WisCaregiver Careers

Certified Direct Care Professional
WisCaregiverCDCP.com

Helping Students Start Health Science Careers

Certified Direct Care Professional (CDCP)

High School Teacher Guide and Suggested Lesson Plans

Welcome to the CDCP Teacher Guide and Lesson Plans

Do you want to help students gain meaningful credentials for employment in the health care field? Would you like to do more to support your school and the Health Science Career Pathway?

WisCaregiver Careers has launched a free, online training initiative to help students gain credentials, cash incentives, and employment in health care. What's more, WisCaregiver Careers rewards teachers who refer students to the program.

How students benefit

Every student who completes the Certified Direct Care Professional (CDCP) online training will be added to Wisconsin's CDCP registry and receive up to a $500 bonus. Upon certification, students will be able to share their credentials with employers through WisCaregiver Connections. CDCPs may continue to expand their knowledge with additional microcredentials in specialties such as dementia care. They may use their credentials on their resumes and college applications. CDCPs may also use their training to ladder into new health science fields.

How teachers benefit

This Teacher Guide will help health science instructors incorporate free, certified direct care professional training into their existing curriculum. Instructors may use the free, 30-hour CDCP online training program as a classroom learning module and embed it into an existing course, such as first-aid training. The CDCP curriculum can also become part of an independent study plan. Teachers who refer successful CDCP registrants will receive a $250 bonus per student for their school. That means your school could earn $2,500 if just ten students become part of the CDCP registry!

Take the next step

This comprehensive Teacher Guide provides the information you need to incorporate the WisCaregiver Careers Certified Direct Care Professional Program into your Health Science Career Pathway. If you have questions after reviewing this guide, feel free to contact us. Email CDCP@uwgb.edu or contact online at wiscaregivercdcp.com/contact.

WisCaregiver Careers
Certified Direct Care Professional
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A professional workforce advancement program.

WISCONSIN DEPARTMENT of HEALTH SERVICES

UNIVERSITY of WISCONSIN GREEN BAY

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Version 1, Published October 2024

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1 Overview - CDCP Teacher Guide and Lesson Plans

In July 2023, the Wisconsin Department of Health Services (DHS) collaborated with the University of Wisconsin-Green Bay to launch a new initiative, the Certified Direct Care Professional (CDCP) program. The Department of Public Instruction has approved the CDCP program as a career pathway option. This program helps address the direct care workforce shortage and offers career pathway support.

The CDCP program is a free, online 30-hour training program for participants to complete at their own pace. The program provides participants with valuable skills as they progress through the curriculum, which was created after extensive research and collaborator input. The skills learned from the 14 competencies (Appendix A) are based on current national standards. The University of Wisconsin-Green Bay (UWGB) created the curriculum and manages the courses, testing, and certification. After the CDCP passes the competency test, they are added to the CDCP Registry, where employers can search to confirm certification. Renewing CDCP certification is required every three years. Additionally, CDCPs can take further training to improve their knowledge and skills by completing specific microcredentials (more information is in Appendix B).

This guide includes information about the CDCP program, including three lesson plans that outline how high school teachers can incorporate the CDCP program into their course. The lesson plans include: (1) an independent learning course (Appendix C); a high school course as a supplement to other industry recognized credentials (Appendix D); a high school course complimenting other health science curriculum (Appendix E).

What do CDCPs do?

CDCPs provide personal and supportive home care for older adults and people with disabilities in their homes or community living spaces. The role of a CDCP varies based on their client's needs. Typical duties might include:

- Helping with personal care, like bathing, dressing, grooming, toileting, and exercising.
- Providing supportive home care, such as supervision and monitoring, household tasks like laundry or yard work, transportation, as well as running errands and accompanying the participant on outings.

2 Program Benefits and Getting Started

How to use this guide

Teachers who choose to implement the CDCP curriculum will have access to the following resources:

- CDCP curriculum (Appendix A)
- CDCP program Q & A (Appendix B)
- CDCP high school lesson plans (Appendices C, D, and E)
- Fact Sheet for Teachers (Appendix F)

Implementation of the CDCP curriculum is flexible. Teachers can assign this course in the following ways:

1. **As an independent learning course.**
   Teachers can promote the CDCP curriculum to their students to complete the course and take the competency test independently. This could be completed during the Fall or Spring semesters, or it could be during the summer break.
2. **Embed CDCP training into a high school course supplementing other industry recognized credentials, certifications, or other experiential activities.**
   All training is completed together as a class. The teacher and students each enroll in the program. The teacher displays the curriculum to the class and students follow along on laptops or tablets.
3. **Embed in a high school course complementing other health science curriculum.**
   Students complete the modules as homework, while classroom time is used for module discussion, group reflections, and supplemental training related to the module.

Teachers should determine the number of lessons they will cover each week of the high school course. There are 14 lessons that can be taken in 14 weeks or less.

3 Program Benefits and Getting Started

Benefits of this guide

High school teachers are encouraged to participate in the CDCP program so their students can increase their skill and knowledge of the health care field. The free, online CDCP program trains participants to assist older adults and individuals with a disability to live their best lives.

Participating teachers:

- Receive a $250 bonus for their school for each student they refer who completes the program and becomes certified. For example, teachers can earn $2,500 if just ten students become CDCPs (incentives are sent to the school in care of the teacher). Teachers can make CDCP referrals regardless of their teaching discipline. The Department of Health Services (DHS) and the Department of Public Instruction (DPI) encourage schools to use the CDCP incentive to support their Health Science Career Pathway programs.
- Help a student with their health care career pathway journey.
- Advance their school's health science curriculum without additional grant money. Training and testing are free, and the additional funding earned through the referral program can further health science programs.

Participating students:

- Receive free online training and certification testing.
- Earn bonuses up to $500.
- Additionally earn $250 per referral for friends or colleagues who complete the program.
- Connect with employers across Wisconsin.
- Learn essential skills to succeed in a caregiving career.
- See their names added to Wisconsin's Certified Direct Care Professional Registry and receive a virtual badge.
- Build their resume further with Microcredential trainings.

4 Program Benefits and Getting Started

Where do CDCPs work?

Workplace opportunities for CDCPs include:

- Employment at a personal or home health agency, providing personal care and supportive home care services in a client's home, such as activities of daily living (ADLs) and/or medically oriented tasks (MOTs).
- Employment through the Include, Respect, I Self Direct (IRIS) program – helping support an IRIS participant one-on-one in their home as a participant-hired worker.
- Assisted living facilities such as:
  - 1-2 bed Adult Family Homes
  - 3-4 bed Adult Family Homes
  - Community-based residential care facilities (CBRF)
  - Residential care apartment complexes

How students get started

- Complete the free training and testing program online at their own pace.
- Receive their CDCP designation and a $250 completion bonus if they work for or are hired by a qualified provider.
- Automatically join the Certified Direct Care Professional Registry to connect with employers throughout Wisconsin.
- Receive their virtual badge that they can display on an email signatory line, resume, or social media.
- Work six months at a qualified employer and earn a second $250 bonus.
- Grow into future positions, like certified nurse aide (CNA), medication aide, licensed practical nurse, and more.

How teachers can help

- Use class time to help students register for the program. Emphasize election of the referral to assure that your school receives eligible referral funding.
- Send the CDCP helpdesk an email indicating that you'll use CDCP lesson plans. The program experts at UW-Green Bay can provide support during registration or at any time during the course work, as needed.
- Review Appendix J to assure the success of the CDCP program in your school.

5 Program Benefits and Getting Started

What is the CDCP Registry?

The CDCP Registry is a database that contains a list of all certified direct care professionals. The registry allows employers to verify that a person has successfully completed course work and testing. Teachers can also verify that a student is certified. Search the registry by entering a person's first and last name. If they are a CDCP, the results will show the date they became a CDCP as well as information about any completed microcredentials. (Teachers cannot view a list of all individuals on the registry.) Learn more about the CDCP Registry.

What else should teachers know?

- CDCPs are given a proctored exam to ensure they are proficient in the skills learned in the course, passing with a score of at least 70 percent. Proctored exams are offered several times a week and are conducted live and virtual. Contact the CDCP helpdesk for more details.
- CDCPs are required to renew their certification every three years to ensure ongoing competency. If needed, CDCPs can retake the test as many times as needed to pass. However, there may be a cost associated with retaking the test three or more times.

What other opportunities can benefit students?

Microcredentials
A microcrential is a credit, certificate, certification, or other kind of recognized training in a specific area that goes beyond the CDCP training. For CDCPs, these additional trainings demonstrate more advanced knowledge and skills on various health care related topics. Details on continuing education offerings can be found on the website of each approved training organization. Learn more about the CDCP microcredential program.

Badges
The first badge a CDCP earns is the CDCP badge, which confirms they have completed the 30-hour online training and competency test developed by DHS and UW-Green Bay. The CDCP badge can be renewed every three years. Additional badges are awarded to CDCPs upon the completion of additional microcredential trainings.

Once a microcredential is acquired, a CDCP's profile is updated on the official CDCP registry. Employers can search for CDCPs who have additional expertise in a particular area.

6

Career Growth Options

Planning for career growth

There are several career pathways for students to consider as they think about their futures. Students can choose one option or multiple options over time, depending on their career and professional interests and needs.

Option 1:

Remain in the direct care field as a CDCP

Students can choose to remain in the direct care field as a CDCP without furthering their education. To retain their CDCP designation, they must renew their certification every three years.

7 Career Growth Options

Option 2:

Expand CDCP skills and earn new badges by completing Microcredentials
Do your students have an interest in supporting specific populations of individuals, such as individuals with traumatic brain injuries or memory loss? Are they considering a job change to a different work setting or agency, and would like to gain more skills before making the shift? Students can expand their CDCP skills through microcredentials!

What is a microcredential?
A microcredential is a competency-based training that aligns with specific industry needs. For CDCPs, microcredentials offer a great opportunity to continue their education and learn more about specific interest areas. DHS maintains a list of microcredentials that are relevant and available to CDCPs across the state.

What microcredentials are available to me as a CDCP?
To view a list of all microcredential opportunities reviewed and approved by DHS, please go here. This list is regularly updated as additional trainings are reviewed and approved by DHS. If students do not see a microcredential opportunity that interests them at this time, please check again in the future!

