



The College of Direct Support

Administrator Manual

For technical assistance, please email:

CDSTA@rutgers.edu

(please note: this email address is only for New Jersey agency-designated CDS Administrators)

Updated November 2024

For Technical Assistance on using the College of Direct Support send an email to:
CDSTA@rutgers.edu

The purpose of the manual is to ensure that you have a full understanding of the basic requirements so that no mistakes/errors are made within the system.

The intention is to ensure that you are adhering to the integrity of the CDS system and the requirements of use by DDD service providers. Following the guidelines in this manual will reduce the likelihood of errors that could impact not only your agency and your DSPs but all other agencies and their shared DSPs within the system.

For technical
assistance, contact
the CDS
Central Administrator
Team:

CDSTA@rutgers.edu

Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.

Where to find the CDS Admin Manual:

- In the signature of emails received from **CDSTA@rutgers.edu**
 - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: [CDS Admin Manual \(rutgers.edu\)](#)

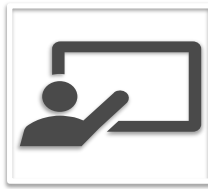
CDSTA@rutgers.edu is the email address for the CDS Central Administrator Team. This email address is the **ONLY** route to receiving technical assistance or access to staff who work for more than one agency. We only provide assistance directly to CDS agency administrators; any other staff should **NOT** use this email for assistance. They should seek assistance from their agency administrators.

The email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.

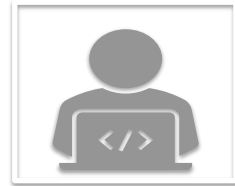
What is the College of Direct Support?



State of the Art Curriculum developed by UMN in partnership with an editorial board of national experts.



Used by DDD to implement state-specific competency-based training requirements.



Learning Management System (LMS) – create/access staff accounts, assign training, run reports, and check learner transcripts to track progress

The College of Direct Support has existed for several decades across the country. It is a state-of-the-art curriculum developed by the University of Minnesota in collaboration with a national board of editors.

The content is updated on a regular basis. Typically, you will not see these updates as they tend to be minor in relation to basic screens, images, minor content changes, text, etc. However, a large update revolving around revisions of an entire course, or the addition of a new course will occasionally occur. Currently, the CDS contains more than 30 different modules in the curriculum.

The CDS is also a learning management system, which allows you to assign training to your staff, run reports, check staff transcripts, and perform other tasks that help you examine the status of your staff's training.

Use of the CDS for Agencies



Meeting Mandatory Training Requirements (per DDD policy manuals)



Offering service-related training on a course-by-course basis



Offering NADSP Credentialing for Career Development and National Certification



Tracking and Completing Annual Professional Development Hours (12 for full-time employees, 6 for part-time employees)

In terms of CDS utilization for your specific agency and per DDD requirements, the assignment and tracking of mandatory training is the minimum requirement for this system. The CDS Core Curriculum has 30 different training modules that can be assigned to your staff for them to meet the professional development requirements and competency needs of your agency.

DDD Mandatory Training Requirements:

- Completion of basic training
- Orientation level training
- Annual professional development hours (12 hours for full-time employees/6 hours for part-time)
 - More information can be found in Appendix E of the DDD Program Policies and Procedures manuals

The National Alliance for Direct Support Professionals (NADSP) Credentialing for Career Development: [Certification - NADSP](#).

- Through their E-badge Academy system, DSPs can enroll in the program to submit their portfolio containing work and education samples; this will give them badges representing their accomplishment of specific competencies, which can benefit career development.
- Please watch the NADSP E-Badge Academy introductory webinar for more details: <https://www.youtube.com/watch?v=-AEaksVxllM>.

You are becoming a CDS Agency Administrator...



Skills & Attributes Required:

- Basic to moderate computer skills
- Attention to detail
- Good communicator

As a CDS Admin, you must possess these three skills in order to be successful:

- Basic to moderate computer skills, *meaning you will be required to navigate the online system and the internet in general.*
- Attention to detail, *meaning you must have the capability to enter information into the system in the correct format without error.*
- Being a good communicator, *meaning that you will need to communicate with your staff to alert them of assigned training and expectations of your agency regarding the time frame of completion.*

If you cannot demonstrate these abilities, then it is recommended that another staff within your agency should be assigned to this position. In addition, your agency should have multiple CDS administrators available at a time. Your agency should NOT have only one CDS admin.

Regarding multiple CDS administrators, the minimum recommendation is to have at least 2 within your agency in the event of an emergency (4 should be the maximum).

Details related to the responsibilities of this position are found further along in the manual.

Follow

- Enter

- ## Request

- ## Assign

- ## Provide

- ## Review

- ## Audit

- ## Retain

- ## Update

- 6

NJ CDS Administrator Guidelines

Administrators must adhere to the guidelines set forth by the CDS Central Administrator Team and in the CDS Administrator Manual.

Failure to follow said guidelines will result in loss of your CDS Administrator privileges.



You are responsible for self-reporting errors in the system. If you make an error, please contact us at **CDSTA@rutgers.edu**.

If you make an error within the CDS and do not self-report it to us, your first offense will be met with a warning that outlines the mistake you specifically did wrong and a close observation of CDS admin activities.

The second offense, regardless of the length of time that has elapsed, you will have your CDS administrator privileges revoked. This is to ensure accuracy and the integrity of the system is maintained. Failure to follow said guidelines will result in loss of your CDS Administrator privileges.



Log-in/Homepage

Learner ID: **first letter of your first name, full last name(s), last four of your social security number**

Generic Password: **hello**

(The generic password is automatically created by the system at the time of account creation)

Your learner ID and password combination are unique to you.

For technical assistance, email: **CDSTA@rutgers.edu**



**College of Direct Support
New Jersey
Website**

www.collegeofdirectsupport.com/embcenter



Look for a small icon on the right-hand side that says *NJ Partnership for Direct Support Professional Workforce Development*, this ensures you are on the NJ version of the CDS.

This is the DirectCourse login page for the NJ CDS.

Website: www.collegeofdirectsupport.com/embcenter. Be sure to use the correct web address. Searching through Google may yield another CDS site.

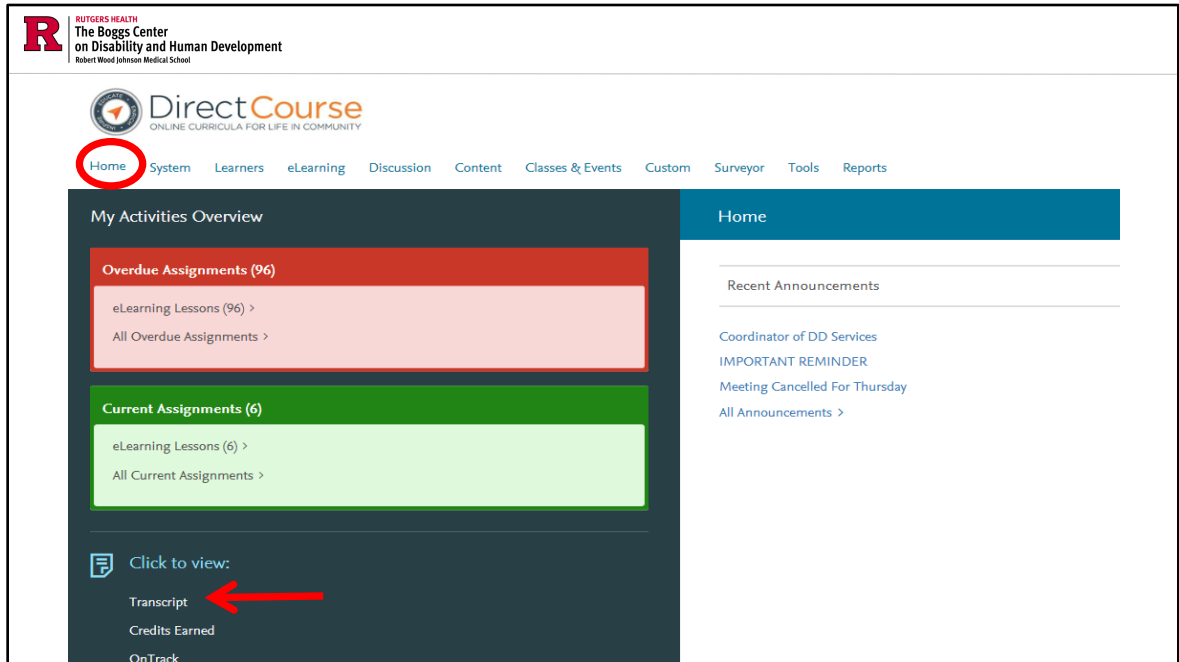
Learner ID: first letter of your first name, full last name(s), last four of your social security number

Generic Password: hello

(The generic password is automatically created by the system at the time of account creation)

Your learner ID and password combination are unique to you.

For technical assistance, email: **CDSTA@rutgers.edu**



From your Home screen, you can:

- View your overdue and current assignments
- View and print your transcript at any time by clicking on the transcript link towards the bottom of your screen.
- Change your password (please refer to the Passwords section of the manual)



Passwords

Password changes are OPTIONAL. You are not required to change your password in the system.

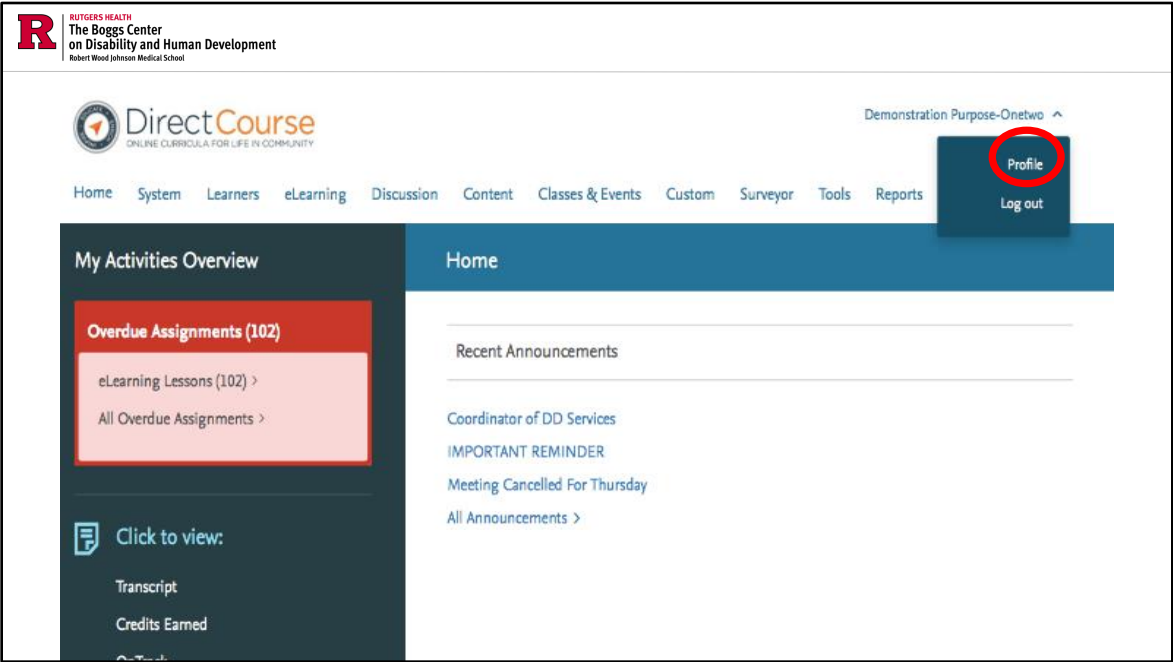
The system will not prompt you to change your password.

