfaction of services.
3. Ability to discuss outcomes with the participant and other team members as defined in the person centered Plan of Care and determine what, if any, changes might need to be made by the participant's Person Centered Team.

Household Management

The DSP assists the participant with household management (e.g., shopping, meal preparation, laundry, cleaning, and decorating) and transportation to maximize the participant's skills, abilities, and independence. The DSP shall demonstrate:

1. Ability to assist the participant in completing household routines and respects the participant's rights and "ownership" of home.
2. Ability to provide the opportunity for the participant to create and maintain their living space while ensuring safety and accessibility needs are being met.
3. Ability to schedule maintenance as needed, following agency maintenance protocols.
4. Ability to assist the participant in planning and coordinating personal shopping activities, such as prioritizing personal needs, developing a shopping budget, and purchasing personal need items based on the participant's preferences.
5. Ability to assist the participant in planning meals and developing menus based on the participant's preferences and health issues, as needed.
6. Ability to assist the participant in preparation of meals; implementation of general safety precautions while assisting or observing the participant to use kitchen equipment and maintain proper, safe storage of foods.
7. Ability to provide safe transportation using company and/or personal vehicle; recognize the participant's needs while riding in vehicles; and adhere to organizational policies/procedures regarding safe transportation of the participant.
8. Ability to complete accurate audits of the participant's funds and follow all agency policies/procedures regarding handling of the participant's funds.
9. Ability to assist the participant in arranging and utilizing public or private transportation as available for work-related and recreational activities within the community.

Participant Empowerment

The DSP is knowledgeable of process of self-determination and enhances ability of the participant to lead a self-determining life by providing the support and information necessary to build self-esteem, assertiveness, and independence. The DSP shall demonstrate:

1. Ability to use the participant's preferred method of communication to encourage the participant to share hopes and dreams and then identify and present options/alternatives of community services that offer the participant experiences in those areas.
2. Ability to use effective problem-solving strategies when faced with a crisis or situation requiring resolution, resulting in the participant's ability to maintain control and dignity.
3. Ability to coach the participant and other DSPs in discussing issues of sexuality and dating.

Person Centered Supports

The DSP provides supports and services to the participant in ways that focus on the participant's dreams, hopes, strengths, challenges, and needs. The DSP shall demonstrate:

1. Ability to assist the participant and their Person Centered Team members in the development, implementation, and monitoring/review of the participant's person centered Plan of Care.
2. Ability to seek modifications in the implementation of support interventions to ensure they are person centered under the supervision of the appropriate professional.

The candidate for a KY DSP-C credential must demonstrate competency in two of the following areas. The candidate may select which two areas they prefer to demonstrate their proficiency in providing supports and services.

Assessment

The DSP is knowledgeable about formal and informal assessment practices in order to respond to the needs, desires, and interests of the participant. The DSP shall demonstrate:

1. Ability to use the participant's preferred method of communication to prepare the participant for assessment process; discuss findings and recommendations; assist with follow-up and re-evaluation as necessary; and seek the participant's feedback during the process.
2. Ability to accurately relay information regarding the participant in areas such as characteristics, behavior, areas of vulnerability, medical issues, and levels of supervision for daily living.
3. Ability to utilize knowledge of characteristics of specific disabilities, diseases, or conditions, and how they affect the life of the participant to assist with assessment process.

Documentation

The DSP is knowledgeable of regulatory and agency documentation requirements and is able to manage these requirements in a thorough and efficient manner. The DSP shall demonstrate:

1. Ability to distinguish between objective and subjective information and reports only all essential, objective information when completing documentation requirements.
2. Ability to document and communicate information in a professional and culturally sensitive manner.

Education/Training/Self-Improvement

The DSP identifies areas for self-improvement, pursues necessary educational and training resources, and shares knowledge with others. The DSP shall demonstrate:

1. Completion of all training requirements and on-going professional development and keeps abreast of relevant resources and information.
2. Ability to educate the participant, co-workers, and community members by providing information and support regarding relevant issues and through facilitation of training.

