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March 25, 2026
26-DD-04

TO: DD Waiver Direct Service Contract Providers
FROM: Camille Cumuze, Associate Commissioner *C. Cumuze*
ADMH-Division of Developmental Disabilities
SUBJECT: DDD Office of Quality Assurance - New QDDP Certification Process Effective March 1, 2026 – Provider Action Required

Update: The application attached to the first memo on 3/3/2026 is updated and provided here.

Effective March 1, 2026, ADMH-DDD is implementing a standardized Qualified Developmental Disabilities Professional (QDDP) certification process to ensure QDDPs statewide meet consistent qualification, ethics, and training expectations, and to support quality, compliance, and participant health and safety.

Who this applies to:

This process applies to any individual seeking QDDP certification under ADMH-DDD, including:

- New QDDPs entering the role, and
- Current QDDPs.

Currently Certified QDDPs will need to complete the new process by March 1, 2027. Any QDDP who does not have a current certification or is newly hired as of March 1, 2026, will need to go through the process as soon as possible.

Provider action required:

Providers must take the following steps beginning March 1, 2026:

1. Notify current and prospective QDDPs of the certification requirements and timelines.
2. Ensure applicants submit required documentation for qualification review (outlined below).
3. Ensure QDDP applicants complete required training components within required timeframes (in-person + virtual + HRC training).
4. Ensure certificates are uploaded into Relias in the appropriate Requirements Tracker as required.
5. Contact your assigned ADMH-DDD QA Specialist for step-by-step instructions, forms, and the regional training schedule.



Providers should not wait to prepare documentation. Incomplete submissions are a common cause of delays.

How QDDP certification works (effective March 1, 2026)

Step 1: Qualifications and documentation review (submitted to QA Specialists)

The candidate must submit:

- A basic application with identifying information. *See attached.*
- Proof of a bachelor's degree in the field of human services.
 - Primary source verification of education will be required (e.g., verification directly from the school/approved verification platform).
- Evidence meeting the experience requirement (referencing applicable federal regulation), supported by a resume and professional references.

If qualifications are satisfactory, ADMH-DDD will collect the signed attestation and authorize the applicant to move forward to training.

Step 2: Required QDDP attestation

Before training approval, the applicant must complete a QDDP Attestation affirming agreement to required professional, ethical, and practice standards. *See attached.*

Step 3: QDDP onboarding training and requirements

A. One-Day In-Person Onboarding Training (regional/monthly offerings)

Content includes:

- QDDP Role, Values, Ethics, and Expectations
- Overview of Alabama Waivers
- Overview of State Systems Used (ADIDIS)
- Behavioral Supports Overview
- Person-Centered Planning (PCP) Process and QDDP Role
- Culture/Environment of Support, Communication, Leadership/Supervision, Ethics

B. Virtual Training (must be completed within 30 days of the in-person training and provider is responsible for enrolling the applicant in the correct Relias training plan)

Training includes:

- CQL Modules:
 - Overview of QDDP
 - Rights: informed consent, due process, guardianship
 - Health/Medical Safety
 - IPMS
 - Assessments
- MAC I (certificate must be uploaded into the appropriate Relias Requirements Tracker)
- PCP/Support Coordination training for Direct Support Providers
- Person-Centered Thinking (IntellectAbility)
- Fatal Five (IntellectAbility)

C. Additional In-Person Requirement (must be completed within 90 days of the in-person onboarding)

- Human Rights Committee (HRC) training offered regionally in person (HRC certificate must be uploaded into the appropriate Relias Requirements Tracker)

Certification issuance, validity, and renewal:

- Certification is issued after verification that all requirements are completed.
- A QDDP certificate will be issued and is valid for one year from the certification date.
- Annual Refresher Requirement: To maintain certification, QDDPs must complete annual refresher training virtually in Relias. A grace period applies 30 days before expiration and 60 days after expiration.

Note: As long as the applicant is fully participating in the training process outlined within the applicable timeframes, they can begin acting as a QDDP after verification of qualifications. However, if the applicant fails to participate and successfully completes the training per the requirements, no certificate will be issued, and they will be unable to act as a certified QDDP.

QDDP Registry (employment tracking requirement)

ADMH-DDD will maintain a registry of certified QDDPs. QDDPs are responsible for:

- Maintaining active certification status.
- Completing annual training requirements.
- Reporting each employing agency, including changes (moving agencies or adding agencies) to ADMH-DDD's QA Systems and Training Coordinator, Jennifer Hicks, jennifer.hicks@region3.mh.alabama.gov.

Provider support and next steps:

ADMH-DDD Quality Assurance is responsible for coordinating and overseeing training and technical assistance activities supporting provider compliance and quality improvement.

Providers needing guidance should contact their assigned regional QA Specialist for:

- The QDDP application and attestation materials.
- Submission instructions and verification expectations.
- The regional onboarding and HRC training schedules.

REGIONAL QDDP IN-PERSON TRAINING is available at the ADMH-DDD Regional Office as outlined below from 9am-1pm. Any changes to this schedule (due to holidays, unforeseen circumstances, etc.) will be communicated to the providers regionally through the Regional Offices/QA Specialists.

Region I – Monthly, Every 4th Wednesday

Region II – Monthly, Every 4th Thursday

Region III - Monthly, Every 4th Thursday

Region IV – Monthly, Every 1st Tuesday

Region V – Monthly, Every 4th Thursday

CC: Grayson Schemer, Director, DDD Office of Quality Assurance
 Patricia Bailey, QA Specialist Region I
 Erica Eatmon, QA Specialist Region II
 LaShoundra Young, QA Specialist Region III
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