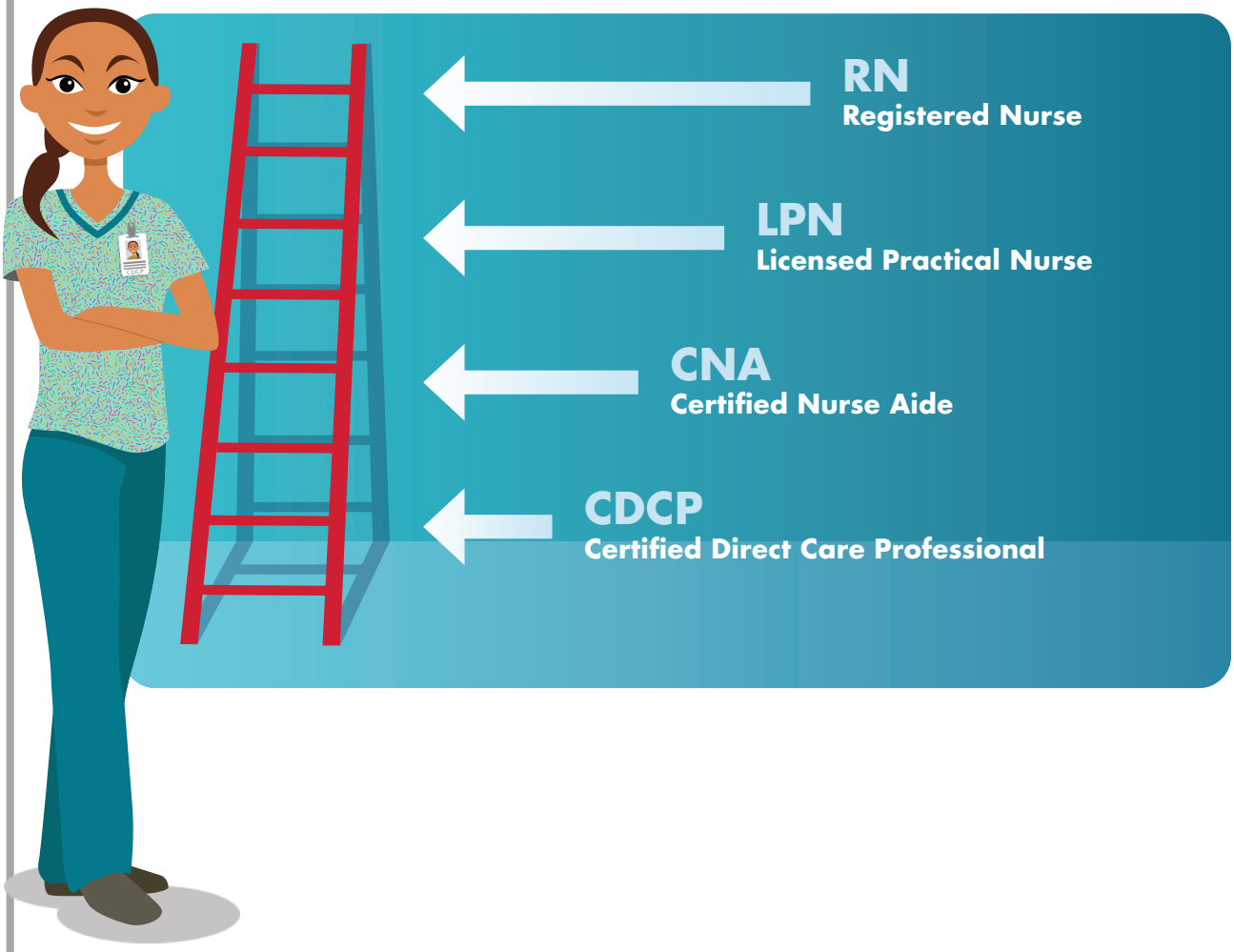
How can students learn more information about microcredentials and sign up to take the course?
When students see a microcredential that interests them here, click on the URL. This will take them directly to the training organization's website, where they can read more about the course and learn how to sign up. Note: students must first complete their CDCP training successfully to be eligible for additional courses.

Students have finished their first microcredential course – now what?
Great work! The organization that facilitated the course will notify DHS of a student's success. Students will then receive a corresponding badge in their WisCaregiver Connections profile that can be uploaded and displayed on their email signature, on their resume, and on their social media accounts.

Career Growth Options

Option 3:

Laddering to a license-required field or management role
Laddering to a new role, including a management role or a CNA, LPN, or RN designation, is another career advancement opportunity for CDCPs. To do so, additional education and a license may be required. There are various license opportunities for CDCPs.



Appendix A

CDCP Curriculum Overview:

This chart provides an overview of the 14 CDCP competencies and learning objectives

Competency	Learning Objectives
1. Care Settings	Understand the historic changes related to deinstitutionalization • Learn about HCBS • Understand available care settings • Understand laws that apply to each type of care setting • Understand the abuse, misconduct, neglect, and misappropriation reporting requirements
2. Communication	How to use successful verbal and non-verbal communication • How to actively listen and respond • How to communicate in a culturally appropriate manner • The difference between objective and subjective documentation and how to write objectively • How to effectively communicate with people who: o Have intellectual disabilities o Have dementia o Are deaf or hard of hearing o Have chronic, persistent mental illnesses o Have vision loss o Have speech impairments
3. Professionalism, Responsibility & Ethics	• Understand what it means to be professional, including the importance of integrity and accountability • Learn how to keep professional boundaries • Realize the importance of knowing the employer's policies and procedure • Understand the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
4. Person-Directed Practice	• Understand that the first priority is to support the individuals receiving care and how to have all functions flow from that priority
5. Evaluation and Observation	• Understand the assessment process and how they are used by care teams • How to observe health and behavior within a cultural context • How to recognize changes in condition and report them to the appropriate resource

Appendix A - Continued

CDCP Curriculum Overview:

This chart provides an overview of the 14 CDCP competencies and learning objectives

Competency	Learning Objectives
6. Crisis Prevention & Intervention	• Learn how to recognize risk and prevent crisis in a person-centered manner • Identify behavior supports to prevent crises and promote health and safety • Understand and implement trauma-informed care (TIC) • Understand the impact of Adverse Childhood Experiences (ACEs) and lifelong trauma
7. Safety	• Fire safety • First aid and choking • Infection prevention • Understand the laws regarding restraints and alternative measures to take
8. Integrity & Respect	• Understand integrity and how to act with it • Understand Maslow's Hierarchy of Needs and how it relates to CDCP work • How to identify and change implicit bias
9. Empowerment, Advocacy, & Self-Determination	• Understand types of legal decision-makers and the difference between power of attorney and guardian • Identify role in caring for an individual with a legal decision-maker • Understand self-determination and dignity of risk • Dispel myths about sex as it relates to the HCBS populations • Distinguish between sexual assault and consensual sex • Understand sexuality in long-term care and the role of the CDCP
10. Health & Wellness	• Learn how to assist the individual with meal planning, shopping, and safe food preparation • Recognize signs of dehydration and prevention strategies • Strategies for feeding assistance • Learn how to safely assist the individual in taking medication while following all laws and safety rules • Learn what normal aging looks like • Learn how to support palliative care choices and end-of-life care

Appendix A - Continued

CDCP Curriculum Overview:

This chart provides an overview of the 14 CDCP competencies and learning objectives

Competency	Learning Objectives
11. Community Living Skills & Supports	• Dressing and grooming • Assisting with personal hygiene • Help the individual follow health care plans and use medical equipment as needed • Understand good body mechanics • Safely assist with mobility including walking, transferring, positioning, and transporting the person • Understand vital signs and how to apply them to CDCP scope of work • Understand basic medical terminology
12. Community Inclusion, Networking & Relationships	• Encourage and assist individuals in connecting with others, so they can reduce social isolation and loneliness • Help the individual connect with friends, live, and be included in the community of their choice • Help the individual transition between services and adapt to life changes, including moving into a home and community-based settings • Respect the role of family members in planning and providing services
13. Cultural Competency, Respect, Justice, Fairness & Equality	• Learn to promote and practice justice, fairness, and equity for the individuals you care for and the larger community, within practice and ethical standards and employer policies
14. Education, Training, & Self-Development	• Understand the process to renew your Certification for Direct Care Provider • Understand the importance of self-care, trauma-informed care, and preventing burnout

Appendix B

FAQs

Is there a minimum age?
The certified direct care professional (CDCP) training does not have an age requirement. There may be age restrictions with certain job positions depending on the program. Employers must be aware of all employment rules for minors.

What kind of work will I do as a CDCP and where can I work?
CDCPs provide personal care and supportive home care to older adults and individuals with disabilities. Personal care support activities of daily living may include bathing, dressing, grooming, eating, mobility, toileting, transferring, and range of motion exercises. Supportive home care duties may include supervision and monitoring, general household tasks (like doing light cleaning, laundry, or yard work), running errands, or accompanying the client on outings. CDCPs will be able to work in a variety of settings. Workplace opportunities for CDCPs include:

- Home and community-based services (HCBS)
- Non-medical in-home care
- One-on-one care (IRIS)
- 1-2 bed adult family home
- 3-4 bed adult family home
- Community-based residential care facilities (CBRF)
- Personal care agencies
- Residential care apartment complex

Your students already work in the home health field. How will WisCaregiver Careers benefit them?
By gaining certifications through WisCaregiver Careers, your students will be able to build their skill sets and enhance their professional value. Free online courses will help them learn at their own pace. Students can also take the CDCP program to continue their education toward advanced positions like certified nurse aide (CNA). If they work at an eligible employer, they will receive $250 when they complete the certification and another $250 if they stay with their employer for an additional six months in full or part-time positions.

Appendix B - Continued

Where do the funds for bonuses come from? Is money available for salary increases?
The school in the teacher's name earns a $250 incentive when a student names them on their registration form and then successfully completes the competency test to become a CDCP. CDCPs receive a $250 bonus upon hiring and an additional $250 six-month retention bonus if they are employed by an eligible agency or provider. There is no cost to teachers or to students for these bonuses. Bonuses are provided from American Rescue Plan Act funds designated to encourage individuals to become or remain caregivers; salary increases remain the responsibility of the employer.

When/how will teacher bonuses be paid?
Teachers will receive a $250 check in care of their school within 30 to 60 days after a student has successfully passed their competency test. Incentive payments will come from the Department of Health Services (DHS).

When/how will student bonuses be paid?
A student's initial bonus will be sent *after* DHS confirms employment. Students will receive an email congratulations and a request to share where they are working. If their employer is deemed an eligible agency/employer (see our FAQ site for information on eligible employers), and if that employer has registered for WisCaregiver Connections, they will receive a $250 sign-on bonus check from DHS in 30 to 60 days. If students are employed for an eligible provider/agency that is not yet registered on WisCaregiver Connections, students should encourage them to register so that they will be eligible for the sign-on bonus. Registration is free, and employers can sign up here.

After six months, your students and their employer will receive an email asking them to confirm that the student is still employed at the eligible employer. Retention bonuses will be sent if DHS is able to verify that students have remained with the original employer for six months after their initial employment verification date. If still employed, students will receive a $250 retention bonus within 30-60 days. As a reminder, a CDCP is only eligible for one sign-on bonus and one six-month retention bonus.