Generic Password: **hello**

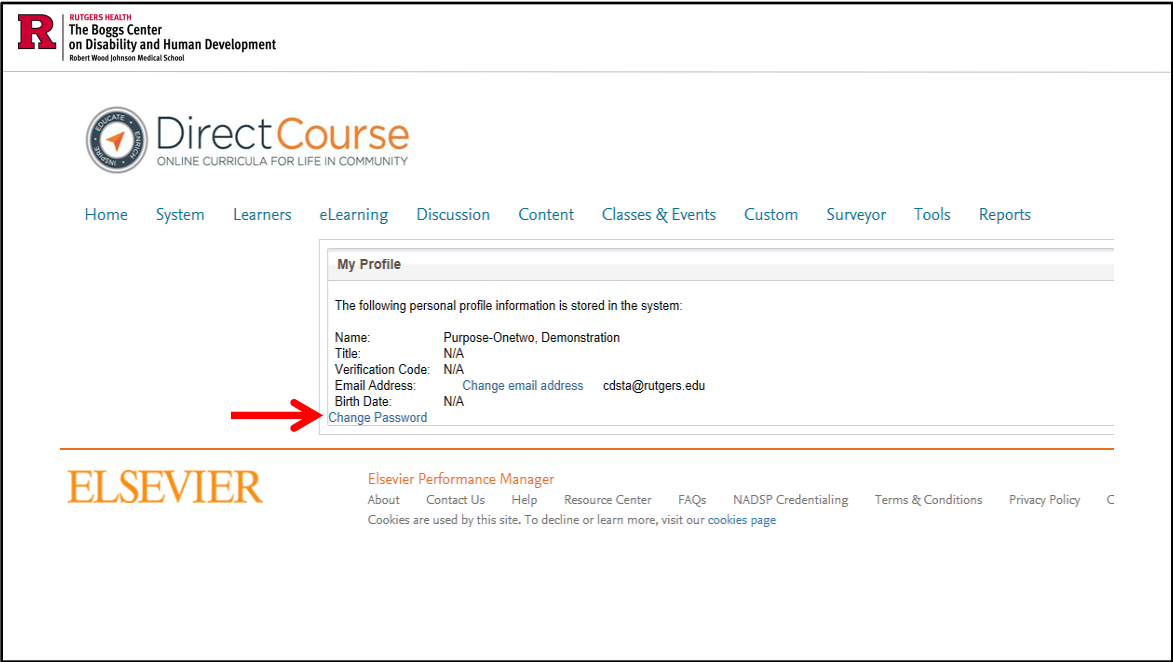
(The generic password is automatically created by the system at the time of account creation)

It is your responsibility as the designated CDS Administrator to assist your agency staff if they forget their password.

Please refer to the “Password Assistance” section of the manual for further instructions.



How to change your password: Click on your name in the upper right-hand corner of your screen, then click the “Profile” tab in the drop-down menu.




This is your user profile information page, which is a simplified version of your demographics page.

If you need to update your email address, changing it from the My Profile page is the most convenient option.

How to change your password: Click on your name in the upper right-hand corner of your screen, then click the “Profile” tab in the drop-down menu.


Click on the "change password" link.



RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School



DirectCourse

ONLINE CURRICULA FOR LIFE IN COMMUNITY

[Home](#) [System](#) [Learners](#) [eLearning](#) [Discussion](#) [Content](#) [Classes & Events](#) [Custom](#) [Surveyor](#) [Tools](#) [Reports](#)

Change Password

To change your password, perform the following steps:

- Enter your current password.
- Enter your new password below.
- Re-type the new password.
- Click Submit.

Current Password:

New Password:

Confirm Password:

Submit

The new password should be something memorable that only you would know.

Enter the required information then click "Submit".

Remember, you should not share your password with anyone. **DO NOT** allow any other employee to use your account, as that is a violation of your administrative privileges, and you will be immediately revoked of your access.

If you change your password and it is forgotten, an email and verification code must be included on any staff’s demographics page (The verification code will always be the last 4 of the learner’s social security number).



Password Assistance

The generic password for learners in the CDS (if it has not been changed by the user) will be “hello” and cannot be changed or reset by anyone except for the user of that learner ID.

Password Assistance

If a learner you have access to does not remember their password, there are two ways to assist them:

1. Enter their email address and the last four of their social security number as their verification code on their demographics page (this will allow them to reset themselves from the log-in page)
2. Look the staff up and click on the email icon (white envelope) associated with their learner ID. A pre-filled email will appear. Click "Send". This will send the staff an email that includes their login information.

Learners will not be able to reset their password or obtain it in any form other than those listed in this section. Passwords cannot be changed or reset by anyone except for the user of that learner ID.

It is up to YOU as the agency-designated CDS Administrator to assist agency staff in retrieving or resetting their password.

Two ways to retrieve a forgotten password:

- Staff can reset their password using the Forgot Password form on the login page.
 - As the CDS Admin, you need to go into the staff's demographic page to ensure that the email address and verification code fields are filled in.
- Send out the auto-generated email from the CDS (see next page for details).
 - Click on the "Email" button, which is identified as a white envelope icon.
 - An email icon will only appear if the learner has an email address attached to them in the system.
 - If you do → Change "Elsevier Clinical Online Learning" to "College of Direct Support" in the subject line so learners have more understanding about where it's coming from.

RUTGERS HEALTH
The Boggs Center
 on Disability and Human Development
 Robert Wood Johnson Medical School

CDS Auto-Generated Emails on Learner Lookup

Last Name:
 Learner Id:
 Verification Code:
[Show Results](#)

Send Email to a Learner

From: epm-alerts@elsevier.com

To:

Cc:

Subject:

Message: You have been registered in Elsevier Clinical Online Learning by your administrator. Please click here to access your lessons:
<https://login.elsevierperformancemanager.com/systemlogin.aspx?virtualname=EMBCenter>

To log in and begin learning you will need the following credentials:
 Your Login Name is: dexample2000
 Your Password is: *****

Please do not reply to the above address. Contact your learning administrator with any questions.

[Send Email](#)

Email

Sending out the auto-generated email from the CDS:

You can also send an email to the learner from the learner lookup page. Email feature will come from a system-generated email address to learners and are non-response emails. Learners will not be able to respond to the emails, but you can send them a notification regarding password information or the creation of their account in the CDS.

- Click on the “Email” button, which is identified as a white envelope icon.
 - An email icon will only appear if the learner has an email address attached to them in the system.
- If you do → Change “Elsevier Clinical Online Learning” to “College of Direct Support” in the subject line so learners have more understanding about where it’s coming from.



Adding New Learners

Adding new learners is one of the first things you will do in the CDS once you become an administrator.

When your organization hires a new employee, you should attempt to enter them into the CDS system as soon as possible following the NJ DDD Learner ID naming mechanism.

The system will indicate to you if the learner ID already exists. This can prevent any potential delays in completing the required training.



New Jersey DDD Learner ID naming mechanism:

- **first letter of their first name**
- **full last name(s)**
- **last four digits of the social security number**

(do not include spaces, commas, hyphens, or any special characters in learner IDs)

If you make an error when creating learner IDs, please email the staff's full name, the last four of their social security number, and the incorrect learner ID to the Central Administrator Team: **CDSTA@rutgers.edu**.

All learner IDs within the NJ CDS must adhere to the NJ DDD-required naming mechanism.

Learner ID: **first letter of your first name, full last name(s), last four of your social security number**

Ex: John Doe, with social security #: xxx-xx-5397

Learner ID example: JDoe5397 (CANNOT BE CHANGED AFTER CREATION)

To create learner IDs for staff WITHOUT social security number:

- First letter of their first name
- Full last name
- Last four digits of their Permanent Resident Card or Employment Authorization document to replace SSN

The verification code and email are **STRONGLY** encouraged for password retrieval purposes.

It is important to remember that learner IDs cannot be edited. If there is an error in the learner ID, please contact the CDS Central Administrator: **CDSTA@rutgers.edu**.

Creating Learner IDs – Example: John Doe

New Staff Info: John Doe, SSN #: xxx-xx-5397

- First letter of their first name
- Full last name(s)
- Last four digits of their social security number
- Name should match agency HR records, no nicknames
- Hyphenated last names should be merged

John Doe:

 JDoe5397

John Doe-Brown:

 JDoeBrown5397

 JDoe1234

 JohnDoe

 JDBrown5397

 JD5397

 JohnDoe5397

 JohnDoeBrown

 JDB5397

 5397

 JDoe-Brown

When creating learner IDs, you must adhere to the New Jersey DDD Naming Mechanism: **first letter of their first name, full last name, and last four digits of the social security number.**

To create learner IDs for staff WITHOUT social security number:

- First letter of their first name
- Full last name
- Last four digits of their Permanent Resident Card or Employment Authorization document to replace SSN

**Please note that this format should only be used in the absence of the social security number. All other employees added to the College of Direct Support using this naming mechanism will be removed from the system.*

If you create an incorrect learner ID, please email **CDSTA@rutgers.edu** with:

- The staff’s full name
- The last four of their social security number
- The incorrect learner ID you created

If you get an error message informing you that the learner already exists in the system, please request Manager Zone access to the account through **CDSTA@rutgers.edu**.

NOTE: Learner IDs CANNOT be changed once they are saved. It is YOUR responsibility to notify us of an error in the system. If you made a mistake with the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** IMMEDIATELY.

Incorrect Learner IDs

All incorrect learner IDs will be removed from the system by the CDS Central Administrator Team

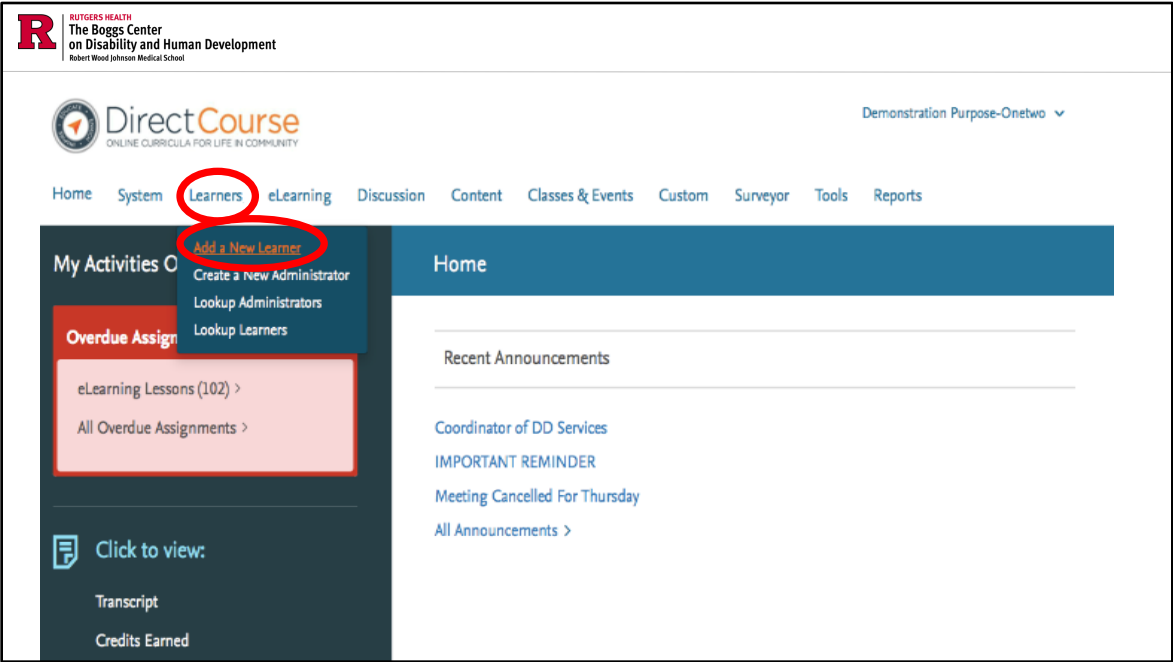
- Do not assign training to individuals with incorrect learner IDs
 - All training completed under an incorrect learner ID will be **null and void**. Staff will not receive credit.
- Learner IDs CANNOT be changed or edited once they are saved.
- If you make an error when creating learner IDs, you must self-report the mistake by emailing CDSTA@rutgers.edu.

All incorrect learner IDs will be removed from the system by the CDS Central Administrator Team. No exceptions.

Remember, learner IDs CANNOT be changed once they are saved.

Do not assign training to individuals with incorrect learner IDs. Any training completed under the wrong learner ID will be **NULL AND VOID** for the staff, and no credit will be given.

Incorrect learner IDs will be deleted from the system regardless of the number of training completed.



Once a learner is entered into the system, you can assign them lessons and track their training progress by viewing their transcript.

At the top of the homepage, click on "Learners" then "Add a New Learner".

RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School

Add Learner

Note: Required fields are designated in red and with asterisks (*)

Learner ID

up to 90 characters

First Name

up to 50 characters

Last Name

up to 50 characters

Facility

New Jersey DHS/DDD

select from the list

Sort Departments by

☐ Department Name

☐ Department Code

*Department

Admin Demo(CDSDEMO)

select from the list

Optional Information:

Enter the following information to support organizational needs.

