FREE TEMPLATE FOR TRAINING LEADS

DSP annual training plan

Start from your state's rule. Look it up in the free state finder: special-learning.com/for-organizations/behavioral-health/state-required-dsp-training-hours. Then fill in the plan below. The 16 suggested topics are the 15 NADSP Competency Areas and CMS's Safety area; the month order is our suggestion.

Your state's rule

Agency	Your state's rule: name and citation	State	Plan year starts
Yearly training hours your rule requires	**Topics your rule names**	**Early training: days after hire**	**Hours planned below (add them up)**

Leave a line blank if your rule doesn't set it. Write each topic your rule names in the blank rows at the end of the plan.

The plan, month by month

Month no.	Month	Suggested topic and what it covers	Where it comes from, and the closest CMS area	Hours	Delivery mode	Who attends	Trainer or lead, date	Done
1		**Participant Empowerment** Supports the person's choices, self-advocacy and decisions	NADSP area 1 CMS: Empowerment & Advocacy					☐
1		**Provide Person Centered Supports** Supports what is important to the person	NADSP area 14 CMS: Person-Centered Practices					☐
2		**Communication** Builds rapport and uses the ways the person communicates	NADSP area 2 CMS: Communication					☐
3		**Safety (from the CMS core set)** Identifies, prevents and reports abuse, exploitation and neglect; keeps the person safe in an emergency	CMS core set CMS: Safety					☐
3		**Crisis Prevention and Intervention** Prevents, defuses and follows up on a crisis	NADSP area 10 CMS: Crisis Prevention and Intervention					☐
4		**Supporting Health and Wellness** Medications (where the role includes giving them), healthy living, first aid, appointments, personal care	NADSP area 15 CMS: Health and Wellness; Safety					☐
5		**Documentation** Keeps accurate, timely and confidential records	NADSP area 12 CMS: Person-Centered Practices; Professionalism and Ethics					☐

Month no.	Month	Suggested topic and what it covers	Where it comes from, and the closest CMS area	Hours	Delivery mode	Who attends	Trainer or lead, date	Done
5		**Assessment** Gathers information on the person's needs, preferences and interests	NADSP area 3 CMS: Evaluation and Observation					☐
6		**Community Living Skills & Supports** Matches supports to the person at home and in the community	NADSP area 6 CMS: Community Living Skills and Supports					☐
7		**Community and Service Networking** Helps the person find and reach community supports	NADSP area 4 CMS: Community Inclusion and Networking					☐
7		**Building and Maintaining Friendships and Relationships** Supports friendships, family contact and community life	NADSP area 13 CMS: Community Inclusion and Networking					☐
8		**Vocational, Educational & Career Support** Supports work, school and career goals	NADSP area 9 CMS: Community Inclusion and Networking					☐
9		**Advocacy** Helps the person overcome barriers to rights and services	NADSP area 8 CMS: Empowerment & Advocacy					☐
10		**Facilitation of Services** Helps plan, carry out and review the person's plan	NADSP area 5 CMS: Person-Centered Practices; Professionalism and Ethics					☐
11		**Organizational Participation** Knows the mission and takes part in the organization	NADSP area 11 CMS: Cultural Competency; Professionalism and Ethics					☐
12		**Education, Training & Self-Development** Completes training, keeps learning, shares knowledge	NADSP area 7 CMS: Education, Training and Self-Development					☐
			Your state's rule					☐
			Your state's rule					☐
			Your state's rule					☐
			Your state's rule					☐
			Your state's rule					☐
			Your state's rule					☐

Staff roster tracker

One row per person. Early training due = hire date + the days your rule allows. Yearly hours: from your rule, unless your rule sets different hours for this person (for example, part-time staff or a first year).

Staff name	Role	Hire date	Early training due	Early training finished on	Yearly hours required	Hours done by mid-year	Hours done by year end	Met? (yes or no)	Notes

How to use this template, in six steps

1. **Look up your state's rule.** Open the free state finder, find your state, and note three things: what is due before or early in a DSP's work, any yearly hours, and any curriculum the state names or approves.
2. **Enter your rule at the top of the plan.** Write in your agency and state, the rule's name and citation, the date your plan year starts, the yearly hours your rule requires (leave it blank if it sets none) and the days after hire it allows for early training. These cells start blank on purpose.
3. **Add the topics your rule names.** Use the blank rows under the 16 suggested topics for each topic your state's rule lists, and mark them as required by your rule.
4. **Fit the 16 suggested topics to your year.** Change a row's month number to move it, delete what your roles don't use, and fill in hours, delivery mode, who attends and who leads each one. In the spreadsheet, the hours planned add up at the top.
5. **List your staff on the roster.** In the spreadsheet, first delete the blue example row (delete the whole row, not just its contents, so no formulas are lost). Then add one row per person: hire date, the date they finished early training, and the hours they have completed. The due dates and the status columns then calculate.
6. **Review it every month.** Sort or filter the roster by status to see who is overdue or behind pace, schedule the next sessions, and keep each completed record under your agency's records policy.

The spreadsheet version adds up the hours, works out each due date and shows who is overdue or behind pace: download it at the web address at the foot of each page.

Where the topics come from. NADSP, *The NADSP Competency Areas*, https://nadsp.org/resources/competency-areas/. Centers for Medicare & Medicaid Services, *CMS Direct Service Workforce Core Competencies: Final Competency Set*, December 2014, https://www.medicaid.gov/sites/default/files/2019-12/dsw-core-competencies-final-set-2014.pdf. Each NADSP area is matched to the closest CMS area as on our free DSP competency checklist. The short descriptions and the month order are ours. Read November 15, 2026. Neither NADSP nor CMS has reviewed or endorsed this template.

One next step: if your staff support autistic people, the Level 1 ABA Online Training Course for groups introduces autism and behavior-support foundations. $99 per learner · One-time purchase · Each learner has 12 weeks of access from the day they activate their code · Free 7-day trial of the first 2 sessions.