Please visit our website for additional FAQs.

Appendix C

LESSON PLAN 1 - CDCP Lesson Plan for Independent Learning

Subject

Certified Direct Care Professional (CDCP) Certificate for High School: Independent Learning Course

Dates

Start Date	End Date

Unit Name

CDCP Certificate

Summary of Unit

Teachers can encourage and support students to complete the CDCP curriculum and take the test on their own. This course can be connected to a health science course credit and the teacher can assign the course outside of the class for a grade or assessment.

Standards

This course is based on 14 competency skills (Appendix A) and include regulatory crosswalk.

Materials

Access to CDCP program in Canvas (available once the student registers)

Resources

- ✔ A computer or laptop with internet access (CDCP Sign up link)
- ✔ CDCP Teacher Guide
- ✔ CDCP Resources Link
- ✔ CDCP Teacher Fact Sheet
- ✔ CDCP FAQs
- ✔ CDCP fact sheet

Appendix C - Continued

Lesson Plan 1 - CDCP Independent Learning for High School Students

Lesson 1 - Care Settings	
Objectives	• Understand the historic changes related to deinstitutionalization • Learn about HCBS Services • Understand available care settings • Understand laws that apply to each type of care setting • Understand the abuse, misconduct, neglect, and misappropriation reporting requirements
Activities	• Call (920-465-2315, press #2) or email CDCP helpdesk. Teacher to send CDCP helpdesk an email that the teacher is using one of these lesson plans. UWGB can provide support during registration or during the course work, as needed. • Register the CDCP participant. Ensure student registers correctly including the teacher and school as the referral source so the referral incentive gets included. • Register on Canvas • Review lesson objectives • Complete Lesson 1 online

Lesson 2 - Communication	
Objectives	• How to use successful verbal and non-verbal communication • How to actively listen and respond • How to communicate in a culturally appropriate manner • The difference between objective and subjective documentation and how to write objectively o Have intellectual disabilities o Have dementia o Are deaf or hard of hearing o Have chronic, persistent mental illness o Have vision loss o Have speech impairments
Activities	• Log into Canvas to complete Lesson 2 activities

Appendix C - Continued

Lesson Plan 1 - CDCP Independent Learning for High School Students

Lesson 3 - Professionalism, Responsibility and Ethics	
Objectives	• Understand what it means to be professional, including the importance of integrity and accountability • Learn how to keep professional boundaries • Realize the importance of knowing policies and procedures of the employer • Understand the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Activities	• Log into Canvas to complete Lesson 3 activities

Lesson 4 - Person-Directed Practice	
Objectives	• Understand that the first priority is to support the individuals receiving care and how to have all functions
Activities	• Log into Canvas to complete Lesson 4 activities

Lesson 5 - Evaluation and Observation	
Objectives	• Understand the assessment process and how they are used by care teams • How to observe health and behavior within a cultural content • How to recognize changes in condition and report them to the appropriate resource
Activities	• Log into Canvas to complete Lesson 5 activities

Appendix C - Continued

Lesson Plan 1 - CDCP Independent Learning for High School Students

Lesson 6 - Crisis Prevention and Intervention	
Objectives	• Learn how to recognize risk and prevent crisis in a person-centered manner • Identify behavior supports to prevent crises and promote health and safety • Understand and implement trauma-informed care (TIC) • Understand the impact of Adverse Childhood Experiences (ACEs) and lifelong trauma
Activities	• Log into Canvas to complete Lesson 6 activities

Lesson 7 - Safety	
Objectives	• Fire Safety • First Aid & Choking • Infection Prevention • Understand the laws regarding restraints and alternative measures to take
Activities	• Log into Canvas to complete Lesson 7 activities

Lesson 8 - Integrity and Respect	
Objectives	• Understand integrity and how to act with it • Understand Maslow's Hierarchy of Needs and how it relates to CDCP work • How to identify and change implicit bias
Activities	• Log into Canvas to complete Lesson 8 activities

Appendix C - Continued

Lesson Plan 1 - CDCP Independent Learning for High School Students

Lesson 9 - Empowerment, Advocacy, and Self-Determination	
Objectives	• Understand types of legal decision-makers and the difference between power of attorney and guardian • Identify role in caring for an individual with a legal decision-maker • Understand self-determination and dignity of risk • Dispel myths about sex as it related to the HCBS populations • Distinguish between sexual assault and consensual sex • Understand sexuality in long-term care and the role of the CDCP
Activities	• Log into Canvas to complete Lesson 9 activities

Lesson 10 - Health and Wellness	
Objectives	• Learn how to assist the individual with meal planning, shopping and safe food preparation • Recognize signs of dehydration and prevention strategies • Strategies for feeding assistance • Learn how to safely assist the individual in taking medication while following all laws and safety rules • Learn how to support palliative care choices and end-of-life care
Activities	• Log into Canvas to complete Lesson 10 activities

Appendix C - Continued

Lesson Plan 1 - CDCP Independent Learning for High School Students

Lesson 11 - Community Living Skills and Supports	
Objectives	• Bathing • Dressing & Grooming • Assisting with personal hygiene • Help the individual follow health care plans and use medical equipment as needed • Understand good body mechanics • Safely assist with mobility including walking, transferring, positioning, and transporting the person • Understand vital signs and how to apply them to CDCP scope of work • Understand basic medical terminology
Activities	• Log into Canvas to complete Lesson 11 activities

Lesson 12 - Community Inclusion, Networking and Relationships	
Objectives	• Encourage and assist individuals in connecting with others, so they can reduce social isolation and loneliness • Help the individual connect with friends, live, and be included in the community of their choice • Help the individual transition between services and adapt to life changes, including moving into a home and community-based setting • Respect the role of family members in planning and providing services
Activities	• Log into Canvas to complete Lesson 12 activities

Lesson 13 - Cultural Competency, Respect, Justice, Fairness & Equality	
Objectives	• Learn to promote and practice justice, fairness, and equity for the individuals you care for and the larger community, within practice and ethical standards and employer policies
Activities	• Log into Canvas to complete Lesson 13 activities

Appendix C - Continued

Lesson Plan 1 - CDCP Independent Learning for High School Students

Lesson 14 - Education, Training, and Self-Development	
Objectives	• Understand the process to renew your Certification for Direct Care Provider • Understand the importance of self-care, trauma informed care and preventing burnout
Activities	• Log into Canvas to complete Lesson 14 activities • Register for competency testing • Provide course feedback

Evaluation

- ✔ Complete the CDCP competency test
- ✔ Passing score: 70%.

Handouts

- ✔ Fact sheet for CDCPs
- ✔ Fact sheet for teachers
- ✔ FAQs

Notes

- Students will complete the CDCP course themselves. Teachers can encourage and support students to complete the CDCP program independent of a course credit/grade.
- Teacher verifies registration and completion of the competency test.
- Each lesson needs to be completed before you can move onto the next lesson. You cannot skip a lesson, nor can you start lessons in a different order.
- Teachers should determine the number of lessons they will cover each week of the semester. There are 14 lessons that can be taken in 14 weeks or less.

Appendix D

LESSON PLAN 2 - CDCP High School Course Lesson Plan as Supplement to Other Industry Recognized Credentials

Subject

Certified Direct Care Professional (CDCP) Certificate for High School: Supplement to other industry recognized credentials, training, or activities.

Dates

Start Date	End Date

Unit Name

CDCP Certificate

Summary of Unit

The CDCP curriculum will be used as a course supplement for other industry recognized credentials, certifications, or other experiential activities. All training is completed in classroom together as a class. Teacher and students all enroll. Teacher displays curriculum to the class and students follow along on laptops or tablets.

Standards

This course is based on 14 competency skills (Appendix A) and include regulatory crosswalk.

Materials

Access to CDCP program in Canvas

Resources

- ✔ Computer per student
- ✔ Internet access
- ✔ CDCP Sign up link
- ✔ CDCP Teacher Guide
- ✔ CDCP Resources link
- ✔ CDCP Teacher Fact Sheet
- ✔ CDCP FAQs