Sub Department

(optional)

Job Code

(optional)

Hire Date

(required)

Email Address

(required to retrieve forgotten passwords)

Verification Code

(required to retrieve forgotten passwords)

Badge ID

(optional)

Please Note:

The learner will be assigned the default password for initial access to the system.

Save

Cancel

Required Fields according to the New Jersey Division of Developmental Disabilities:

- **Learner ID**
 - **first letter of your first name, full last name(s), last four of your SSN**
- **First Name and Last Name(s)**
- **Facility**
 - Typically falls under NJ DHS/DDD, however, may fall under Support Coordination depending on the services provided by your organization
 - Auto populates – Do not change
- **Department**
 - The department will always be your agency name.
 - Auto populates – only change if you have admin access to multiple agencies
 - Please ensure when entering new staff that you’re adding them under the correct department
- **Hire Date**

You are STRONGLY encouraged to also include the verification code (last four of SSN) and email address (organizational emails are preferred) needed for password retrieval. Sub Department, Job Code, and Badge are optional staff information that can be added to the demographics page.

Once you have entered all information in the required fields, double-check the information against personnel files, then click "Save".

NOTE: Learner IDs CANNOT be changed once they are saved. It is YOUR responsibility to notify us of an error in the system.

If you made a mistake with the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** IMMEDIATELY.

Confirmation Message



Your request has been processed successfully.

Error Messages



A user with this Learner Id already exists.



An error occurred while processing your request. For assistance, please report this issue to customer-care@elsevier.com.

DO NOT CONTACT ELSEVIER!
CONTACT US AT [CDSTA@RUTGERS.EDU](mailto:CDSTA@rutgers.edu)

Confirmation Message

Once clicking the “Save” button, You will receive a green confirmation: "Your request has been processed successfully". This message is to verify that the new staff has been entered into the system.

Error Messages

If you get the first red error message: “ A user with this Learner ID already exists”, this indicates that the staff person is already in the system under another agency. Staff that are already in the system may have previously completed training. Please, email **CDSTA@rutgers.edu** to receive manager zone/secondary access to the specified staff.

If you get the second error message, this may also indicate that the learner ID already exists, and the staff person is currently in the system under another agency. More typically, this error message indicates a connection timeout, which means that the server took too long to respond and failed to deliver the proper response to your request in a timely manner. If you receive this message, **DO NOT CREATE A NEW LEARNER ID**, and do NOT contact Elsevier. Please email **CDSTA@rutgers.edu** to receive manager zone/secondary access for specified staff.

NOTE: Learner IDs CANNOT be changed once they are saved. It is YOUR responsibility to notify us of an error in the system.

If you made a mistake with the learner ID, please email the staff’s full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu** IMMEDIATELY.

For technical
assistance, contact
the CDS
Central Administrator
Team:

CDSTA@rutgers.edu

Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.

Where to find the CDS Admin Manual:

- In the signature of emails received from **CDSTA@rutgers.edu**
 - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: [CDS Admin Manual \(rutgers.edu\)](#)

CDSTA@rutgers.edu is the email address for the CDS Central Administrator Team. This email address is the **ONLY** route to receiving technical assistance or access to staff who work for more than one agency. We only provide assistance directly to CDS agency administrators; any other staff should **NOT** use this email for assistance. They should seek assistance from their agency administrators.

The email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.



Manager Zone

Shared access is another responsibility that holds great importance within this position.

Staff may move from one agency to another or work for multiple agencies simultaneously.

This is where the concept of Manager Zone comes in: shared access requires that all the specified organizations that the staff person works for are linked to their CDS account.

Manager Zone requests should be submitted for staff accounts that ALREADY EXIST in the system.

Manager Zone

- Alternate names: secondary access, dual access, shared access
- Purpose: To allow CDS admins to request access to staff accounts already listed in the system
- Admin Abilities once granted MZ access:
 - View the learner's transcript
 - Assign online training
- Manager Zone Request List is sent three times weekly to Elsevier by the CDS Central Administrator.
- Send manager zone requests to CDSTA@rutgers.edu by **Monday, Wednesday, and Friday at noon (12 p.m.)** following the Manager Zone request format.
- MZ access is granted approximately 48 business hours after MZ Request List submission.

The subject line must contain “Request for Manager Zone access” or “Request for Secondary access” and include the following information in the body of your email:

- **The full name of the staff**
- **The last four of their SSN**
- **Their learner ID in the CDS**

Manager zone requests are processed three times a week (Monday, Wednesday, and Friday) at approximately 12 p.m.

You must submit manager zone requests before 12 p.m. on these processing days. If requests are not received before 12 p.m., they will be submitted the following processing day.

Please refrain from sending multiple emails for secondary access to different staff. It is recommended to send multiple requests in a single email as opposed to individual emails for each request for faster access.

Manager Zone Request - Example

Request for Manager Zone access - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Paste Basic Text Names Include Attach File via Link Adobe Acrobat Tags Dictate Voice Sensitivity Editor Immersive Reader Viva Insights New Meeting Roll FindTime View Templates My Templates

Send From [Redacted] To cdsta@rutgers.edu Cc Bcc Subject Request for Manager Zone access

Hello!

This is (your name) from (agency name), and I would like to request manager zone access to the following staff:

Your request(s) must include:

- Staff's full name
- Staff's last four digits of their SSN
- Staff's CDS Learner ID
- Your name and agency name

First name: John
Last name: Doe
Last four of SSN: 5397
Learner ID: JDoe5397

First name: Rosa
Last name: Pérez-Quiliones
Last four of SSN: 1021
Learner ID: RPerezQuinones1021

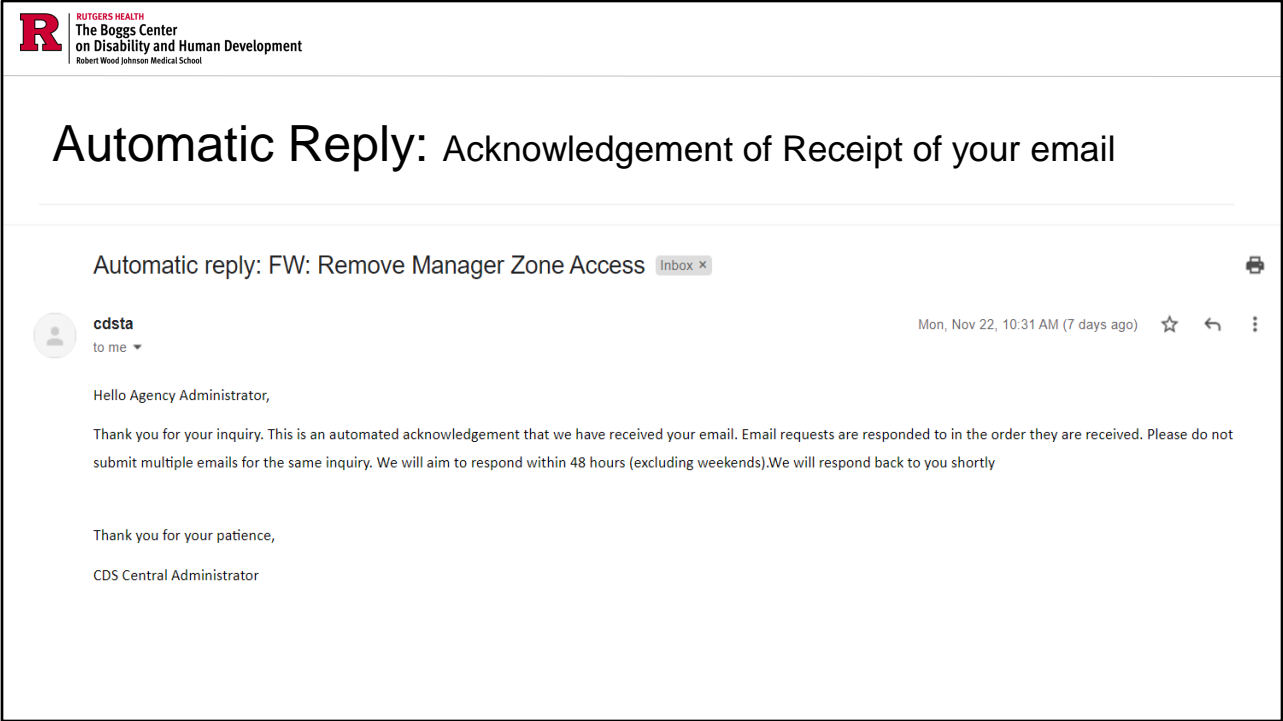
Thank you!

The subject line must contain “Request for Manager Zone access” or “Request for Secondary access” and include the following information in the body of your email:

- The full name of the staff
- The last four of their SSN
- Their learner ID in the CDS
- Your name and agency name

This ensures that access is granted from the correct person in the system. Please be sure to put your name and your agency in the body of your request as well. If the required information is not provided, your request will not be processed.

RECOMMENDATION: Attempt to input the learner into CDS as soon as possible to verify if the staff is already in the system. If the staff already has an account listed, this will indicate that you need to submit a manager zone request to **CDSTA@rutgers.edu** for faster access after the request is submitted.

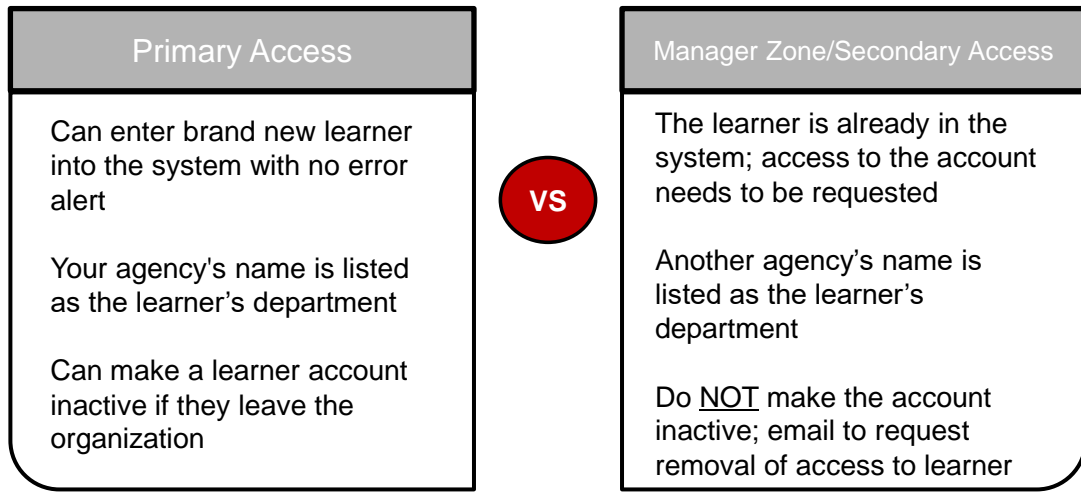


When sending an email to **CDSTA@rutgers.edu**, you will receive an immediate automatic response. This automatic response verifies that your inquiry has been received and will be responded to within 24-48 business hours. Sending multiple emails regarding the same inquiry will NOT expedite a response from us; we will respond to emails in the order they are received.

When you correspond with us via email at **CDSTA@rutgers.edu**, it is important to keep all responses in the same thread. Replying to our messages directly rather than starting a new email preserves conversation history and streamlines information communication.

It is strongly recommended that you follow the Manager Zone and Remove Manager Zone request format for seamless activation/deactivation. If you do not provide us with the information needed to grant or remove CDS administrator access from staff, resolutions to your inquiry will be delayed.

Primary and Manager Zone/Secondary Access: What's the Difference?



Primary and secondary access within the CDS system have equivalent capabilities, including viewing staff transcripts and assigning training. The distinction between primary and secondary access lies in permissions, such as the ability to change staff status.

While primary access grants full administrative privileges, allowing actions like modifying staff status, secondary access provides similar functionality but with limitations on certain administrative tasks.

Both primary and secondary access levels enable administrators to manage staff training and records effectively, but primary access offers additional permissions for making broader system changes and adjustments.

How Do You Know If You Have Primary Access vs. Manager Zone?

