

DS WEBINAR Q & A: FOR ANNUAL MEETING 2020
A Link to the DS Manual is located at the end of this Q & A

1. Will presentation be available? *Yes*
2. If a person has a Social Work license and a DS III certificate, that person has to have a DS caseload that's higher than the SW caseload? *Yes, unless you are in a supervisory role.*
3. Do you anticipate that the DS certification process will remain the same moving into the new department? *It will remain the same.*
4. FIT KIDS where we need to do name changes as well? *Yes, once the letter requesting name change and documentation for name change has been sent to the FIT office. The personnel profile in FIT Kids needs to be updated. The FIT office will also update records.*
5. What can an employee do with the DS I Basic and DS I Advanced? *Please review the DS Manual for details (pages 45-47) link has been provided at the end of this document.*
6. Can we pursue this certification outside of an agency? For example, if we meet the requirements but not currently a DS for the agency we work with, we are free to apply for this credential independently? *Persons seeking a developmental specialist certificate must work for OR contract with a New Mexico early intervention program.*
7. Just to clarify, we will submit 3 Self-Assessment Tools for the 3 years needed to recertify? *The Standards and Definitions read as follows: All Developmental Specialists must have a current written Individual Personnel Development Plan (IPDP), which includes the Self-Assessment Tool, as required for re-certification in accordance with policy.*

The policy is found on Page 5 of the DS Manual which details what is required for recertification. The IPDP includes the developmental specialist's goals & strategies to obtain knowledge/skills, and timelines for each year (3). The IPDP must include these completed forms and be sent to the Family Infant Toddler Program: Re-certification application, Self-Assessment Tool for the last year (year 3), Cover page for all 3 years, Goals & Strategies pages for all 3 years, Recertification tracking pages for each goal for all 3 years.

8. I thought in our review of the standards yesterday, Kathey said we only have to do the self-assessment for the three-year recertification now? *The Standards & Definitions read as follows: All Developmental Specialists must have a current written Individual Personnel Development Plan (IPDP), which includes the Self-Assessment Tool, as required for re-certification in accordance with policy.*

The policy is found on Page 5 of the DS Manual which details what is required for recertification. Page 12 and 13 outline what is needed for re-certification for DS's who

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have been approved for an exemption. A link to the Manual can be found at the end of this document.

9. We can also use course work hours from our college courses correct? *Yes. One college credit is equivalent to 10 contact hours for re-certification. A 3-credit college course in Early Childhood that relates to the FIT competencies is 45 hours. (page 9 of DS Manual)*
10. Would you just have the staff log their reflection hours on their log? *Yes, Reflective Supervision can and should be logged on the IPDP Tracking Page. Please remember you are only given credit for 5 hours a year. (page 9 of DS Manual) Documenting all reflective supervision hours is okay.*
11. Where can we get the forms to track our training hours? *The forms can be obtained from the FIT website link is provided at the end of this document.*
12. I want to clarify, only 1 self-assessment done at the beginning of the 3 year cycle is required to be submitted correct? *A self-assessment is done every year. In year 3 when you are getting ready to re-certify please send the following forms to the FIT Program, 30 days prior to the expiration date on the Developmental Specialist Certificate:*
 - **Re-Certification Application**
 - **Re-Certification Tracking Page(s):** *complete this page(s) with the total number of required contact hours, sign and attach it to the Re-certification Application.*
 - **Self-Assessment:** *Year 3 self-assessment must accompany the application. (Year 1 and Year 2 self-assessments should be kept on file like certificates of completion/attendance, these need to be kept on file within the FIT agency for audit purposes.)*
 - **IPDP Goal & Strategies pages:** *a copy of all 3 years must accompany your application.*
13. What about those who supervise DSs more than 60% of their time and also provide services in another discipline? *The NM FIT Regulations (NMAC 7.30.8.9) require the certification as a Developmental Specialist for individuals employed in Early Intervention in the State of New Mexico who:*
 - *Work in the role of Developmental Specialist; and/or*
 - *Supervise staff who work as Developmental Specialists**All Developmental Specialists (including supervisors) are required to be certified and work within the scope of work allowed under the designated level of certification in accordance with Family Infant Toddler Developmental Specialist Certification manual. (page 27 of Standards & Definitions 2020). Link provided at the end of this document.*

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Developmental Specialists, who are in administrative or training/technical assistance positions within the FIT system, must follow the same procedures for re-certification with the following changes (page 11 of DS Manual):

- *Supervisor's initials on the Re-certification Tracking Page are **not** necessary.*
- *Supervisor's only: Certificates of completion/attendance at workshops and conferences must be submitted for re-certification (along with the Re-certification Application) and must be related to the FIT competency areas and the goals identified in the IPDP. (75hrs.)*
- *IPDP*
- *Self-Assessment Tool*