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 1 - Care Settings	
Objectives	• Understand the historic changes related to deinstitutionalization • Learn about HCBS Services • Understand available care settings • Understand laws that apply to each type of care setting • Understand the abuse, misconduct, neglect, and misappropriation reporting requirements
Activities	• Call (920-465-2315, press #2) or email CDCP helpdesk. Teacher to send CDCP helpdesk an email that the teacher is using one of these lesson plans. UWGB can provide support during registration or during the course work, as needed. • Register the CDCP participant. Ensure student registers correctly including the teacher and school as the referral source so the referral incentive gets included. • Register on Canvas • Review lesson objectives • Read information on course introductions and help online o Course introduction o Completing a reflection o Canvas features o Browser and software requirements o Get help: course content or technical support • Watch the welcome message from the Wisconsin Department of Health Services – 3 minutes • Watch video on how to complete this course – 4:26 minutes • Complete competency/lesson 1 online o Read overview and introduction: care settings o Watch care setting video (Part 1) 9:46 minutes plus interactive questions o Watch care settings video (Part 2) 10:37 minutes plus interactive questions o Watch care settings video (Part 3) 6:34 minutes plus interactive questions • Teacher monitors student progress during class • Teacher answers additional questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 2 - Communication	
Objectives	• How to use successful verbal and non-verbal communication • How to actively listen and respond • How to communicate in a culturally appropriate manner • The difference between objective and subjective documentation and how to write objectively o Have intellectual disabilities o Have dementia o Are deaf or hard of hearing o Have chronic, persistent mental illness o Have vision loss o Have speech impairments
Activities	• Log into Canvas to complete Lesson 2 activities o Read overview and introduction: communication o Watch objective documentation video – 8:20 minutes o Watch communication video (Part 1) 9:21 minutes plus interactive questions o Watch communication video (Part 2) 11:37 minutes plus interactive questions o Watch communication video (Part 3) 7:49 minutes plus interactive questions o Watch person-centered communication strategies video (Part 1) 14:33 minutes plus interactive questions o Watch person-centered communication strategies video (Part 2) 17:13 minutes plus interactive questions o Watch person-centered communication strategies video (Part 3) 14:13 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 3 - Professionalism, Responsibility and Ethics	
Objectives	• Understand what it means to be professional, including the importance of integrity and accountability • Learn how to keep professional boundaries • Realize the importance of knowing policies and procedures of the employer • Understand the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Activities	• Log into Canvas to complete Lesson 3 activities o Read overview and introduction: professionalism, responsibility, and ethics o Watch instructions video – 11:12 minutes
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 4 - Person-Directed Practice	
Objectives	• Understand that the first priority is to support the individuals receiving care and how to have all functions
Activities	• Log into Canvas to complete Lesson 4 activities o Read overview and introduction: person-directed practice o Watch person-directed practice video (Part 1) 13:18 minutes plus interactive questions o Watch person-directed practice video (Part 2) 23:02 minutes plus interactive questions o Watch person-directed practice video (Part 3) 16:54 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 5 - Evaluation and Observation	
Objectives	• Understand the assessment process and how they are used by care teams • How to observe health and behavior within a cultural content • How to recognize changes in condition and report them to the appropriate resource
Activities	• Log into Canvas to complete Lesson 5 activities o Read overview and introduction: evaluation and observation o Watch evaluation and observation – 22:05 minutes
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 6 - Crisis Prevention and Intervention	
Objectives	• Learn how to recognize risk and prevent crisis in a person-centered manner • Identify behavior supports to prevent crises and promote health and safety • Understand and implement trauma-informed care (TIC) • Understand the impact of Adverse Childhood Experiences (ACEs) and lifelong trauma
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: crisis prevention and intervention o Watch crisis prevention and intervention video (Part 1) 8:31 minutes plus interactive questions o Watch crisis prevention and intervention video (Part 2) 5:59 minutes plus interactive questions o Watch crisis prevention and intervention video (Part 3) 6:40 minutes plus interactive questions o Watch trauma informed care video (Part 1) 12:02 minutes plus interactive questions o Watch trauma informed care video (Part 2) 27:28 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 7 - Safety	
Objectives	• Fire Safety • First Aid & Choking • Infection Prevention • Understand the laws regarding restraints and alternative measures to take
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: safety o Watch infection protection video (Part 1) 9:30 minutes plus interactive questions o Watch infection protection video (Part 2) 16:59 minutes plus interactive questions o Watch infection protection video (Part 3) 20:23 minutes plus interactive questions o Watch first aid and choking video (Part 1) 13:52 minutes plus interactive questions o Watch first aid and choking video (Part 2) 24:16 minutes plus interactive questions o Watch first aid and choking video (Part 3) 27:02 minutes plus interactive questions o Watch fire safety video (Part 1) 16:47 minutes plus interactive questions o Watch fire safety video (Part 2) 10:19 minutes plus interactive questions o Watch fire safety video (Part 3) 9:31 minutes plus interactive questions o Watch restraints video – 18:20 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 8 - Integrity and Respect	
Objectives	• Understand integrity and how to act with it • Understand Maslow's Hierarchy of Needs and how it relates to CDCP work • How to identify and change implicit bias
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Integrity and Respect o Watch Integrity and Respect video – 13:45 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 9 - Empowerment, Advocacy, and Self-Determination	
Objectives	• Understand types of legal decision-makers and the difference between power of attorney and guardian • Identify role in caring for an individual with a legal decision-maker • Understand self-determination and dignity of risk • Dispel myths about sex as it related to the HCBS populations • Distinguish between sexual assault and consensual sex • Understand sexuality in long-term care and the role of the CDCP
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Empowerment, Advocacy, and Self-Determination o Watch Guardian, Advance Directives, and Dignity of Risk video – 10:50 minutes plus interactive questions o Watch Sexual intimacy and consent video – 24:15 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 10 - Health and Wellness	
Objectives	• Learn how to assist the individual with meal planning, shopping and safe food preparation • Recognize signs of dehydration and prevention strategies • Strategies for feeding assistance • Learn how to safely assist the individual in taking medication while following all laws and safety rules • Learn how to support palliative care choices and end-of-life care
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Health and Wellness o Watch Meal prep, dietary, and fluid needs video (Part 1) 16:19 minutes plus interactive questions o Watch Meal prep, dietary, and fluid needs video (Part 2) 12:53 minutes plus interactive questions o Watch Meal prep, dietary, and fluid needs video (Part 3) 20:32 minutes plus interactive questions o Watch Wellness and normal aging video (Part 1) 20:48 minutes plus interactive questions o Watch Wellness and normal aging video (Part 2) 24:02 minutes plus interactive questions o Watch Wellness and normal aging video (Part 3) 34:19 minutes plus interactive questions o Watch Medications video (Part 1) 11:39 minutes plus interactive questions o Watch Medications video (Part 2) 7:28 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 11 - Community Living Skills and Supports	
Objectives	• Bathing • Dressing & Grooming • Assisting with personal hygiene • Help the individual follow health care plans and use medical equipment as needed • Understand good body mechanics • Safely assist with mobility including walking, transferring, positioning, and transporting the person • Understand vital signs and how to apply them to CDCP scope of work • Understand basic medical terminology
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Community Living Skills and Supports o Watch Bathing video – 38:59 minutes o Watch Dressing and grooming video (Part 1) – 13:56 minutes plus interactive questions o Watch Dressing and grooming video (Part 2) – 18:57 minutes plus interactive questions o Watch Personal hygiene video (Part 1) – 7:42 minutes plus interactive questions o Watch Personal hygiene video (Part 2) – 13:49 minutes plus interactive questions o Watch Personal hygiene video (Part 3) – 12:01 minutes plus interactive questions *(NOTE: this video is age restricted and will require acknowledgement prior to watching)* o Watch Personal hygiene video (Part 3) – 24:03 minutes plus interactive questions o Watch Safety and mobility video (Part 1) – 17:22 minutes plus interactive questions o Watch Safety and mobility video (Part 2) – 11:32 minutes plus interactive questions o Watch Safety and mobility video (Part 3) – 13:29 minutes plus interactive questions o Watch Safety and mobility video (Part 4) – 14:26 minutes plus interactive questions o Watch Safety and mobility video (Part 5) – 17:25 minutes plus interactive questions o Watch Safety and mobility video (Part 6) – 19:15 minutes plus interactive questions o Watch vital signs video (Part 1) – 18:45 minutes plus interactive questions o Watch vital signs video (Part 2) – 10:04 minutes plus interactive questions o Watch vital signs video (Part 3) – 19:57 minutes plus interactive questions o Watch Medical terminology and abbreviations video – 2:23 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 12 - Community Inclusion, Networking and Relationships	
Objectives	• Encourage and assist individuals in connecting with others, so they can reduce social isolation and loneliness • Help the individual connect with friends, live, and be included in the community of their choice • Help the individual transition between services and adapt to life changes, including moving into a home and community-based setting • Respect the role of family members in planning and providing services
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Community inclusion, networking, and relationships o Watch Community inclusion, networking, and relationships video – 20:23 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 13 - Cultural Competency, Respect, Justice, Fairness & Equality	
Objectives	• Learn to promote and practice justice, fairness, and equity for the individuals you care for and the larger community, within practice and ethical standards and employer policies
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Cultural competency, respect, justice, fairness, and equality o Watch Cultural competency, respect, justice, fairness, and equality video (Part 1) 16:47 minutes plus interactive questions o Watch Cultural competency, respect, justice, fairness, and equality video (Part 2) 13:36 minutes plus interactive questions o Watch Cultural competency, respect, justice, fairness, and equality video (Part 3) 15:54 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix D - Continued

Lesson Plan 2 - CDCP Course for High School Students

Lesson 14 - Education, Training, and Self-Development	
Objectives	• Understand the process to renew your Certification for Direct Care Provider • Understand the importance of self-care, trauma informed care and preventing burnout
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Education, Training, and Self-Development o Watch Education, Training, and Self-Development video – 17:40 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary • Complete final evaluation survey

Evaluation

✔ CDCPs are given a proctored exam to ensure they are proficient in the skills learned in the course, passing with a score of at least 70%.

Handouts

✔ Fact sheet for CDCPs

✔ Fact sheet for teachers

✔ FAQs

Notes

- This lesson plan was designed as an independent plan, which can be used as a supplement to other industry recognized credentials.
- Each lesson needs to be completed before you can move onto the next lesson. You cannot skip nor can you start lessons in a different order.
- Teachers should determine the number of lessons they will cover each week of the semester. There are 14 lessons that can be taken in 14 weeks or less.
- Teachers are encouraged to support students during the course.

Appendix E

LESSON PLAN 3 - CDCP Lesson Plan (along with other health science curriculum)

Subject

Certified Direct Care Professional (CDCP) Certificate for High School: Supplement to other industry recognized credentials, training, or activities.

Dates

Start Date	End Date

Unit Name

CDCP Certificate

Summary of Unit

The CDCP curriculum will be used as a semester long course along with other health science curriculum. Students complete the modules as homework and classroom is used for module discussion, group reflections and supplemental training related to the module.

Standards

This course is based on 14 competency skills (Appendix A) and include regulatory crosswalk.

Materials

Access to CDCP program in Canvas

Resources

- ✔ Computer per student
- ✔ Internet access
- ✔ CDCP Sign up link
- ✔ CDCP Teacher Guide
- ✔ CDCP Resources link
- ✔ CDCP Teacher Fact Sheet
- ✔ CDCP FAQs