Lookup Learner Account

- **Primary Access** – your agency name is listed next to the staff
- **Secondary Access (MZ)** – another agency’s name is listed next to the staff (you can still view the staff transcript and assign training as needed)

Last Name:

Learner Id:

Verification Code:

Show Results

Add New Learner

Last Name	First Name	Learner Id (Login Name)**	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demonstration	DExample1234	New Jersey DHS/DDD	Admin Demo	CSDEMO	Active	Yes		12/03/2012		Edit			
Example-Eight	Demo	DExample8888	New Jersey DHS/DDD	Boggs Center Others	BCOTHER	Active	No		-		Edit			
Example-eighteen	Demo	dexample1818	New Jersey DHS/DDD	Admin Demo	CSDEMO	Active	No		-		Edit			
example-eleven	demo	dexample0011	New Jersey DHS/DDD	Southern Regional Office	SRO	Active	No		07/10/2017		Edit			

The department name and department code reference the organization that has primary access to a specific learner.

If you see your agency's name listed next to the staff, then you have **primary access**.
If you see another agency's name listed next to the staff, then you have **manager zone/secondary access**.

DO NOT MAKE STAFF INACTIVE THAT YOU HAVE SECONDARY ACCESS TO! YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).

Failure to adhere to this rule will result in email notification of warning, close observation of CDS activities going forward, and revoking of your CDS administrative privileges.



Look Up Learners & Edit Learner Information

Looking Up Learners

To find a learner in the system, follow these steps:

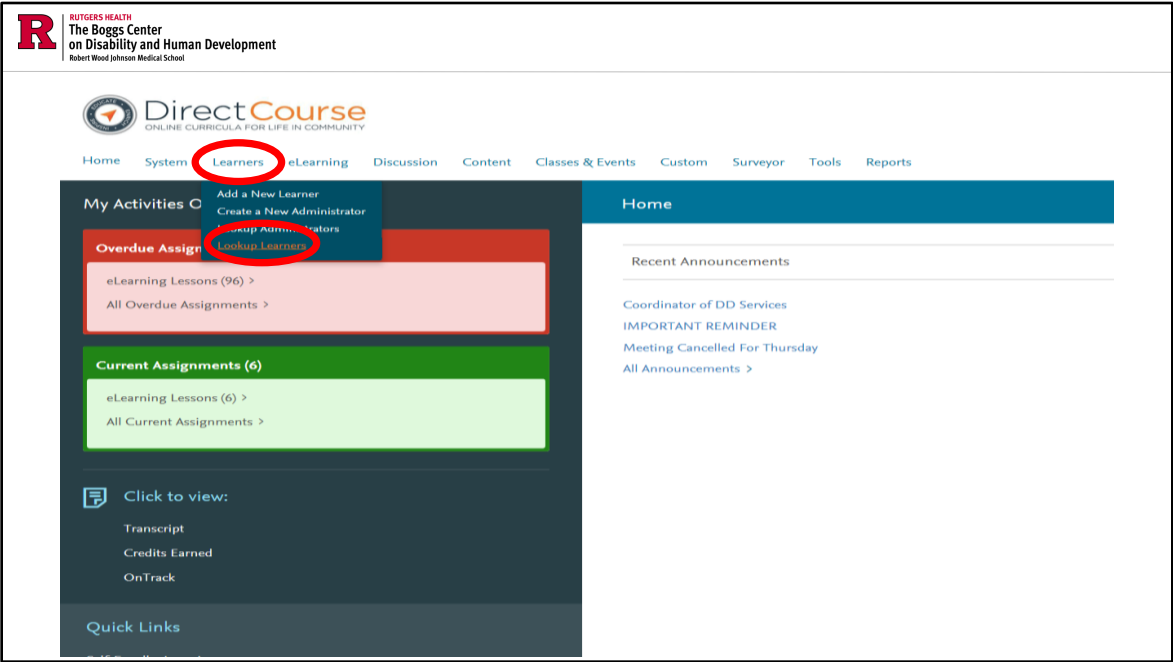
1. Access the system by logging in with your Learner ID and password.
2. Locate the Learners option at the top of the page, then click Lookup Learners.
3. Type in the staff's learner ID in the search field.
4. A list of matching learners will appear. Click on the name of the learner you wish to view to access their profile.

Editing Demographic Pages

Once you have accessed a learner's profile, you may need to update their demographic information. Here's how to do it:

1. On the Learner Lookup page, look for the section labeled "Edit."
2. Click on the "Edit" button, which will redirect you to the staff demographics page.
3. Modify the necessary fields with updated information and relevant details.
4. After making the necessary updates, click "Save" to ensure the new information is recorded in the system.


NOTE: Learner ID cannot be changed once created in the system. If there is an error in the learner ID, please email the staff's full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at **CDSTA@rutgers.edu**



Looking Up Learners

To find a learner in the system, follow these steps:

1. Access the system by logging in with your Learner ID and password.
2. Locate the Learners option at the top of the page, then click Lookup Learners.
3. Type in the staff’s learner ID in the search field.
4. A list of matching learners will appear. Click on the name of the learner you wish to view to access their profile.



RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School

NOTES:

- To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
- Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
- This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.

☐ Show Inactive Learners

Last Name:

Learner Id:

Verification Code:

Show Results

Add New Learner

Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demo	dexample2000	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		08/03/2015					
example	demo	dexample2020	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		-					
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No		12/03/2012					
example-eight	demo	dexample8	*****	New Jersey DHS/DDD	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010					

You can search for learners by last name, learner ID, or verification code (only if one has been assigned to their learner ID).

Enter all or part of the Learner’s last name or you can search by Learner ID. Then click “Show Results”.

TIP: You can also use the “%” (percent sign) and click “Show Results”. This will yield all learners you have access to, regardless of demographic information.

Find the specific Learner you wish to access from the list. From this page, you can access all of the Learner’s information by clicking the Edit button that corresponds to the learner information to view their demographics page.

The screenshot shows the 'Manage a Learner' page in the CDS Admin system. At the top left is the Rutgers Health logo and the text 'The Boggs Center on Disability and Human Development, Robert Wood Johnson Medical School'. A green banner at the top contains the message 'Your request has been processed successfully.', which is circled in red. Below the banner, the page title is 'Manage a Learner'. The learner's status is 'Example, Demonstration is ACTIVE'. There are buttons for 'Make Inactive', 'Send Email', 'Select Learner', 'Add New Learner', and 'Assign Items'. The 'Learner Information' tab is selected, showing fields for 'Learner ID', 'Login Name', 'First Name', 'Last Name', 'Facility', 'Department', 'Sub Department', 'Job Code', 'Birth Date', 'Hire Date', 'Email address', and 'Verification Code'. The 'Department' field is set to 'Admin Demo (CDSDEMO)'. The 'Optional Information' section is also visible.

From the demographics page, you can edit the learner information: first and last name, sub-department, job code, birth date, hire date, email address, and verification code.

NOTE: Learner ID cannot be changed once created in the system. If there is an error in the learner ID, please email the staff’s full name, the last four of their social security number, and the incorrect learner ID you created to the CDS Central Administrator at CDSTA@rutgers.edu

If the last name of the learner changes after creation, the last name field can be edited to reflect the new last name. Learner ID will still contain the previous last name and does NOT need to reflect the change in last name following initial creation.

Once you have made the required changes, click “Save”. Once successfully saved, you will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully.



Accessing Transcripts


What is a Transcript?

The CDS transcript is a virtual, detailed record of a staff member's training and educational activities within the system. It includes information about courses taken, completion dates, scores, and all Contact Hours/CEUs earned.

Why Transcripts are Important

- Tracking Progress:** Transcripts provide a comprehensive overview of each staff member's training, allowing administrators to monitor progress and ensure all required training is completed.
- Compliance:** Agency staff are required to complete specific training to meet legal, regulatory, or organizational standards. Transcripts help verify that these requirements are met during auditing procedures.
- Professional Development:** By reviewing transcripts, staff and administrators can identify areas for further development, helping to plan future training and career growth.

Maintaining accurate records of training on staff transcripts is crucial for audits, performance evaluations, and organizational reporting.



RUTGERS HEALTH
The Boggs Center
on Disability and Human Development
Robert Wood Johnson Medical School

NOTES:

- To locate learners please enter at least the first letter of the learner's last name or the first character of the learner's ID or learner's verification code and click Show Results.
- Find learners within your administrative scope (the facilities and departments for which you have been granted administrative access.)
- This search is not case-sensitive. Searching for "Abbot" or "ABBOT" or "abbot" will return the same results.

☐ Show Inactive Learners

Last Name:

Learner Id:

Verification Code:

Show Results

Add New Learner

Last Name	First Name	Learner Id (Login Name)**	Password	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demo	dexample2000	*****	New Jersey DHS/DDO	Admin Demo	CDSDEMO	Active	No		08/03/2015		Edit			
example	demo	dexample2020	*****	New Jersey DHS/DDO	Admin Demo	CDSDEMO	Active	No		-		Edit			
Example	Demonstration	DExample1234	*****	New Jersey DHS/DDO	Admin Demo	CDSDEMO	Active	No		12/03/2012		Edit			
example-eight	demo	dexample8	*****	New Jersey DHS/DDO	Admin Demo	CDSDEMO	Active	No	nurse	01/01/2010		Edit			

Reviewing Transcripts:
From the learner lookup page, you can also view the learner’s transcript.

From the menu bar on the homepage, click on “Learner”, then click “Lookup Learner”
Enter the last name of the staff then click “Show Results”
Click on the “Transcript” icon to the far right of the page that corresponds to the learner information to view their transcript.

LearnerId : DExample1234

[Show All](#)
[eLearning](#)
[Classes & Events](#)
[Ontrack](#)
[Checklist](#)
[Acknowledgements](#)
[Discussion](#)

Status

Assigned / Self-Enrolled:

Show Module:

[Export to Excel](#)
[Print](#)

All Current
 All Archived
 Current & Archived
 Acknowledged
 No Show
 Cancelled

All Items: 170 Completed: 16 Due: 143

Item Name	Item Type	Due Date	Status	Completed	Score	Pretest Score	# of Units	Type of Unit	Provider	Assign Type
ABCD Sample	Lesson	06/19/2013	✗							A
ABCD Sample II	Lesson	06/19/2013	✗							A
CDS: Autism	Lesson	09/12/2013	✗							A
CDS: Community Inclusion: Community Bridge Building and Networking	Lesson	03/31/2016	✗							A
CDS: Community Inclusion: Introduction	Lesson	03/31/2016	✗							A
CDS: Community Inclusion: Matching Community Resources with Individual Interests	Lesson	03/31/2016	✗							A
CDS: Community Inclusion: Natural Supports	Lesson	03/31/2016	✗							A
CDS: Community Inclusion: The DSP Role in Community Inclusion	Lesson	03/31/2016	✗							A
CDS: Cultural Competence: Communication	Lesson	04/07/2013	✗							A
CDS: Cultural Competence: Daily Support	Lesson	04/07/2013	✗							A
CDS: Cultural Competence: DSP Roles in Culturally Competent Organizations	Lesson	04/07/2013	✗							A
CDS: Cultural Competence: Introduction	Lesson	04/07/2013	✓	01/25/2013				Contact Hours	CDS	A
CDS: Cultural Competence: The Continuum	Lesson	04/07/2013	✗							A
CDS: Cultural Competence: The Culture of Support Services	Lesson	04/07/2013	✗							A
CDS: Cultural Competence: Understanding Your Own Culture	Lesson	04/07/2013	✗							A
CDS: Cultural Competence: What is Cultural Competence?	Lesson	04/07/2013	✗			0.00				A

The employee's transcript will show a red X for lessons that were not completed successfully and a green ✓ for lessons that were completed successfully.

The employee must complete each lesson and demonstrate understanding by passing each lesson's test with at least 80%.

You can print or export specific information from the Learner's transcript.

If a staff states that they completed a specific lesson, but it is not showing up on their transcript, this means that the training may have been archived. Completed training is NEVER deleted from CDS.