Organizational Participation

The DSP knows the organizational mission, policies, and procedures; understands their role and responsibilities within the organization; participates in the life of the organization; and represents the organization in a responsible and respectful manner. The DSP shall demonstrate:

1. Ability to participate in reviews of service delivery by a variety of providers and follow appropriate procedures in expressing participant's concerns or in addressing service delivery by individuals which are not provided in a person centered manner or in accordance with the person centered Plan of Care.

Professionalism

The DSP pursues knowledge and information needed to perform job duties and interacts with the participant and coworkers in a professional manner at all times; and demonstrates ability to recognize signs and symptoms of becoming stressed or burned out. The DSP shall demonstrate:

1. Knowledge and understanding of the 9 tenets of emotional responsibility and demonstrates ability to recognize and implement the emotional responsibility code of conduct as outlined in the Kentucky Division of Developmental and Intellectual Disabilities Crisis Prevention and Intervention Training.
2. Ability to build positive and cooperative relationships with other DSPs and service providers and is perceived by others as a collaborative, cooperative, and reliable member of the team.
3. Ability to recognize and address barriers to supports in a professional and effective manner.
4. Ability to maintain a healthy lifestyle that allows for energy and focus when providing direct support services.
5. Knowledge and understanding of risks of being overtired, stressed out, or frustrated when providing direct support services and identifies ways to manage these risks.
6. Understanding and ability to recognize the signs and symptoms of becoming stressed or burned out and engages effective strategies for getting back on track.

Supporting Health/Safety/Wellness

The DSP promotes the health, safety, and wellness of the participant through health maintenance and prevention strategies, accurate medication administration, knowledge of general health and safety rules, and first aid and emergency procedures. The DSP shall demonstrate:

1. Ability to assist the participant in scheduling, keeping, and following through on all healthcare appointments, and attends health related appointments as needed and/or requested.
2. Ability to prepare the participant for health and dental related appointments by communicating objective information to the participant regarding behavior, responses, and related treatment issues.
3. Ability to assist the participant to take an active role in their health care decisions by providing information on medically related issues and obtaining critical information from professionals by asking questions, being receptive to professional advice, and incorporating recommendations into daily routines as needed or prescribed.
4. Ability to assist the participant to develop strategies that promotes health maintenance (e.g., special diets, exercises).

5. Ability to plan and/or serve nutritious meals, incorporating the participant's choices and any dietary requirements listed on the participant's person centered Plan of Care.
6. Knowledge of and ability to implement appropriate First Aid/safety procedures when responding to emergencies; and adhere to universal precautions by using protective equipment and proper disposal techniques in accordance with agency policies/procedures.

Vocational/Educational/Career Supports

The DSP is knowledgeable about the career and education related concerns of the participant, is able to mobilize the resources and support necessary to assist the participant to reach his/her goals, and is able to support the participant in all aspects related to accessing Supported Employment Services to obtain and maintain vocational and educational opportunities. The DSP shall demonstrate:

1. Ability to support and identify the participant's vocational preferences, needs, and choices.
2. Ability to support the participant and the Person Centered Team in pursuing vocational options as desired by accessing Supported Employment Services.

KENTUCKY DSP PORTFOLIO CHECKLIST

KENTUCKY DSP CREDENTIAL PORTFOLIO SUBMISSION CHECKLIST

This checklist is for your use as one organizational tool to ensure you have included all the materials in your portfolio prior to submission to the Division of Developmental and Intellectual Disabilities for review and award of the appropriate credential. **The checklist should not be submitted with your portfolio.**

Credential _____

Credential Option _____

Date of Submission: _____

Peer Mentor: _____

Required Portfolio Components Completed: *(Items 1-11 are required for every applicant regardless of which qualification option is selected; Item 12 may be used by individuals who have completed higher education programs as specified in the credential qualification options; Item 13 may be used by individuals who have attained a national credential and desires a Kentucky DSP Credential; and Items 14-16 are for individuals who must submit portfolio work samples to attain a KY DSP Credential)*