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 1 - Care Settings	
Objectives	• Understand the historic changes related to deinstitutionalization • Learn about HCBS Services • Understand available care settings • Understand laws that apply to each type of care setting • Understand the abuse, misconduct, neglect, and misappropriation reporting requirements
Activities	• Call (920-465-2315, press #2) or email CDCP helpdesk. Teacher to send CDCP helpdesk an email that the teacher is using one of these lesson plans. UWGB can provide support during registration or during the course work, as needed. • Register the CDCP participant. Ensure student registers correctly including the teacher and school as the referral source so the referral incentive gets included. • Register on Canvas • Review lesson objectives • Read information on course introductions and help online o Course introduction o Completing a reflection o Canvas features o Browser and software requirements o Get help: course content or technical support • Watch the welcome message from the Wisconsin Department of Health Services – 3 minutes • Watch video on how to complete this course – 4:26 minutes • Complete competency/lesson 1 online o Read overview and introduction: care settings o Watch care setting video (Part 1) 9:46 minutes plus interactive questions o Watch care settings video (Part 2) 10:37 minutes plus interactive questions o Watch care settings video (Part 3) 6:34 minutes plus interactive questions • Teacher monitors student progress during class • Teacher answers additional questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 2 - Communication	
Objectives	• How to use successful verbal and non-verbal communication • How to actively listen and respond • How to communicate in a culturally appropriate manner • The difference between objective and subjective documentation and how to write objectively o Have intellectual disabilities o Have dementia o Are deaf or hard of hearing o Have chronic, persistent mental illness o Have vision loss o Have speech impairments
Activities	• Log into Canvas to complete Lesson 2 activities o Read overview and introduction: communication o Watch objective documentation video – 8:20 minutes o Watch communication video (Part 1) 9:21 minutes plus interactive questions o Watch communication video (Part 2) 11:37 minutes plus interactive questions o Watch communication video (Part 3) 7:49 minutes plus interactive questions o Watch person-centered communication strategies video (Part 1) 14:33 minutes plus interactive questions o Watch person-centered communication strategies video (Part 2) 17:13 minutes plus interactive questions o Watch person-centered communication strategies video (Part 3) 14:13 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 3 - Professionalism, Responsibility and Ethics	
Objectives	• Understand what it means to be professional, including the importance of integrity and accountability • Learn how to keep professional boundaries • Realize the importance of knowing policies and procedures of the employer • Understand the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Activities	• Log into Canvas to complete Lesson 3 activities o Read overview and introduction: professionalism, responsibility, and ethics o Watch instructions video – 11:12 minutes
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 4 - Person-Directed Practice	
Objectives	• Understand that the first priority is to support the individuals receiving care and how to have all functions
Activities	• Log into Canvas to complete Lesson 4 activities o Read overview and introduction: person-directed practice o Watch person-directed practice video (Part 1) 13:18 minutes plus interactive questions o Watch person-directed practice video (Part 2) 23:02 minutes plus interactive questions o Watch person-directed practice video (Part 3) 16:54 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 5 - Evaluation and Observation	
Objectives	• Understand the assessment process and how they are used by care teams • How to observe health and behavior within a cultural content • How to recognize changes in condition and report them to the appropriate resource
Activities	• Log into Canvas to complete Lesson 5 activities o Read overview and introduction: evaluation and observation o Watch evaluation and observation – 22:05 minutes
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 6 - Crisis Prevention and Intervention	
Objectives	• Learn how to recognize risk and prevent crisis in a person-centered manner • Identify behavior supports to prevent crises and promote health and safety • Understand and implement trauma-informed care (TIC) • Understand the impact of Adverse Childhood Experiences (ACEs) and lifelong trauma
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: crisis prevention and intervention o Watch crisis prevention and intervention video (Part 1) 8:31 minutes plus interactive questions o Watch crisis prevention and intervention video (Part 2) 5:59 minutes plus interactive questions o Watch crisis prevention and intervention video (Part 3) 6:40 minutes plus interactive questions o Watch trauma informed care video (Part 1) 12:02 minutes plus interactive questions o Watch trauma informed care video (Part 2) 27:28 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 7 - Safety	
Objectives	• Fire Safety • First Aid & Choking • Infection Prevention • Understand the laws regarding restraints and alternative measures to take
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: safety o Watch infection protection video (Part 1) 9:30 minutes plus interactive questions o Watch infection protection video (Part 2) 16:59 minutes plus interactive questions o Watch infection protection video (Part 3) 20:23 minutes plus interactive questions o Watch first aid and choking video (Part 1) 13:52 minutes plus interactive questions o Watch first aid and choking video (Part 2) 24:16 minutes plus interactive questions o Watch first aid and choking video (Part 3) 27:02 minutes plus interactive questions o Watch fire safety video (Part 1) 16:47 minutes plus interactive questions o Watch fire safety video (Part 2) 10:19 minutes plus interactive questions o Watch fire safety video (Part 3) 9:31 minutes plus interactive questions o Watch restraints video – 18:20 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 8 - Integrity and Respect	
Objectives	• Understand integrity and how to act with it • Understand Maslow's Hierarchy of Needs and how it relates to CDCP work • How to identify and change implicit bias
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Integrity and Respect o Watch Integrity and Respect video – 13:45 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 9 - Empowerment, Advocacy, and Self-Determination	
Objectives	• Understand types of legal decision-makers and the difference between power of attorney and guardian • Identify role in caring for an individual with a legal decision-maker • Understand self-determination and dignity of risk • Dispel myths about sex as it related to the HCBS populations • Distinguish between sexual assault and consensual sex • Understand sexuality in long-term care and the role of the CDCP
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Empowerment, Advocacy, and Self-Determination o Watch Guardian, Advance Directives, and Dignity of Risk video – 10:50 minutes plus interactive questions o Watch Sexual intimacy and consent video – 24:15 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 10 - Health and Wellness	
Objectives	• Learn how to assist the individual with meal planning, shopping and safe food preparation • Recognize signs of dehydration and prevention strategies • Strategies for feeding assistance • Learn how to safely assist the individual in taking medication while following all laws and safety rules • Learn how to support palliative care choices and end-of-life care
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Health and Wellness o Watch Meal prep, dietary, and fluid needs video (Part 1) 16:19 minutes plus interactive questions o Watch Meal prep, dietary, and fluid needs video (Part 2) 12:53 minutes plus interactive questions o Watch Meal prep, dietary, and fluid needs video (Part 3) 20:32 minutes plus interactive questions o Watch Wellness and normal aging video (Part 1) 20:48 minutes plus interactive questions o Watch Wellness and normal aging video (Part 2) 24:02 minutes plus interactive questions o Watch Wellness and normal aging video (Part 3) 34:19 minutes plus interactive questions o Watch Medications video (Part 1) 11:39 minutes plus interactive questions o Watch Medications video (Part 2) 7:28 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 11 - Community Living Skills and Supports	
Objectives	• Bathing • Dressing & Grooming • Assisting with personal hygiene • Help the individual follow health care plans and use medical equipment as needed • Understand good body mechanics • Safely assist with mobility including walking, transferring, positioning, and transporting the person • Understand vital signs and how to apply them to CDCP scope of work • Understand basic medical terminology
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Community Living Skills and Supports o Watch Bathing video – 38:59 minutes o Watch Dressing and grooming video (Part 1) – 13:56 minutes plus interactive questions o Watch Dressing and grooming video (Part 2) – 18:57 minutes plus interactive questions o Watch Personal hygiene video (Part 1) – 7:42 minutes plus interactive questions o Watch Personal hygiene video (Part 2) – 13:49 minutes plus interactive questions o Watch Personal hygiene video (Part 3) – 12:01 minutes plus interactive questions *(NOTE: this video is age restricted and will require acknowledgement prior to watching)* o Watch Personal hygiene video (Part 3) – 24:03 minutes plus interactive questions o Watch Safety and mobility video (Part 1) – 17:22 minutes plus interactive questions o Watch Safety and mobility video (Part 2) – 11:32 minutes plus interactive questions o Watch Safety and mobility video (Part 3) – 13:29 minutes plus interactive questions o Watch Safety and mobility video (Part 4) – 14:26 minutes plus interactive questions o Watch Safety and mobility video (Part 5) – 17:25 minutes plus interactive questions o Watch Safety and mobility video (Part 6) – 19:15 minutes plus interactive questions o Watch vital signs video (Part 1) – 18:45 minutes plus interactive questions o Watch vital signs video (Part 2) – 10:04 minutes plus interactive questions o Watch vital signs video (Part 3) – 19:57 minutes plus interactive questions o Watch Medical terminology and abbreviations video – 2:23 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 12 - Community Inclusion, Networking and Relationships	
Objectives	• Encourage and assist individuals in connecting with others, so they can reduce social isolation and loneliness • Help the individual connect with friends, live, and be included in the community of their choice • Help the individual transition between services and adapt to life changes, including moving into a home and community-based setting • Respect the role of family members in planning and providing services
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Community inclusion, networking, and relationships o Watch Community inclusion, networking, and relationships video – 20:23 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Lesson 13 - Cultural Competency, Respect, Justice, Fairness & Equality	
Objectives	• Learn to promote and practice justice, fairness, and equity for the individuals you care for and the larger community, within practice and ethical standards and employer policies
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Cultural competency, respect, justice, fairness, and equality o Watch Cultural competency, respect, justice, fairness, and equality video (Part 1) 16:47 minutes plus interactive questions o Watch Cultural competency, respect, justice, fairness, and equality video (Part 2) 13:36 minutes plus interactive questions o Watch Cultural competency, respect, justice, fairness, and equality video (Part 3) 15:54 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary

Appendix E - Continued

Lesson Plan 3 - CDCP Course for High School Students

Lesson 14 - Education, Training, and Self-Development	
Objectives	• Understand the process to renew your Certification for Direct Care Provider • Understand the importance of self-care, trauma informed care and preventing burnout
Activities	• Log into Canvas to complete Lesson 6 activities o Read overview and introduction: Education, Training, and Self-Development o Watch Education, Training, and Self-Development video – 17:40 minutes plus interactive questions
Homework Assignment	• 3-2-1 Reflection Activity: Care settings • Read wrap up and summary • Complete final evaluation survey

Evaluation

✔ CDCPs are given a proctored exam to ensure they are proficient in the skills learned in the course, passing with a score of at least 70%.

Handouts

✔ Fact sheet for CDCPs

✔ Fact sheet for teachers

✔ FAQs

Notes

- This lesson plan outlines all of the lessons and lesson objectives needed. The teacher can choose how it aligns with other health science curriculum.
- Each lesson needs to be completed before you can move onto the next lesson. You cannot skip nor can you start lessons in a different order.
- Teachers should determine the number of lessons they will cover each week of the semester. There are 14 lessons that can be taken in 14 weeks or less.
- Teachers are encouraged to support students throughout the course.

Appendix F

Teacher Fact Sheet

Free training for your students to start their health care career

Are your students looking to make a difference in people's lives? Would you like to help your students learn skills to help others? In July 2023, the Wisconsin Department of Health Services (DHS) collaborated with the University of Wisconsin-Green Bay to launch a new initiative, the Certified Direct Care Professional (CDCP) program. The goal of the program is to create a solution for Wisconsin's caregiver deficit. It has never been easier to learn the skills needed for a fulfilling career in health care. As a teacher, you can help your students improve the quality of life for people who are elderly or have a disability.

Here's how it works

For you	For your students
• Refer your students to the program. • Include the CDCP curriculum: o as an -independent learning course. o as a supplement to other industry recognized credentials. o within other health science courses. 1. Confirm student's test date. 2. Confirm student is on the CDCP Registry. • Receive a $250 referral bonus per student once they complete the training and pass the CDCP exam.	• Students can indicate which teacher referred them to the program on their registration form. • They will complete the free, 20-to-40-hour training program and test online at their own pace or as teacher has included it in the curriculum. • Once they pass the test, your student will receive a CDCP designation and a $250 completion bonus if they work for or are hired by a qualified provider. • Students will automatically join the CDCP Registry to connect with employers throughout Wisconsin. • CDCPs that work six months at a qualified employer will earn a second $250 bonus. • CDCPs can grow their career by moving into other positions, like a certified nurse aide (CNA), medication aide, LPN, RN and more.

What will CDCPs do?

The on-the-job role of a CDCP may include:

- Helping clients with daily activities, such as getting dressed, meals, and body care.
- Taking care of household duties clients can't do on their own, like laundry and light cleaning.

Where will CDCPs work?