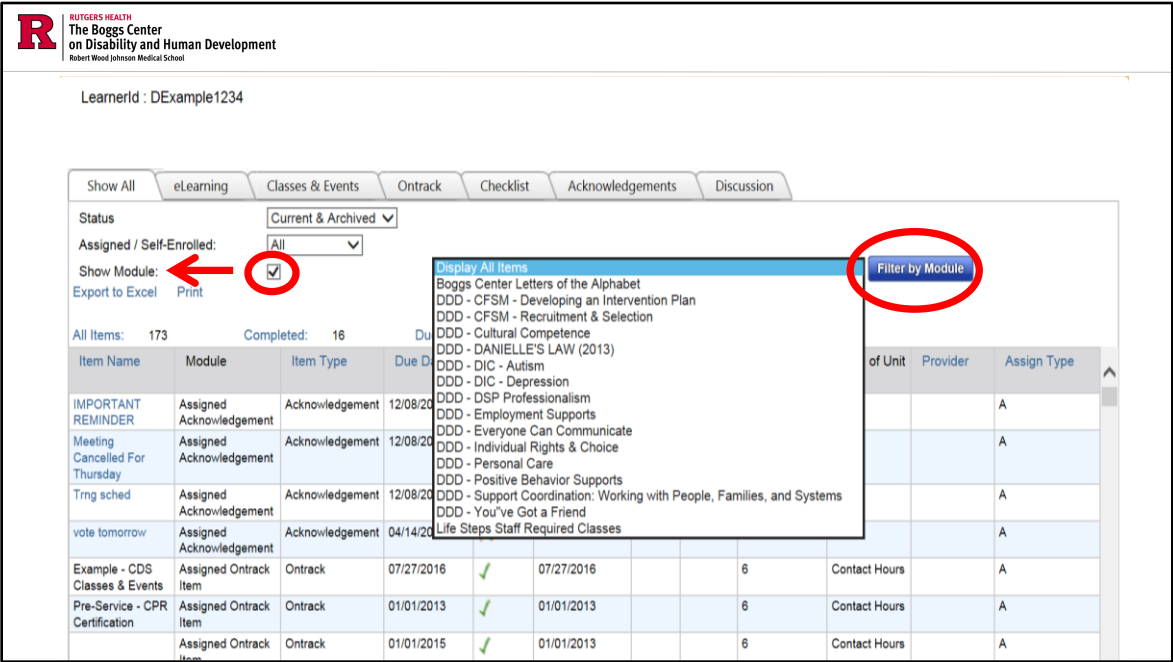
To view all past and current training, you will need to change the status on the transcript. From the status bar, select “All Current and Archived” from the selection, then click “Go”. The page will refresh, and all training, both past and present, will appear on the staff transcript.

Example of staff transcript with the status bar changed to “All Current and Archived”. The Medication module has been selected under Show Module to view all previous and current lessons associated with the module (see next page for details)

Current and archived will show all training assigned to a specific learner. Lessons may be archived if an organization reassigns training to staff and requires them to complete the lesson again as a refresher. You have the ability to reassign training that a staff person has already completed. The link to the instructions is on the Boggs Website and in the signature line of **CDSTA@rutgers.edu**.

Instructions for Reassigning Training:

<https://boggscenter.rwjms.rutgers.edu/documents/BOGGS/TrainingandConsultation/CDS/CDSAdminReassignTraining.pdf>



You can also filter assigned training by module name.
Click on the box next to "Show Module".

A filter option will appear to the right, select which module you would like to view then click "Filter by Module".

The page will reload, and you will only see lessons associated with that course/module.



Changing Learner Status When Staff Leaves Organization

NOTE: changing staff status also applies to agency-designated CDS admins.

If your organization experienced a turnover in CDS administrator employment, please send an email to CDSTA@rutgers.edu to verify who should remain active and who should be removed as an administrator for your agency.

Please coordinate with your fellow agency administrators and organizational leadership regularly to ensure the list of your agency-designated CDS administrators is up-to-date. Upon notice, we will revise our records accordingly regarding any changes.

Reminder: Changing Staff Status

It is up to the **agency with primary access** to change learners' status (make active or inactive) in the system.

If **YOUR** agency name appears under their department name, your agency has primary access.

If **ANOTHER** agency name appears under their department name, your agency has manager zone access.

Do not make staff active or inactive who are not listed under your agency for primary access.

Once an employee/Learner leaves your agency, their Learner Status must be changed within 10 days of their termination date.

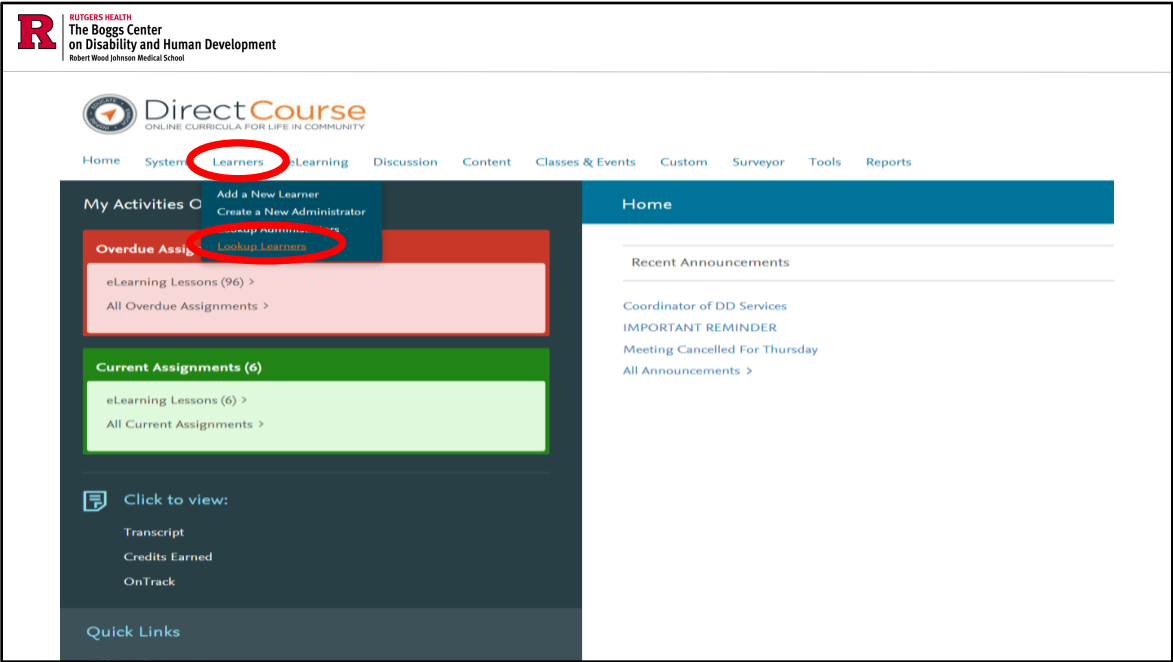
If you are the learner's PRIMARY AGENCY, you should make the staff person INACTIVE when they leave your organization.

YOU MUST NEVER MAKE A LEARNER INACTIVE IF YOU ARE NOT THEIR PRIMARY AGENCY.

DO NOT MAKE STAFF INACTIVE THAT YOU HAVE SECONDARY ACCESS TO. YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).


If you have manager zone access to the staff and no longer need it, send an email to **CDSTA@rutgers.edu** to remove access.

See the Manager Zone section of the CDS Administrator Manual for more information.



From the menu bar on the homepage, click “Learners” then “Look Up Learners”

You will be redirected to the “Manage Learners” page.



RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School

Check your access type by Department Name

Last Name:

Learner Id:

Verification Code:

Show Results

Add New Learner

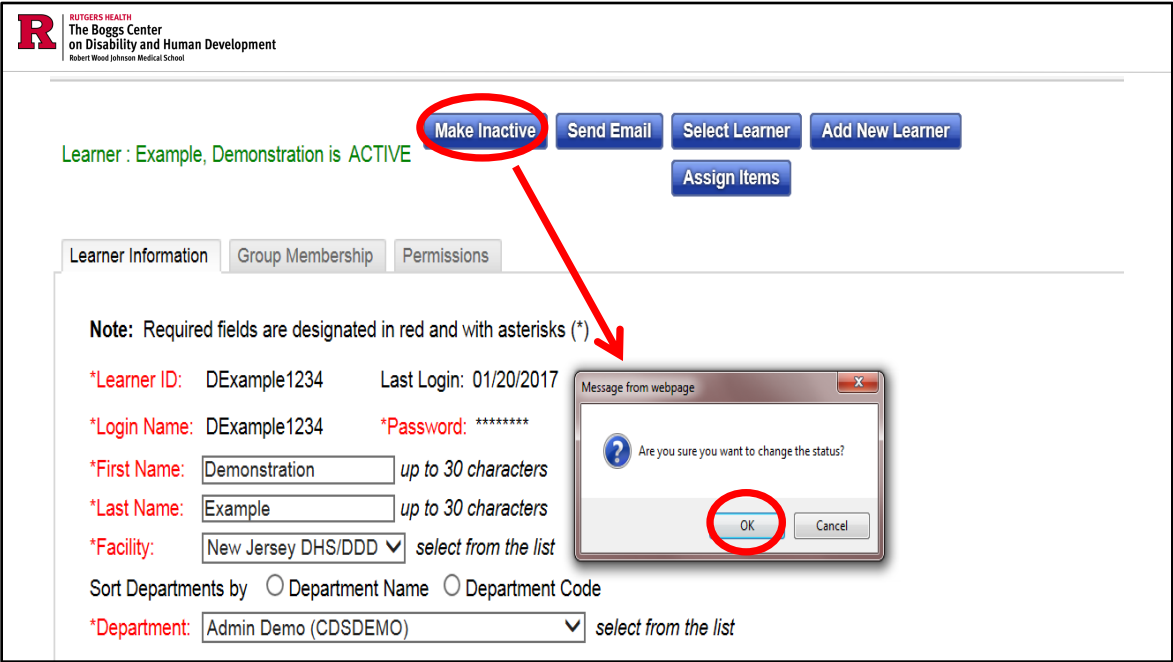
Last Name	First Name	Learner Id (Login Name)**	Facility Name	Dept. Name	Dept. Code	Status	Admin	Job Code	HireDate	Email	Edit	Lesson	Event	Transcript
Example	Demonstration	DExample1234	New Jersey DHS/DDO	Admin Demo	CDSDMO	Active	Yes		12/03/2012					
(PRIMARY ACCESS: YOUR AGENCY IS LISTED)														
Example-Eight	Demo	DExample8888	New Jersey DHS/DDO	Boggs Center Others	CDSDMO	Active	No		-					
(MANAGER ZONE: ANOTHER AGENCY LISTED)														
Example-eighteen	Demo	dexample1818	New Jersey DHS/DDO	Admin Demo	CDSDMO	Active	No		-					
example-eleven	demo	dexample0011	New Jersey DHS/DDO	Southern Regional Office (DDO)	SRO	Active	No		07/10/2017					
Example-fifteen	Demo	dexample1515	New Jersey DHS/DDO	Admin Demo	CDSDMO	Active	No	12	-					

On the Manage Learners page, enter all or part of the learner’s last name in the Last Name search bar, then click “Show Results”. A list of one or more learners will be displayed.

If you see your agency's name listed next to the staff, then you have **primary access**.
If you see another agency's name listed next to the staff, then you have **manager zone/secondary access**.

If you have primary access to the learner, Select the Learner whose status you wish to change then click the "Edit" button. If you do not have primary access, contact **CDSTA@rutgers.edu** for access removal.

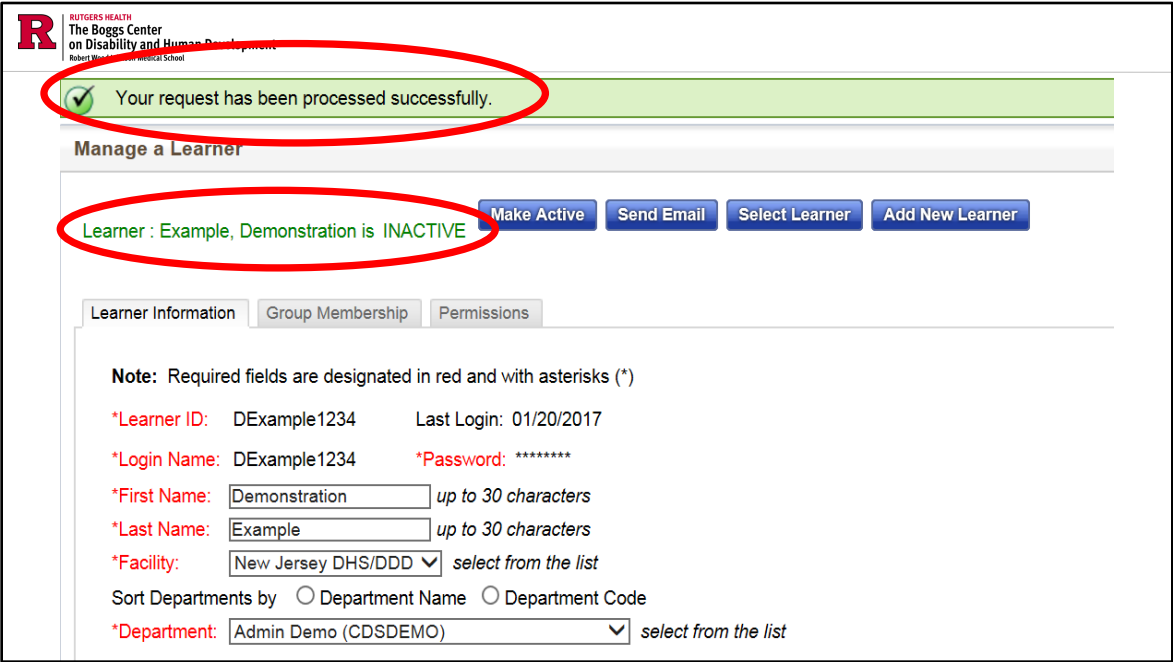
DO NOT MAKE STAFF INACTIVE THAT YOU HAVE MANAGER ZONE ACCESS TO. YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).