1. Application for Credential
2. Employer Letter of Verification
3. Letter of Professional Commitment
4. Letter of Support or Recommendation from a participant or a participant's family member or designated representative
5. Signed Commitment to adhere to the Kentucky DSP Code of Ethics
6. Copy of signed Kentucky College of Direct Supports (CDS) Phase I Competency Checklist (October 2013 or later version)
7. Copy of signed Kentucky College of Direct Supports (CDS) Phase II Competency Checklist (October 2013 or later version)
8. Letter of verification from current employer that documents a performance evaluation has been completed within the previous 12 months from the date of credential application and candidate is considered to be an employee in good standing; or candidate submits statement along with verification of performance evaluation from previous employer.
9. Copy of Kentucky CDS Transcript or certification of completion of a minimum of six (6) hours of DBHDID Crisis Prevention and Intervention (CPI) Training utilizing the March 1, 2012 curriculum

10. Copy of current First Aid and CPR certifications issued by the American Red Cross and/or the American Heart Association
11. Copy of current resume
12. Copy of official transcript demonstrating completion of applicable degree program(s) from an accredited college or university (if applicable)
13. Copy of current credential issued by the appropriate national accrediting agency/organization as specified in the Kentucky DSP Credential qualifications (if applicable)
14. Copy of signed Release of Information statements (if using participant images or other participant personally identifiable information)
15. Professional portfolio work samples and reflective summaries demonstrating proficiency in each of the eight (8) credential specified competency areas
16. Professional portfolio work samples and reflective summaries demonstrating proficiency in each of the two (2) self-selected credential specified competency areas

KENTUCKY DIRECT SUPPORT PROFESSIONAL CREDENTIAL PROGRAM
APPLICATION

Date of Application:

Desired Credential:

Qualification Option:

First Name:

Middle Initial:

Last Name:

Address:

City:

State:

Zip:

Phone:

Email:

How long have you been employed as a DSP: _____ Years _____ Months

College of Direct Support User ID:

Kentucky DSP Credential Program Application Form
Page 2

Most Current Employment Information

Name of Current Employer:

Address:

City:

State:

Zip:

Phone:

Fax:

Date of Hire:

Name of most current supervisor:

Phone:

Email:

EMPLOYER LETTER OF VERIFICATION

To Whom It May Concern:

This letter is to verify the employment of _____, who has worked for _____ as a Direct Support Professional beginning _____ **and** is a Full time/ Part time employee who has completed all training and personnel requirements as stipulated in 907 KAR 12:010.

This letter certifies the Credential Candidate has the ability to:

- Communicate effectively with person and family members
- Read, understand, and implement written and oral instructions
- Participates as a member of participant's person-centered Team if requested by participant.

Please contact me at _____ if you have any questions.

Sincerely,

(Name of Supervisor)
(Position/Title)

KENTUCKY DIRECT SUPPORT PROFESSIONALS

CODE OF ETHICS

Individuals serving in the field of developmental and intellectual disabilities as Direct Support Professionals (DSPs) are essential members of the participant's support team. Each day, DSPs are required to make independent decisions which involve practical and ethical judgments as they support participants in their communities. This requires individuals in the supporting role to analyze and apply values and beliefs, use creativity and out-of-the-box thinking to assist them in the fulfillment of their duties.

The primary role of a DSP is to assist one or more participants requiring supports to lead self-directed lives and actively participate in their communities and nation. The DSP must be able to recognize the societal prejudices and unintended consequences of service delivery systems that form barriers which prevent many individuals with developmental or intellectual disabilities from enjoying a high quality of life.

The DSP should embrace the concept of person-centered thinking which follows the path suggested by the unique preferences, gifts, and needs of the participant(s) they support. This implies the DSP works in partnership with the participant(s), and those who love them, toward a life of opportunity, well-being, freedom, and contribution. A DSP becomes involved in almost every aspect of an individual's life, including access to the community, personal finances, physical well-being, relationships at all levels, employment, and every-day choices. Thus, a participant's life can change dramatically with the coming and going of direct support professionals.