Workplace opportunities for CDCPs include:

- A client's home
- Adult family home
- Assisted living facilities

WisCaregiver Careers
Certified Direct Care Professional
WisCaregiverCDCP.com

Appendix G

Teacher Flyer

Certified Direct Care Professional
Referral Incentive Program for Teachers

Earn $250 per referral — no limit!

Help your students start their health science careers

Do you want to help students gain credentials for employment in the health care field? Would you like to do more to support your school and the Health Science Career Pathway?

The Certified Direct Care Professional (CDCP) program is the answer. This free, online training initiative helps students gain credentials, cash bonuses up to $500, and employment in health care. The training only takes about 30 hours to complete. What's more, teachers can earn incentives for their schools by referring students.

Here's how it works

Every student you refer to the program must:

- Register for online training at WisCaregiverCDCP.com or WisCaregiverCDCP.com/es (Spanish).
- Fill in your name and school email address (only one referral per registration).
- Complete their training and be certified by March 31, 2025.

Then, you'll receive a $250 bonus for your school. For example, your school could earn $2,500 if just ten students become CDCPs. Teachers from any discipline can make a CDCP referral.

The Wisconsin Department of Health Services and Department of Public Instruction encourage schools to use the CDCP incentive to support their Health Science Career Pathway programs.

What's a CDCP?

CDCPs provide personal and supportive home care to older adults and people with disabilities. CDCPs improve quality of life by helping their clients with activities of daily living and providing companionship.

Questions?
Email CDCP@uwgb.edu, reach us online at wiscaregivercdcp.com/contact, or call 920-465-2315.

WisCaregiver Careers
Certified Direct Care Professional
WisCaregiverCDCP.com

WisCaregiverCDCP.com

WisCaregiver Careers
Certified Direct Care Professional
WisCaregiverCDCP.com

Appendix H

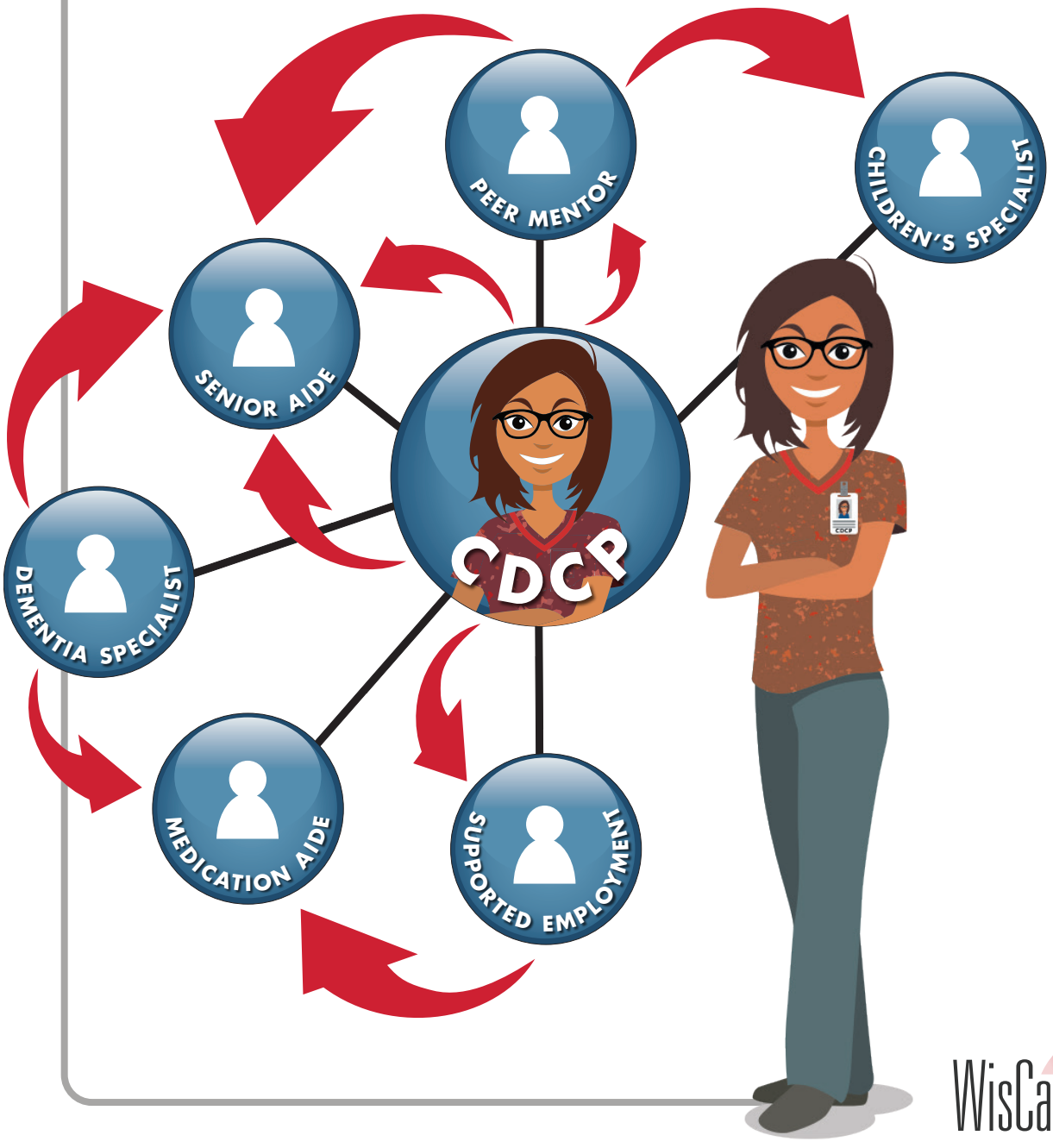
Get approved as a Career Pathway provider

Wisconsin Department of Public Instruction

The Wisconsin Regional Career Pathways (RCP) approach is a statewide effort to deliver high-quality career pathways in high schools that reflect the needs and vision of a regional collaborative group of employers, education, and economic and workforce development.

WisCaregiver CDCP is listed Industry Recognized Credential option. Learn the skills that employers want to see!

Direct Patient Care Career (2023-2026) Pathway



WisCaregiver Careers
Certified Direct Care Professional
WisCaregiverCDCP.com

Appendix I

Resources for CDCPs and their families

Find a job

Job Center Create a Resume
Requires separate account/login

Job Center of Wisconsin
Find job opportunities

CDCP job platform
Requires login

CDCP Regulatory Crosswalk
Learn how the CDCP curriculum meets regulatory requirements for different job settings

Wisconsin Senior Employment Program (WISE)
Employment training program for low-income, unemployed individuals aged 55 years and older

Wisconsin Area Health Education Centers - high school and college students can find opportunities to build a career in health care

Apply for Benefits (Healthcare, Food Support Rental Assistance, and More)

ACCESS
Apply for FoodShare, Medicaid (BadgerCare Plus), Wisconsin Shares Child Care Assistance

Healthcare.gov
Apply for health insurance through the marketplace if you don't qualify for state benefits

WisCovered
Connect with a health insurance navigator to help you explore your health insurance options

Wisconsin Home Energy Plus
Apply for Energy Assistance to pay for heating and electric bills

State Life Insurance Fund
Apply for State Life Insurance if your employer does not offer the benefit or you would like additional coverage

Wisconsin Child Support Program
Apply for assistance, get forms, and information on your rights and responsibilities concerning Child Support

Wisconsin Works (W-2)
Apply for W-2, which is a program that provides employment preparation services, case management and cash assistance to eligible families

Appendix I

Women, Infants, and Children (WIC) Program
Apply for supplemental nutrition if you are pregnant, had a baby in the past six months, are breastfeeding a baby under one year, or care for a child underage five

Homeownership
Explore resources for homeownership assistance in Wisconsin

Rental Assistance
Explore resources for rental assistance in Wisconsin

Language Assistance

DHS Limited English Proficiency Resources
Find information and resources about interpreters and limited English proficiency

I Speak Statement Cards
The "I Speak" resource document is available to help identify the primary language of non-English speakers. It uses a short phrase in each of the 49 languages that a person can check to indicate the language they speak

Phones

Public Service Commission of Wisconsin
Take advantage of discounts on phone costs, internet, and phone plans

Wirefly
Search for a phone plan that's right for you

Personal Finance and Tax Credits

Tax Credits
Learn about the Earned Income Tax Credit, the Child Tax Credit, the Homestead Credit, and more

How to Manage Personal Finances
Find resources for managing personal finances, coping with unemployment, credit counseling, and avoiding consumer scams

Transportation

WETAP (pdf)
Apply for Wisconsin Employment Transportation Assistance Program (WETAP) for assistance getting to work or to post-high school job training or educational opportunities

Wisconsin Transit Guide
Find out how to move from city to city throughout the state

Appendix I

Additional Employment Resources

Microcredential Training
Microcredential trainers are independent individuals or organizations that offer DHS-approved training to CDCPs on a specific topic area

Re-Entry Toolkit
Employment resources for justice-involved job seekers

Older Worker Toolkit
Employment resources for older workers and employers looking to hire older workers

Division of Vocation Rehabilitation (DVR)
DVR helps individuals with disabilities obtain, maintain, and advance employment

Still have questions? Refer to our FAQ.

Appendix J

Steps to participating in the CDCP program

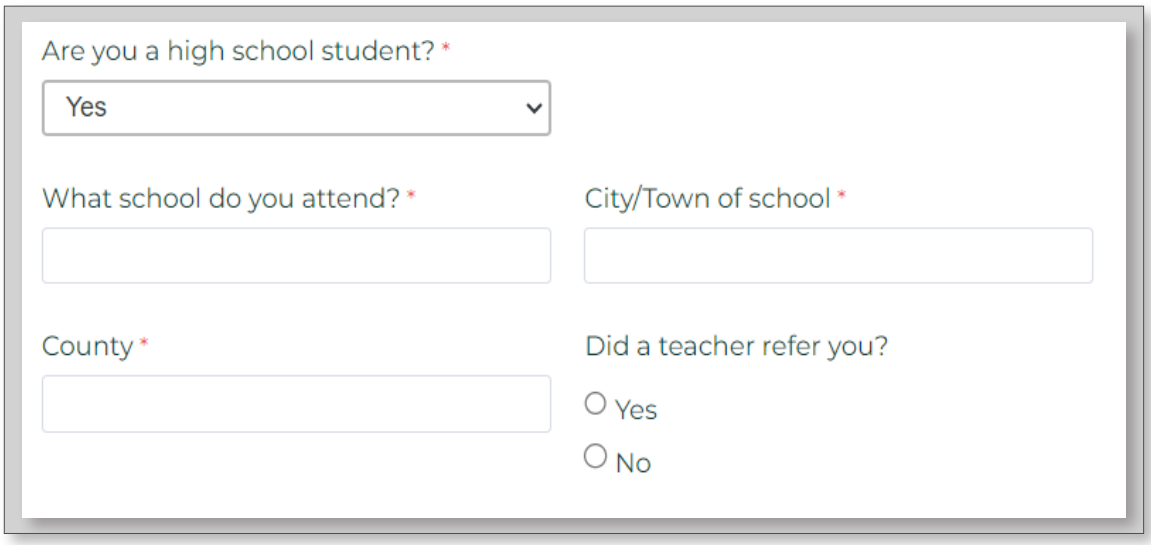
This section focuses on how students can register for the CDCP program. Teachers must sign up for the CDCP program if they intend to incorporate the CDCP program in their curriculum and if they are interested in completing the course themselves. Teachers will need to send the CDCP helpdesk an email (cdcp@uwgb.edu) indicating they plan to use one of these lesson plans. UWGB can provide support during registration or during the course work, as needed. Teachers should use class time to help their students register.