To make a specific learner ID inactive, click the “Make Inactive” button.

A message box will appear to confirm if you if you would like to change the status of this learner, click “OK”.

DO NOT MAKE STAFF INACTIVE THAT YOU HAVE MANAGER ZONE ACCESS TO. YOU CAN ONLY MAKE STAFF INACTIVE IF YOU HAVE PRIMARY ACCESS (E.G. YOUR AGENCY IS LISTED AS THEIR DEPARTMENT).



You will receive a green confirmation message at the top of the page indicating that your request has been processed successfully.

This process can be utilized to reactivate staff accounts your agency has primary access to, should your agency reemploy them or if they are returning from an extended absence.

It is recommended that you look up the inactive learner ID on the Learner Lookup page to ensure that the changes were made. Please refer to Look Up Learners & Edit Learner Information within the CDS admin manual regarding how to lookup learners.

Removing Manager Zone Access

- **If you have manager zone access to a learner and no longer need it (the learner no longer works for your agency)**
 - Email the CDS Central Admin Team at CDSTA@rutgers.edu to remove MZ access.
- **Removal requests must include the staff's full name, CDS learner ID, and last four of their SSN.**
 - Include your name and your agency name
- **Manager Zone Removal lists are sent for processing every 1st business day of the month.**

Remove Manager Zone Request - Example

Remove Manager Zone access - Message (HTML)

File Message Insert Options Format Text Review Help Acrobat Tell me what you want to do

Clipboard Basic Text Names Include Attach File via Link Adobe Acrobat Tags Dictate Voice Sensitivity Editor Immersive Reader Viva Insights Add-in New Meeting Poll FindTime View Templates

Send From [Redacted] To cdata@rutgers.edu Cc Bcc Subject Remove Manager Zone access

Hello!

This is (your name) from (agency name). Please remove my manager zone access from the following staff accounts:

First name: John
Last name: Doe
Last four of SSN: 5397
Learner ID: JDoe5397

First name: Rosa
Last name: Pérez-Quilones
Last four of SSN: 1021
Learner ID: RPerezQuinones1021

Thank you!

Your removal request(s) must include:

- Staff's full name
- Staff's last four digits of their SSN
- Staff's CDS Learner ID
- Your name and agency name

The subject line must contain “Removal Request for Manager Zone access” or “Request for Secondary access REMOVAL” and include the following information in the body of your email:

- The full name of the staff
- The last four of their SSN
- Their learner ID in the CDS
- Your name and agency name

This ensures that access is removed from the correct person in the system. Please be sure to put your name and your agency in the body of your request as well. If the required information is not provided, your request will not be processed.

**Failure to follow the guidelines set
by the CDS Central
Administrator Team
will result in the loss of your CDS
Admin privileges.**

For technical
assistance, contact
the CDS
Central Administrator
Team:

CDSTA@rutgers.edu

Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.

Where to find the CDS Admin Manual:

- In the signature of emails received from **CDSTA@rutgers.edu**
 - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: [CDS Admin Manual \(rutgers.edu\)](#)

CDSTA@rutgers.edu is the email address for the CDS Central Administrator Team. This email address is the **ONLY** route to receiving technical assistance or access to staff who work for more than one agency. We only provide assistance directly to CDS agency administrators; any other staff should **NOT** use this email for assistance. They should seek assistance from their agency administrators.

The email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.



Assigning eLearning (online training)

New DSP Training Requirements

Working with our community partners, DDD has established the New Jersey Direct Support Professional Core Competency Career Pathway and a new set of training requirements for all Direct Support Professionals and Supervisors employed by DDD/Medicaid-approved provider agencies. The new requirements will have a soft launch effective October 1, 2024, with full implementation effective January 1, 2025. If you still have questions after reviewing the materials below, please contact DDD-WQU@dhs.nj.gov.

New DSP Training Requirements

- Webinar: An Overview of New DSP Training Requirements: [Slide Deck](#) | [Webinar Recording](#)
- [Implementing the New DSP Training Requirements: A Guide for DDD Providers](#)
- [Conversion Chart: 2016 to New DSP Training Requirements](#)
- [DDD Required Training Bundles](#) (available through College of Direct Support)

Here are the new training requirements for DSPs as dictated by DDD. These training requirements are intended for onboarding and initial training purposes and meet the minimum requirements. Agencies are encouraged to offer additional training and mentoring during their onboarding processes.

You are responsible for knowing the new DSP training requirements to ensure your specific agency procedures follow compliance protocols. Please listen to the webinar and download and review the guide at your earliest convenience.

New DSP Training Requirements:

An Overview of New DSP Training Requirements:

Slide Deck: [Slide Deck](#)

Webinar: [Webinar Recording](#)

[Implementing the New DSP Training Requirements: A Guide for DDD Providers](#)

[Conversion Chart: 2016 to New DSP Training Requirements](#)

[DDD Required Training Bundles](#) (available through College of Direct Support)

DDD Mandated Training and Competency Assessments:

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment)
Agency Competency Assessment Supervisor Question & Answer Guide

[PANE_question_and_answer_guide.pdf \(nj.gov\)](#)

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment)
Agency Competency Assessment Form

[PANE_competency_assessment_form.pdf \(nj.gov\)](#)

Medication Administration: On-Site Competency Assessment Forms

[interim_preservice_training_on-site_competency_assessment_forms.docx \(live.com\)](#)

On the DDD website [Division of Developmental Disabilities | Home \(nj.gov\)](#):
Providers → Provider Information → Mandated Training and Development for
Medicaid/DDD Approved Providers

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment) Agency
Competency Assessment Supervisor Question & Answer Guide:

https://www.nj.gov/humanservices/ddd/documents/PANE_question_and_answer_guide.pdf

Prevention of Abuse, Neglect, & Exploitation (PANE) (Maltreatment) Agency
Competency Assessment Form:

https://www.nj.gov/humanservices/ddd/documents/PANE_competency_assessment_form.pdf

Medication Administration: On-Site Competency Assessment Forms:

https://www.nj.gov/humanservices/ddd/documents/PANE_competency_assessment_form.pdf

In addition to staff being required to verify their understanding by correctly responding to the questions and activities on these assessments, they need to fully understand the organization's policies and procedures.

CDS Curriculum

30+ Courses Available for Assignment

- National Best Practices
- Multi-media and interactive content
- 4-16 Lessons Each
- Tests (typically 10 questions)
- Suggested On-the-Job Competency Demonstration


More courses added and updated annually

[CDS Online Course Catalog](#)

All 30 courses are driven by National Best Practices, grounded in nationally validated and research-based core competencies. The courses are multi-media and interactive, meaning that written word, spoken word, videos, audio stories, and interactive games are incorporated into lessons. Lessons outside the Core Curriculum specifically created by DDD are archived pre-recorded webinars.

Every module has typically between 4 to 16 lessons. The modules with fewer lessons tend to take between 30-40 minutes to complete for each, while the modules with more lessons take between 15-20 each.


Each lesson within a module has a post-test that must be completed after finishing a lesson. The learner must complete each lesson and demonstrate understanding by passing each lesson’s test with at least 80% or above.




RUTGERS HEALTH
The Boggs Center
on Disability and Human Development
Robert Wood Johnson Medical School

For more information on CDS courses...



Home 

Export 

College of Direct Support (CDS)

The College of Direct Support (CDS) offers a full curriculum of training for your entire organization. To help you and your staff make a difference in the lives of everyone you work with, we offer education at every level.

Contents

CDS – College of Direct Support 

Visit the [CDS Course Catalog](#)

CDS administrators should check out the catalog to identify what types of lessons/additional professional development courses exist within the CDS beyond DDD required training. and to get an idea of what specific lessons they can assign to staff.

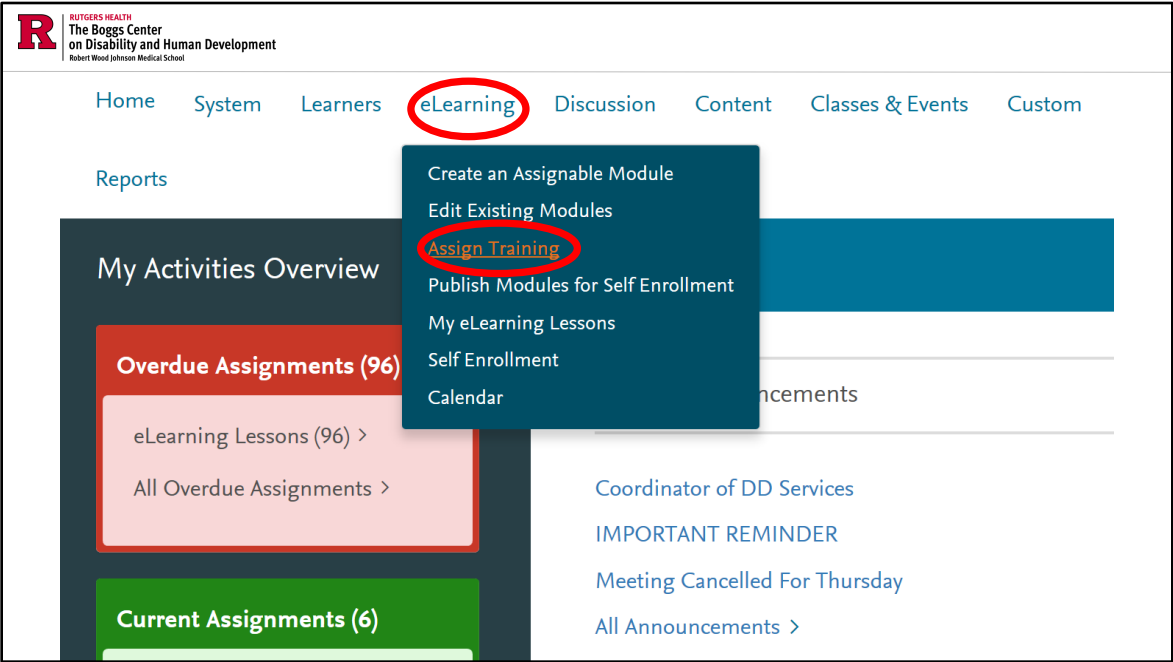
Clicking on a module title will show the full course description, the number of lessons, as well as the number of contact hours earned for this role. Details including Module and Lesson Descriptions and Timeframes can be found at [Elsevier | DirectCourse Catalog 2019](#). The CDS Course Catalog is also listed in our signature line under Helpful Links.

All the training in the CDS should NOT be assigned at the same time, only what’s necessary. As a CDS administrator, it is recommended that you take the same assigned courses to reinforce the information that your staff is learning as well as to answer any possible questions they may have regarding the content.


NOTE: If you see a module listed on the website that you are not able to find in the CDS, please let us know so that we can provide assistance.



Assigning eLearning by Individual



To assign modules and/or individual lessons to learners:
click the “eLearning” link on the homepage,
then click “Assign Training” from the drop-down menu, which will redirect you to the
Manage eLearning page.



RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School

Manage eLearning

Module to Assign

Modules your Department Created:

EditViewAssign NowAssign Later

Modules available to All Facilities:

ViewAssign NowAssign Later

Assignment Options

☐ Send notification email to learners that receive assignment.