14. Can those levels conduct DS sessions? *Please review policy starting on page 45 of the DS Manual. Web link can be found at the bottom of this document.*
15. In the past we have submitted the tracking sheets for certificates, but not certificates. Moving forward we are also sending the tracking sheets and the copies of each certificate? *You do not need to send copies of certificates. (Per page 9 of the DS Manual.) Certificates of completion/attendance at workshops and conferences do not have to be submitted for re-certification but need to be kept on file within the FIT Provider agency for audit purposes.*
16. I would like to know more about the 10 hours. Self-Study, what does it look like? *Please refer to page 50 and 51 of the DS Manual.*
17. Regarding the DS Self-assessment tool, formerly it was to be completed annually, but with the FY 21 Service Definitions and Standards, it will need to be completed every three years with the re-certification process. *Page 27 of the Standards & Definitions read as follows: All Developmental Specialists must have a current written Individual Personnel Development Plan (IPDP), which includes the Self-Assessment Tool, as required for re-certification in accordance with policy. The policy is found on Page 5 of the DS Manual which details what is required for recertification. A self-assessment is done every year. In year 3 when you are getting ready to re-certify please send the following forms to the FIT Program, 30 days prior to the expiration date on the Developmental Specialist Certificate:*
- **Re-Certification Application**
 - **Re-Certification Tracking Page(s):** *complete this page(s) with the total number of required contact hours, sign and attach it to the Re-certification Application.*
 - **Self-Assessment:** *Year 3 self-assessment must accompany the application. (Year 1 and Year 2 self-assessments should be kept on file like certificates of completion/attendance, these need to be kept on file within the FIT agency for audit purposes.)*

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- ***IPDP Goal & Strategies pages: a copy of all 3 years must accompany your application.***
18. Can a DSII mentor a new DSII? *Yes (page 49 of the DS Manual)*
19. DS Certification Manual States: A copy of each Re-certification Tracking Page is sent to the Family Infant Toddler Program, along with the Re-certification Application, the Self-Assessment and IPDP, in order to be re-certified. Certificates of completion/attendance at workshops and conferences do not have to be submitted for re-certification but need to be kept on file within the FIT Provider agency for audit purposes. *Correct*
20. If a DS is doing shadowing or participating in staff in service training, do certificates need to be attached for those hours? *You can develop a certificate, but it is not required. "Shadowing" is mentoring. You can use the Mentorship form for documenting "Shadowing". You can document in-house staff training hours on the IPDP Tracking page with signature/initials of your supervisor. You also should document mentor hours on the Tracking Page in conjunction with using the Mentorship form.*
21. Are hours counted for the mentor and mentee? *At this time, only for the mentee. But further consideration is being given to include mentor receiving hours.*
22. We have staff mentors for all staff when they get started but have just documented those sessions on the IPDP. Is this separate from the IPDP forms? *There is a specific mentorship page included in the IPDP. (page 49 of the DS Manual)*
23. Is the self-assessment tool going to be updated? *Yes*
24. Hello, we require our leadership team as well as myself as the Regional Director to maintain DS Certification even though we do not spend 60% of our time doing DS work. Is this incorrect? If YOU ARE SUPERVISOR. *Per policy, all persons supervising developmental specialists must have a DSII or DSIII certificate. The FIT office understands that because you are in a supervisory position, you are doing other duties that are required for your position within your program.*
25. So, you do not need our certificates? *You do not need to send copies of certificates. (Per page 9 of the DS Manual.) Certificates of completion/attendance at workshops and conferences do not have to be submitted for re-certification but need to be kept on file within the FIT Provider agency for audit purposes.*
26. Are there paper copies of the DS manual for each agency? If there are, how would our agency obtain this? *You may download a copy for yourself and your agency. Web link provided at the end of this document.*

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27. If the book used is a test prep for becoming a COTA, can it count for DS self-study hours?
It would depend on the content of the test prep/book. All contact hours must relate to the Developmental Specialist competencies listed in the Self-Assessment tool.
28. Can evaluation observation for IDA certification be utilized toward the 75 hours???
Evaluation observations are considered mentorship opportunities. You can document the time on the mentorship form and on your IPDP Tracking page, as well as making an evaluation observation a goal.
29. I am Wondering whether 60/40 rule that you discussed also applies to program managers overseeing DS providers who are of another discipline? For example, if an OT is a supervisor overseeing DS providers, does their caseload need to be 60% DS? *Per policy, all persons supervising developmental specialists must have a DSII or DSIII certificate. The FIT office understands that because you are in a supervisory position, you are doing other duties that are required for your position within your program.*
30. If you are a social worker/OT/etc. with an agency, not providing 60% of the work as a DS, but have obtained a DS license, can you continue to provide supervision for DS's in the agency? *Per policy, all persons supervising developmental specialists must have a DSII or DSIII certificate. The FIT office understands that because you are in a supervisory position, you are doing other duties that are required for your position within your program.*
31. How many years are ECLN CEUs toward re-certification valid for?
You may use ECLN CEUs that were earned during your 3-year DS certification period and they can be written on the IPDP tracking page for re-certification.
32. How is the 60% measured if someone has a DS certificate as well as a license in a different discipline? *It can be measured by the billing hours to which has been entered into FIT KIDS, by discipline and name of the individual.*
33. Do we request the name change letter from you Hyacenth? *Yes*
34. Can we receive a copy of this PowerPoint? *Yes*

WEB LINK FOR DS POLICY AND MANUAL: <https://www.nmhealth.org/publication/view/guide/3718/>