STEP 1:
Help students register for the CDCP program

1. Students can register for the program by going to wiscaregivercdcp.com/signup/

2. On Page 1, students should select their preferred language (English or Spanish). Check the box to acknowledge understanding. Complete all fields as they populate. Fields with a red asterisk are required.

   Important Notes: Please remind your students to indicate they were referred by a teacher and to enter your information (name and email, if known).



3. On Page 2, students should read through all attestation fields and check the boxes as they go. Click "Submit" when complete.

Appendix J - Continued

STEP 2:
Enroll

1. Students will receive a confirmation of their registration to the email address they provided. In this email, a link will direct them to CDCP Canvas Course enrollment. Click the blue link:

> Greetings,
>
> Thank you for registering for the CDCP Training.
>
> Please note the course is self-paced and you may start anytime you would like. Click this link to enroll in the online CDCP Canvas Course:
>
> https://uwgreenbay.catalog.instructure.com/courses/certified-direct-care-professional-program-cdcp-program-iteration-4

2. After opening this link, click "Enroll Now"
3. Create an Account, have your students provide their full name, email address, and check the box to agree to the acceptable use and privacy policy. Click "Register New Account."

STEP 3:
Return to training

1. If a student already has an account with Canvas, they can select their account type. For the CDCP program, choose "UW Continuing Education Student."
2. Students should enter their email address and password to login.
3. Click "Go to Course."
4. Click on "Modules." You will be directed to the course and can find where you left off!

> Click on Modules to continue.

Appendix J - Continued

STEP 4:
Finish training and take the exam

1. When students finish their course, they'll receive an email from UW-Green Bay with details on how to schedule their online CDCP exam. There will be several timeslots to choose from each week.

2. The exam contains 73 questions. It takes about two hours to complete. Students may request accommodations for additional time, a private session, or for someone of their choice to read the questions aloud, etc. To request an individual accommodation, please reach out to the UWGB helpdesk (cdcp@uwgb.edu).

3. Once students pass the exam, UWGB will add the student's name to the Wisconsin Certified Direct Care Professional Registry. They will join a select group of skilled caregivers who hold the CDCP designation.

STEP 5:
Receiving completion and retention bonuses

After completing their training and passing their competency test, students will be listed on the CDCP registry. They will receive an email with congratulations and a request to let UWGB know where they're working.

- If your student works for an eligible provider registered on WisCaregiver Connections, they can expect to receive a $250 check for their initial bonus in 30 to 60 days after completion of their CDCP test. Teachers should also expect to receive a $250 check mailed to their school 30-60 days after their student completes their CDCP test. Bonus payments will come from the Wisconsin Department of Health Services.

- If your student works for an eligible employer not already registered on WisCaregiver Connections, encourage the employer to sign up so the student can become eligible for the bonus. Registration is free.

After six months, students and their employer will receive an email for confirmation of continued employment. Once continued employment is confirmed, students will receive a $250 retention bonus within 30 to 60 days. As a reminder, a CDCP is only eligible for one initial bonus and one six-month retention bonus.

Refer to our FAQs (Appendix B) for more information about eligible employers and bonuses.

Appendix J - Continued

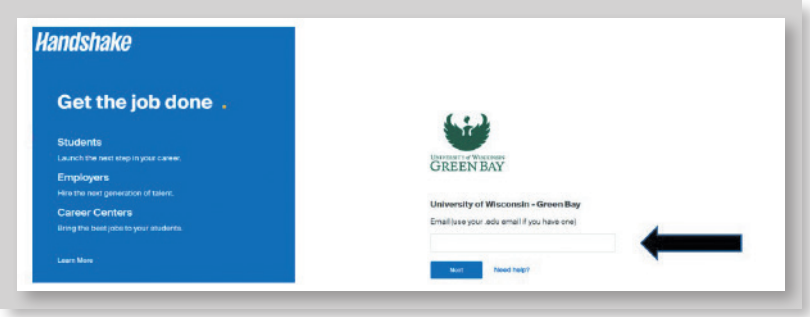
STEP 6:

Connect with employers on WisCaregiver Connections

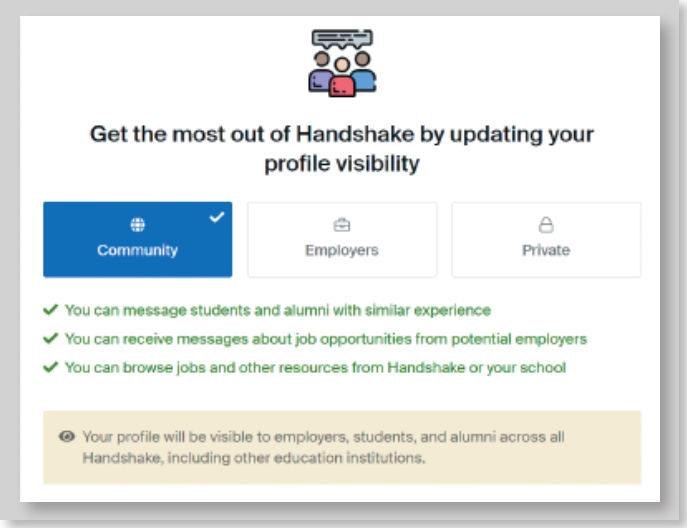
CDCPs have access to WisCaregiver Connections – our free, online job-matching platform. CDCPs will need to complete some basic set-up steps to add information to their account. There, they can explore employers and openings to find the right fit for them. Once hired by an eligible provider, students will be on their way to earn up to $500 in bonuses. Teachers will earn $250 for each student referred to the program.

How students get started:

1. After passing their CDCP exam, they will need to create their account for WisCaregiver Connections. From wiscaregivercdcp.com, access WisCaregiver Connections powered Handshake to create an account.
2. **Username:** Enter the email address you used to sign up for the CDCP program and click "Next." This should be a personal email, since CDCP students are not assigned a uwgb.edu address.
3. **Password:** Students set their own password.



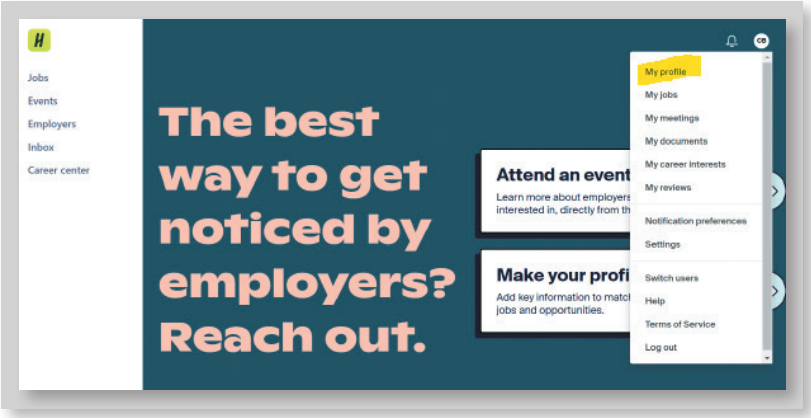
4. Set your profile to public, by selecting "Community" visibility. This ensures employers will be able to find your CDCP profile.



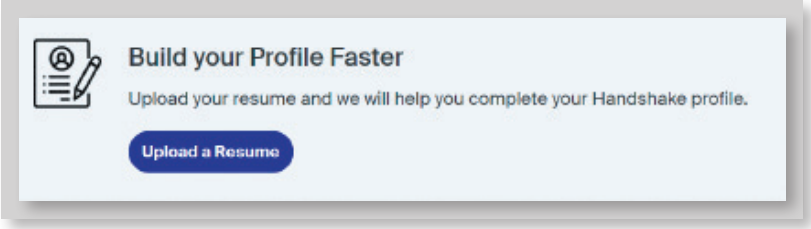
Appendix J - Continued

5 Students complete their profile. They control how little or much information is provided to potential employers. The general rule is the more complete the profile, the more likely an employer will seek CDCPs out for job opportunities.

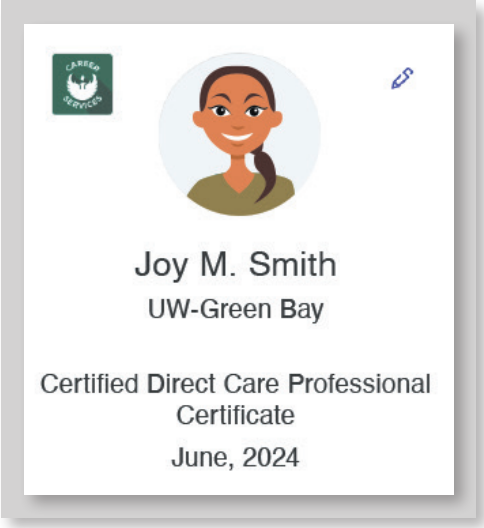
6 Students begin by clicking on their profile icon in the top right corner of the screen and select My Profile.