As a DSP fulfills the primary duties of his or her position, they are faced with ethical decisions daily. They also feel the conflict that often exists between the principles of their profession and the daily practices that result from numerous organizations, governmental, social, and societal policies and prejudices. The conflicts often result in the shifting focus from person-centered principles to a service-driven focus. Thus, it becomes imperative for a DSP to have a firm ethical foundation that assists him or her in the navigation of the influences that bombard them.

The Kentucky DSP Code of Ethics should serve and be used as a guide to assist the DSP in decision-making that is person-centered focused and contributes to the ongoing pursuit of securing freedom, justice, and equality for all.

As a Direct Support Professional, I hereby affirm the following:

1. Person-Centered Supports

Each person has the right to direct his or her own life and support(s), and in my role as a DSP, I will maintain a high level of flexibility, creativity, and commitment that is focused on the participant(s) I support. Therefore, I commit to providing person-centered supports

which focus on the unique social network, circumstances, personality, preferences, and needs/gifts of the participant(s) and will advocate on behalf of the participant(s) I support when individual preferences, needs, or gifts are neglected or when system needs override those of the participant(s).

2. Promoting Physical and Emotional Well-Being

I will promote the physical and emotional well-being of the participant(s) I support by developing relationships that are respectful, based on mutual trust, and maintained within professional boundaries. Through these relationships I will assist the participant(s) in understanding available options and potential consequences as they relate to their physical health and emotional well-being; challenge others (including support team members) to recognize and support the rights of the participant(s) to make informed decisions involving personal risk; and be vigilant in identifying, discussing with others, and reporting any situation in which the participants I support are at risk of abuse, neglect, exploitation, or harm.

3. Integrity and Responsibility

I will be responsible and accountable for my decisions and actions which include being conscious of my personal values and how they influence my professional decisions. I will seek advice and guidance from others as needed when making decisions, and affirm to practice and model valued behaviors and responsible work habits by maintaining a high level of professional competency through learning and on-going communication with others.

4. Confidentiality

I will seek information directly from the participant(s) I support regarding their wishes in how, when, and with whom privileged information should be shared while acknowledging confidentiality agreements with participants are subject to state and agency regulations/policies. I also recognize confidentiality agreements should be broken if there is imminent harm to others or to the participant I support. Where the correct course of action is not clear, I will seek out a qualified individual who can help me to clarify the situation and determine the best course of action.

5. Justice

To assure the person's preferences and interests are honored, I will seek to understand the guardianship or other legal representation of the participant(s) I support and help the participant(s) to understand their rights and responsibilities in meaningful participation in decision-making. I will strive to ensure access to needed information, services, resources, and equality of opportunity for each individual I support.

6. Respect

I respect the inherent dignity and worth of the person and treat each person in a caring and respectful fashion, mindful of individual differences and cultural and ethnic diversity. I

model respect for the human dignity of the individuals I support in my interactions and provision of opportunities and supports in a manner that reflects the individual participant as an integral member of his or her community worth of respect from others.

7. Relationships

I will assist the participant(s) I support in the development and maintenance of meaningful relationships and will proactively facilitate relationships between the participant(s), their family, and friends. I agree to separate my personal beliefs and expectations regarding relationships from those desired by the participant(s) I support based on their personal preference and will assure the participant(s) have the opportunity to make informed choices in safely expressing their sexuality.

8. Self-determination

I respect and promote the right of participants to self-determination and will assist the participant(s) in their efforts to identify and clarify their goals that will direct the course of their lives by honoring the individual participant's right to assume risk in an informed manner, recognizing each participant has the potential for lifelong learning and growth, and by working in partnership with others to support the participant(s) living self-directed lives.

9. Advocacy

I will advocate for the participant(s) I support for justice, inclusion, and full community participation through avenues such as supporting participants to speak for themselves in all matters where my assistance is needed; promotion of human, legal, and civil rights of all individuals and assisting others to understand these rights; advocating for laws, policies, and supports that promote justice and inclusion for people with disabilities and other groups who have been disempowered; locating additional advocacy services when those that I provide are not sufficient; recognizing that those who victimize people with disabilities either criminally or civilly must be held accountable for their actions; and consulting with people I trust when I am unsure of the appropriate course of action in my advocacy efforts.

DSP Signature

Date