Manage Saved Learners (6)

Who should be assigned this Module?

Departments

Choose Departments


Individuals

Choose Individuals

It is recommended to choose individuals first before assigning modules.

Click on the “Choose Individuals” button at the bottom of the page under the Individuals section.

A pop-up box labeled “Select the Users you would like to have added” will appear.



RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School

Select the Users you would like to have added:

Search Criteria:

☒ Individuals ☐ Saved Learners

Last Name:

First Name:

Facility:

Department:

Job Code:

Sort by:

Last Name

Search

Close Window


Under the Search Criteria, Individuals will already be selected, and this does not need to be changed.

Entering % in the search will yield all the learners you have access to.

Enter the last name of the specific learner in the Last Name search bar, then click “Search”

Contact CDSTA@rutgers.edu for help

59



RUTGERS HEALTH

The Boggs Center

on Disability and Human Development

Robert Wood Johnson Medical School

Select the Users you would like to have added:

Search Criteria:

☒ Individuals

☐ Saved Learners

Last Name:

First Name:

Facility:

Department:

Job Code:

Sort by:

Last Name

First Name, MI

Department Code

Search

Close Window

<input type="checkbox"/>	Last Name	First Name, MI	Facility	Department	Dept Code	Job Code	Job Description
<input checked="" type="checkbox"/>	example	demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input checked="" type="checkbox"/>	Example	Demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input type="checkbox"/>	Example	Demonstration	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		
<input type="checkbox"/>	example-eight	demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO	nurse	
<input checked="" type="checkbox"/>	Example-eighteen	Demo	01-New Jersey DHS/DDD	Admin Demo	CDSDEMO		

OK

Cancel

After clicking the “Search” button, a list of learners with the specified last name will appear.

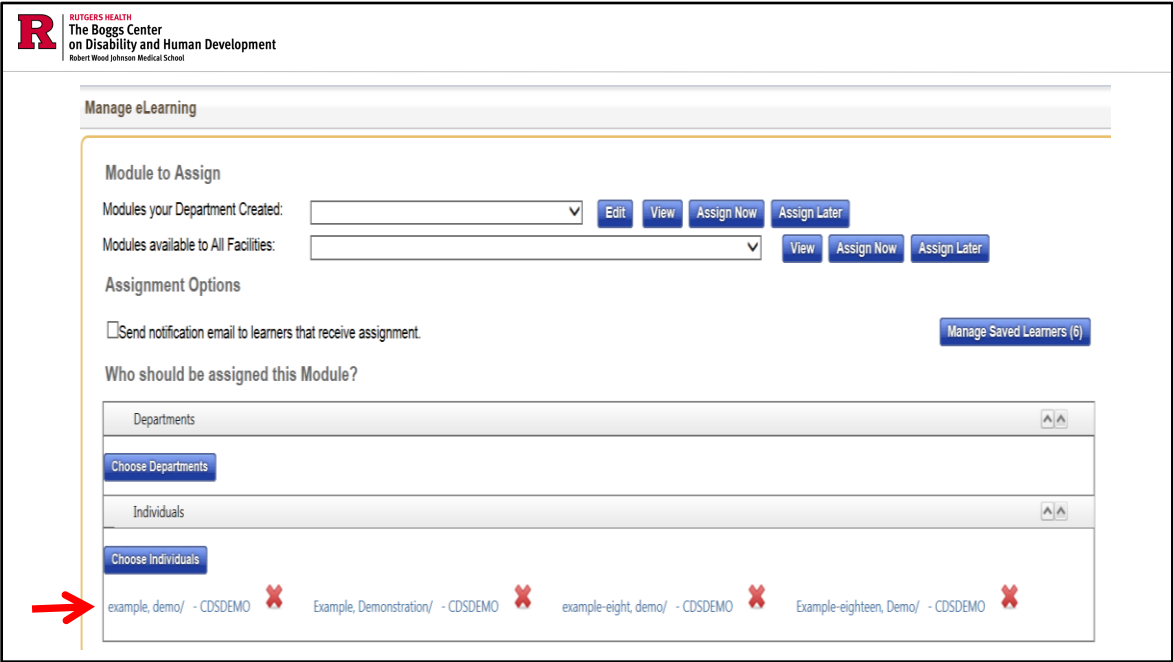
This list can be sorted by Last Name, First Name, Department Code, or Learner ID

Multiple learners can be selected at one time from the list. Select the specific learners by clicking the check box on the left of the learner’s last name, a checkmark will appear to confirm that the specific learner has been selected and the learner’s information will be bolded.

Do not click the “Close Window” button after making your selections as it will reset the form. Click “OK” at the bottom of the page to confirm selections.

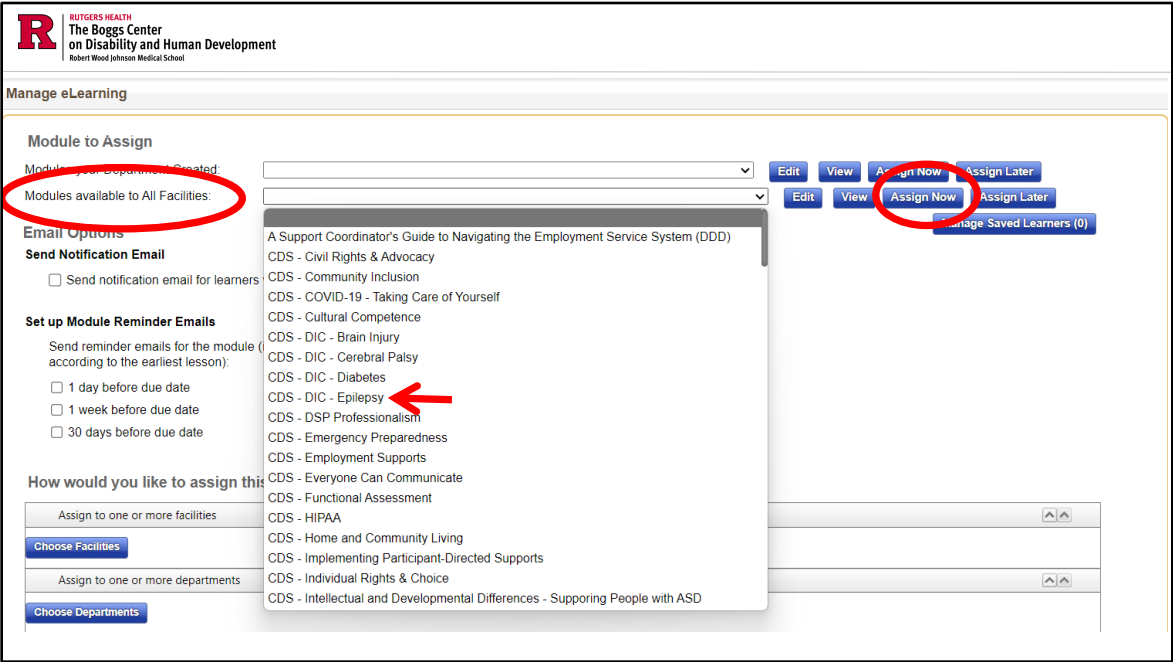
Contact CDSTA@rutgers.edu for help

60



At the bottom of the Manage eLearning page under the Individuals section, the list of learners that you have selected from the previous page will appear.

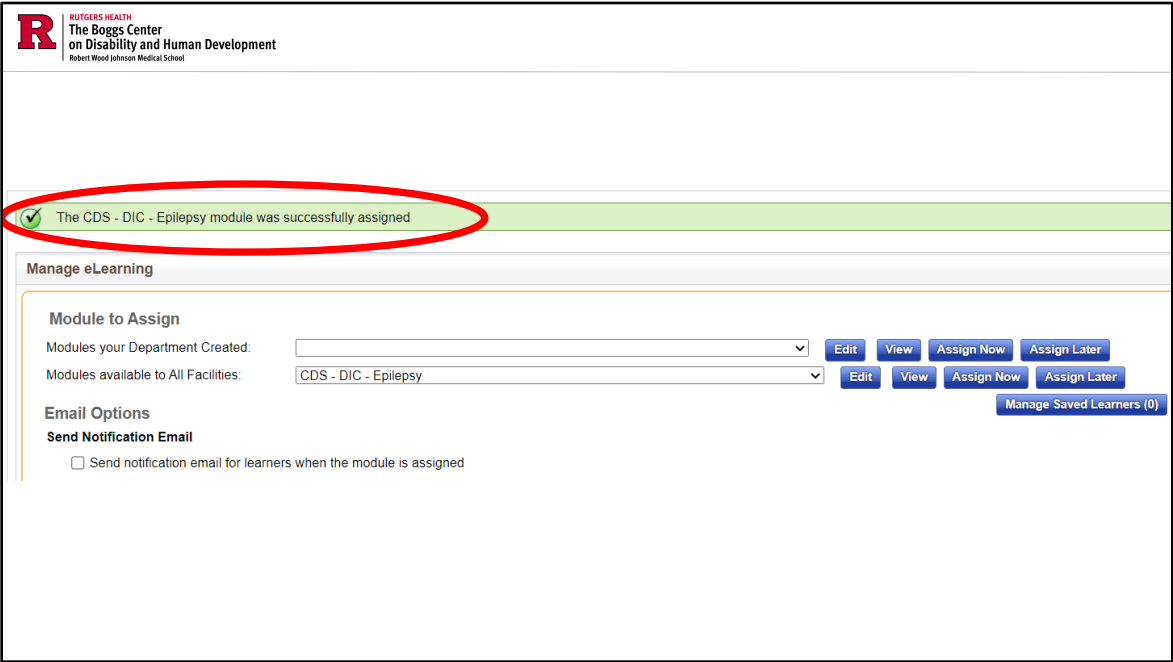
The red X next to each learner’s name allows you to remove a specific learner from the selected list.



After learners have been selected, click on the drop-down menu for Modules available to All Facilities.

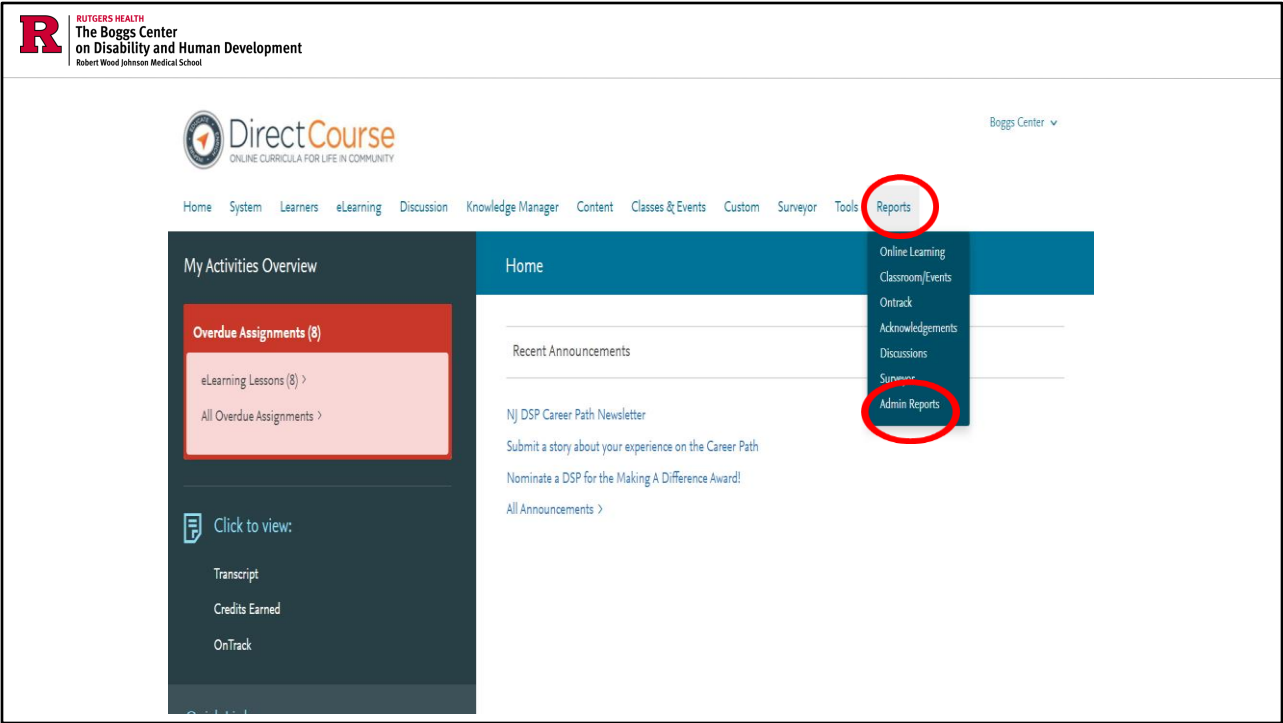
Certain lessons come in bundles, such as the DDD System Mandatory Training Bundle for example. Assigning a bundled module will assign all necessary lessons within that selected module title at the same time.