7 Upload a resume so employers can see your qualifications (optional).

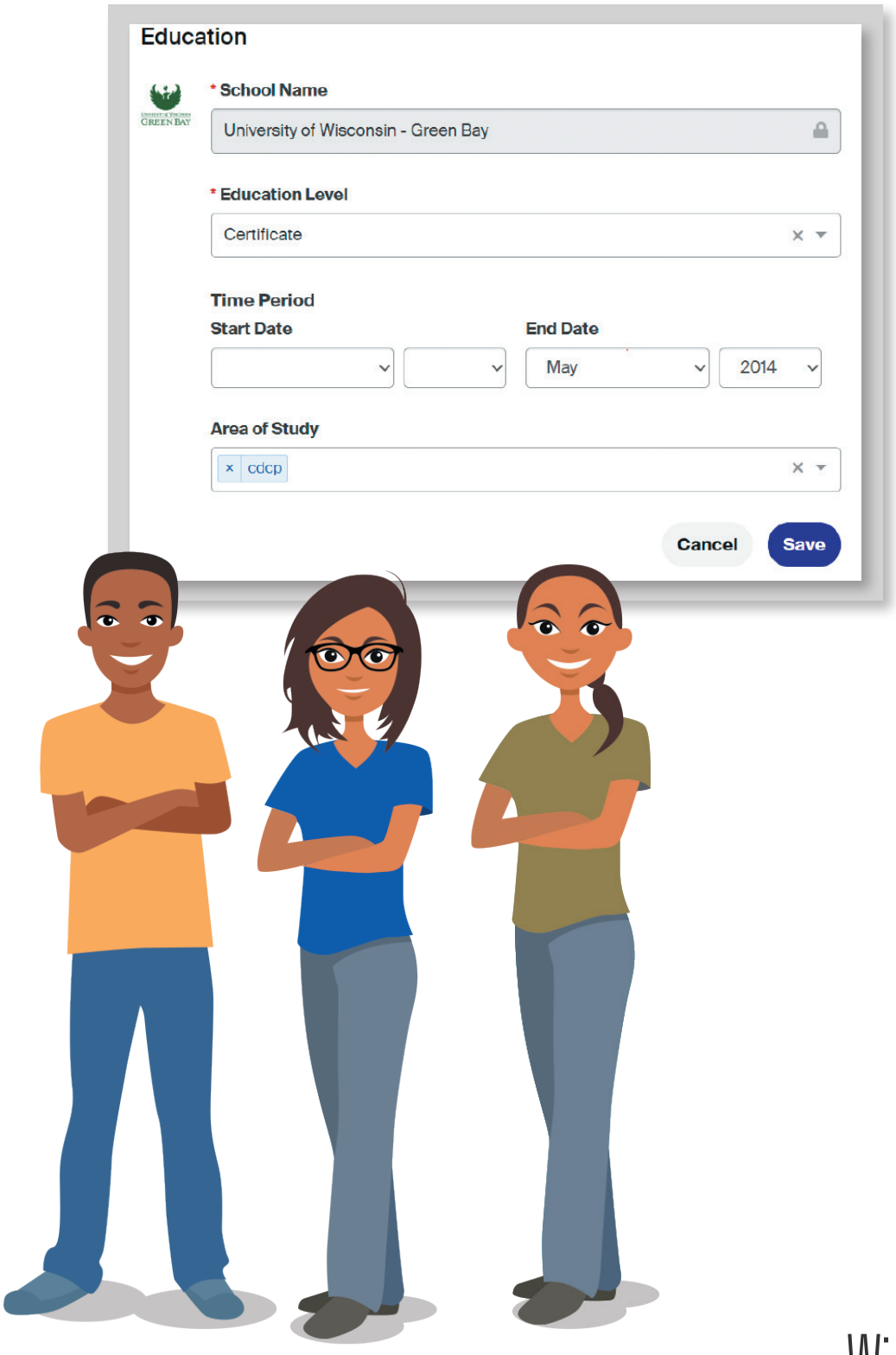


8 Add photo to personalize your listing (optional).



Appendix J - Continued

9 Add education. Choose University of Wisconsin-Green Bay under School Name. Choose "Certificate" as your education level. Choose "CDCP" as your area of study.



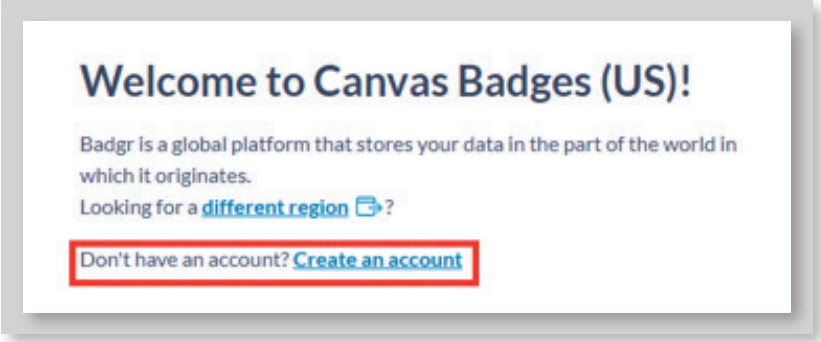
Appendix J - Continued

STEP 7:
Sharing the CDCP Badge

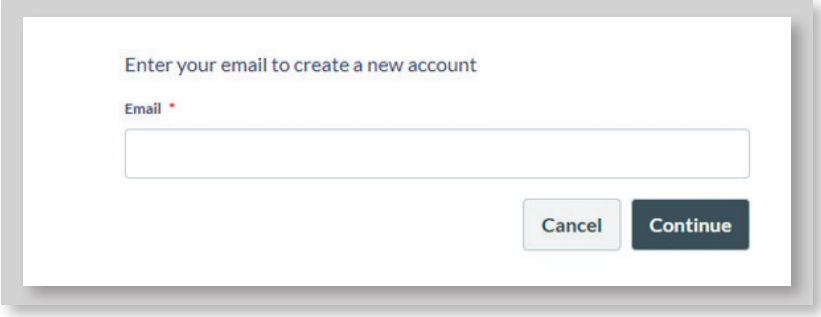
A badge is a visual, virtual way students can share their new skills with the world! When they finish the CDCP curriculum and pass the exam, they earn their first badge: the CDCP badge. CDCPs can upload and display this badge in their email on their signature line, on their resume, and on their social media accounts. They can also take additional trainings (called microcredentials) to earn new badges – more on this here.

To share their CDCP badge with the world, students should take the following steps:

1. Watch their email. After passing the CDCP competency test, they will get an email notification letting them know that they have earned a badge. The sender's name will be "Canvas Badges" and the email address will be noreply@badgr.com
2. To access the CDCP badge, students should scroll down to the bottom of the "Canvas Badges" email and click on "Go to Account" or "Download."
3. A new window titled "Welcome to Canvas Badges (US)" will appear. CDCPs must create a Canvas Badges account to access their CDCP badge and any future badges. To do this, they should click "Create an Account."

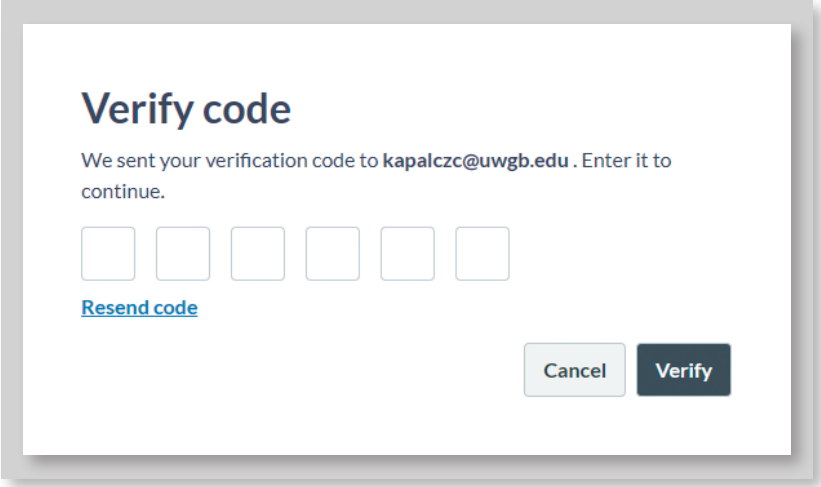


4. Type in the same email address used to sign up for CDCP training. If unsure of what email is associated with the CDCP Canvas course, contact the CDCP helpdesk at cdcp@uwgb.edu.

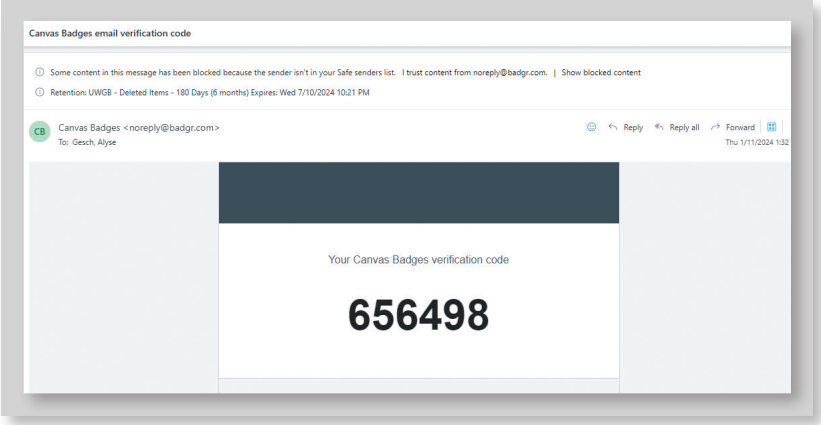


Appendix J - Continued

5 After entering their email address, CDCPs select "Continue." The system will then automatically email a verification code to enter on the next screen. It may take a few moments for the verification code to arrive. Enter it into a new window:



Below is an example of what the verification code email may look like.



After entering the code, CDCPs will be asked to enter additional information needed for their new account. Once this process has been completed, CDCPs will be logged in to see their badge.

6 CDCPs may earn additional badges by completing microcredentials as discussed below. Additional badges will also link to a CDCP's Canvas Badges account and will be displayed on the WisCaregiver Careers Registry.

7 CDCPs can share badges in their email signature, resume, website, or upload it to their social media platforms.

Appendix J - Continued

STEP 8:

How to attach a badge to an email signature

1. Go to email settings.
2. Select the "Signature" option.
3. Upload the downloaded badge to your email signature.
4. Save the new signature
5. The badge will be automatically attached to future emails.

STEP 9:

How to attach a badge to a resume

The easiest way to attach a badge to a resume is by uploading it to a resume document. If you are using Microsoft Word:

1. Open resume file.
2. Go to "Insert."
3. Select "Pictures."
4. Select the saved badge file location and then upload to the resume document.
5. Save the document in Word (and PDF, optional).

STEP 10:

How to attach a badge to a social media page

CDCPs can upload a badge to their social media profile just as they would upload a picture. Follow the directions of each social media platform to complete this process.

STEP 11:

Recruit other future CDCPs

In addition to the $500 in incentives CDCPs can earn for CDCP training and employment in the field, they are also eligible to receive an additional $250 for every friend referred to the WisCaregiver Careers CDCP program. There is no limit to the number of friends and colleagues a CDCP can refer! Here's how it works:

Individuals referred to the program must:

1. Register for online training at WisCaregiverCDCP.com
2. Provide a CDCP's name and email address on their registration form (only one referral can be listed on each individual registration form).
3. Successfully complete their training and achieve certification.

Once referrals are verified on the CDCP registry, the CDCP who referred them will be mailed a check for $250 within about six weeks.