MEMO

To: Self-Directed Participants/Designee, Support Brokers, and Self-Hired Staff

From: Self-Direction Department

Date: Tuesday, February 24, 2026

Re: Update MEMO to OPWDD Annual Training

As part of our ongoing commitment to compliance, safety, and quality services, all Self-Hired Staff must complete the 2026 Annual OPWDD Mandatory Trainings in accordance with the New York State Office for People with Developmental Disabilities (OPWDD) requirements.

Scheduling & Overtime Reminder
Self-Directed Participants/Designees are responsible for monitoring staff schedules. Please work closely with your Self-Hired Staff to ensure they **do not exceed 40 total work hours per week (Sunday–Saturday)** when completing these trainings. Staff should not work overtime. All overtime must be pre-approved by the Payroll Assistant/Fiscal Intermediary Coordinator prior to.

Required Trainings (Total: 5 Hours)

- Overview of Abuse & Neglect of Individuals with IDD
- Sexual Harassment: NY Mandated Training
- Developing Therapeutic Relationships
- NY OPWDD Choking Prevention Training
- Incident Investigation in IDD
- Fire Safety
- PCCS Compliance, Safety, and Ethics

Any trainings **outside of the required list above** must be pre-approved by you (Self-Directed Participant/Designee) in order for your Self-Hired Staff to be paid for completing them.

Deadline & Payment Information

- All required trainings must be completed in Relias by **March 15, 2026**.
- Trainings must be completed **outside of regular direct service hours**.
- Training time will be paid as **Indirect Time** according to Self-Direction budget guidelines.

For additional details regarding deadlines and compliance expectations, please refer to the previous memo.

If you have questions or are unsure who to contact, please email **SelfDirect@pccsny.org** or call **(718) 370-1088**. Thank you for your continued commitment to compliance and to the individuals we support.