Once you have made a selection under the drop-down menu, click “Assign Now” to assign these pieces of training to your selected learners.



You will receive a confirmation message in green at the top of the page indicating that your request has been processed successfully and the training has been assigned.

CDS Administrators will not receive alerts for due dates, you are responsible for alerting staff to modules that have been assigned, the time frame they have for completion, and when the modules are due.



This manual does not go into detail about the Reports function, as there is a designated webinar that provides a full overview. The full overview of the Reports function can be found on the Boggs Center website. Click on Training and Consultation then DSP Direct Support Professional Workforce Development, the Reports webinar is listed under Related Resources.

The Reports tab is the furthest on the right on the homepage. When clicking the tab, you will notice in the drop-down that there are several types of reports that can be generated.

Note: It doesn't matter which option you click in the drop-down menus because you will be brought to the same page, however remembering a certain link makes it easier to remember where this option is located. A typical way to remember would be to click the bottom link labeled "Admin Reports", but again all the options will lead you to the Reports Analytics Manager.

After making a selection under the Reports tab, a pop-up page will appear. This page is the CDS's Report Analytics Manager, which can generate different reports based on specific metrics inputted into the system. On the left-hand side, you will notice that the different types of reports are listed and bolded in black, which corresponds to the list on the home page.

There are also subcategories listed under each report type, which will highlight with a hyperlink when you hover over them. For example, when clicking on Online Learning, it will provide you with instructions as well as descriptions of reports that can be run under that specific category.

Also, clicking the plus sign next to Department Reports will provide you with even more information on the types of reports that can be generated to give you the information that you seek under that sub report.

Link for CDS Webinars (including Running Reports):
<https://boggscenter.rwjms.rutgers.edu/resources/video-library>

“Helpful Links” – CDSTA@rutgers.edu signature line

CDS Central Administrator

CDSTA@rutgers.edu

Helpful Links

[New Jersey CDS Log-in page](#)

[CDS Admin Manual](#)

[CDS Learner’s Guide](#)

[CDS Administrator’s Webinars](#)

[Reassign Training](#)

[Supports Program Policies and Procedures Manual](#)

[Community Care Program Policies and Procedures Manual](#)

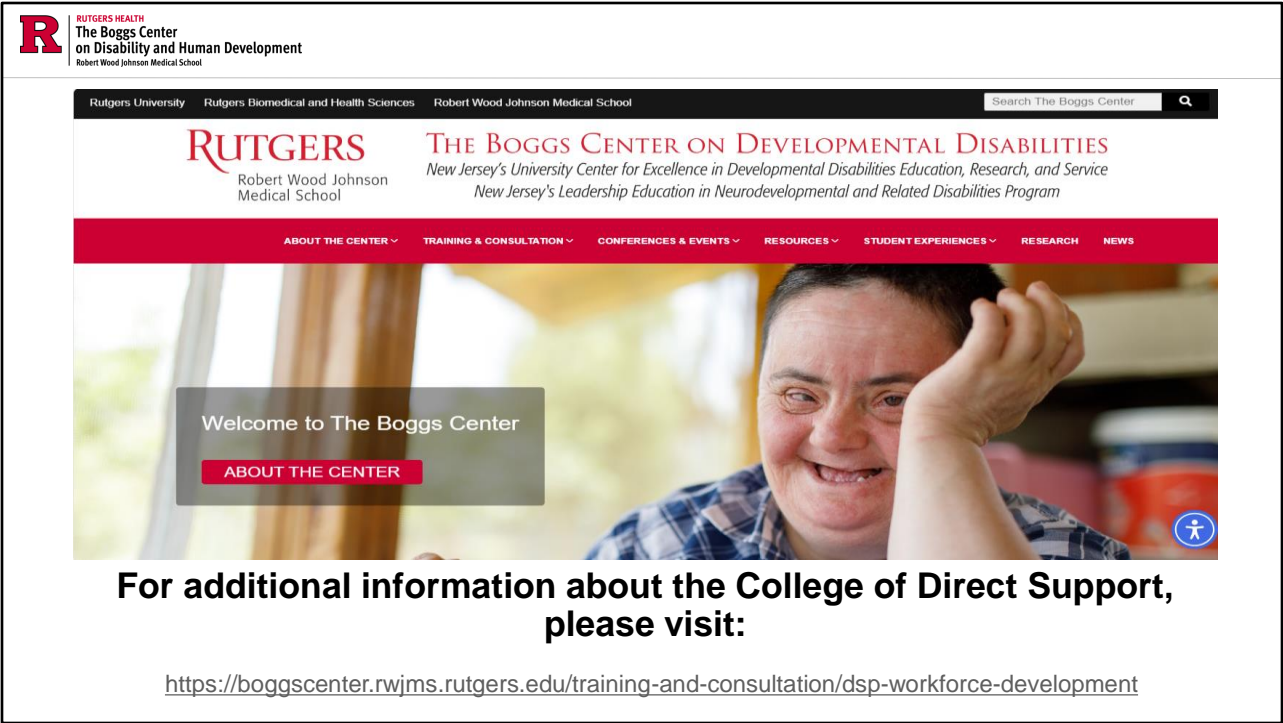
[DDD Pre-Service Competency Assessment Forms](#)

[CDS Course Catalog](#)

[Boggs Center Training Registration System](#)

When you receive emails from us, you will notice in our signature that we provide you with links for resources you may find helpful as a CDS administrator.

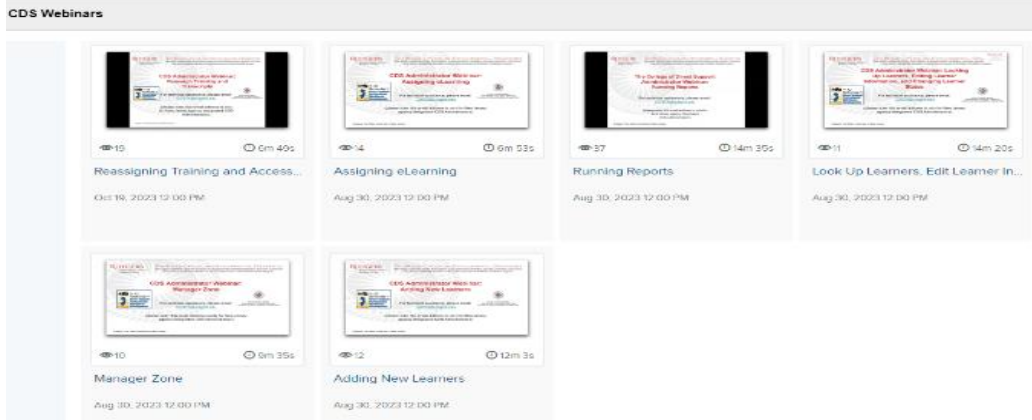
These links are discussed throughout this manual and will be continuously updated as necessary to ensure you are receiving the correct links towards the most up-to-date information.



For an electronic copy of the CDS Admin Manual, Instructional Webinars, the Learner’s Guide, and more information about the College of Direct Support, please visit the Boggs Center Website. You can find CDS information under Training & Consultation, then clicking on **DSP Direct Support Professional Workforce Development**

Link for Boggs Center website:
<https://boggscenter.rwjms.rutgers.edu/training-and-consultation/dsp-workforce-development>

College of Direct Support Webinars



Instructional Webinars for current agency-designated CDS Administrators are available for review, please visit:

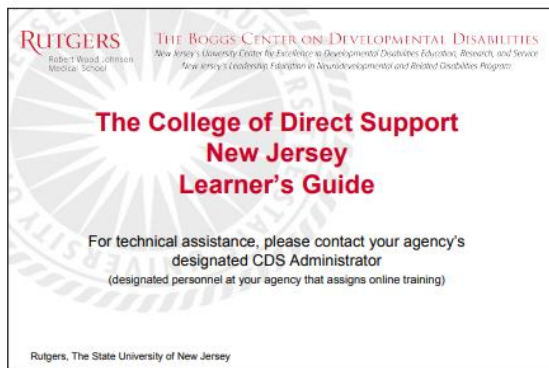
<https://boggscenter.rwjms.rutgers.edu/resources/video-library>

College of Direct Support Webinars are designed for agency-designated CDS administrators only. After attending the CDS Administrator Training, administrators will be given access to the College of Direct Support. Please keep in mind that these webinars are not meant to replace the CDS Admin Training. They are only meant as supplemental technical assistance and content review to expand existing CDS administrators' current knowledge.

Link for CDS Webinars:

<https://boggscenter.rwjms.rutgers.edu/resources/video-library>

College of Direct Support Learner's Guide



Step-by-step instructional manual to orient new staff to the CDS:


- Overview of CDS
- Logging into the CDS
- Navigating the Learner Dashboard
- Accessing and Completing training modules
- Taking lesson post-tests
- Tracking training progress via Transcript

<https://boggscenter.rwjms.rutgers.edu/documents/BOGGS/TrainingandConsultation/CDS/CDSLearnersGuide.pdf>

The Learner's Guide is a user manual that provides a comprehensive overview of the CDS's functionality, including login information and access to training and transcripts. When staff is hired within your organization, it is important to ensure that they have access to the learner's guide as a self-navigation tool for future reference.

Link for Learner's Guide:

<https://boggscenter.rwjms.rutgers.edu/documents/BOGGS/TrainingandConsultation/CDS/CDSLearnersGuide.pdf>




RUTGERS HEALTH

The Boggs Center
on Disability and Human Development

Robert Wood Johnson Medical School


NJ CDS Admin Listserv Welcome Email


Welcome to the "NJ CDS Administrator Listserv" mailing list





rbhs_cds-request@email.rutgers.edu

To [REDACTED]


 Reply

 Reply All

 Forward



Mon 7/29/2024 3:13 PM

 We removed extra line breaks from this message.

Hello CDS Administrator!

Welcome to the NJ CDS Administrator Listserv. You have been added to this list for successfully completing the CDS Admin Training.

This is a distribution-only list for all current NJ agency-designated CDS Administrators who have been added to receive updates and information about the College of Direct Support, as well as training opportunities provided by The Boggs Center.

As a current CDS administrator for your agency, please ensure all of the existing CDS admins for your agency are receiving correspondence from the Listserv as these updates include important news that CDS admins must be aware of.

No messages should be sent to this email address as they will go to an unmonitored mailbox. Any questions related to the College of Direct Support should be directed to CDSTA@RUTGERS.EDU

Thank you!

Upon completion of the CDS Admin Training, you will be added to the NJ CDS Admin Listserv

This is a distribution-only list for all current NJ agency-designated CDS Administrators who have been added to receive updates about the College of Direct Support, DDD-related information, and training opportunities provided by The Boggs Center.

As a current CDS administrator for your agency, please ensure all of the existing CDS admins for your agency are receiving correspondence from the Listserv as these updates include important news that CDS admins must be aware of.

For technical
assistance, contact
the CDS
Central Administrator
Team:

CDSTA@rutgers.edu

Any activities that you conduct within the CDS must follow the rules, guidelines, and instructions provided in the CDS Administrator Manual.

Where to find the CDS Admin Manual:

- In the signature of emails received from **CDSTA@rutgers.edu**
 - This signature also includes links to many other helpful resources that you will find useful as a CDS Admin.
- On the Boggs Center Website: [CDS Admin Manual \(rutgers.edu\)](#)

CDSTA@rutgers.edu is the email address for the CDS Central Administrator Team. This email address is the **ONLY** route to receiving technical assistance or access to staff who work for more than one agency. We only provide assistance directly to CDS agency administrators; any other staff should **NOT** use this email for assistance. They should seek assistance from their agency administrators.

The email address is available for response five days a week (Monday through Friday) during business hours. Expect to hear back from us regarding your inquiry in 24-48 business hours.