

<b>Topic:</b>	Hourly Stipend Payment for Required PSW Job Coach Training
<b>Date Issued/Updated:</b>	6/1/2020

## Overview

The [2019-2021 Collective Bargaining Agreement](#) (CBA) between the Oregon Home Care Commission (OHCC) and Service Employees International Union (SEIU) was ratified on April 14, 2020. Under this agreement, Personal Support Workers who have obtained a Job Coach specialty are eligible to receive an hourly stipend for completing training required under OAR 411-345. Per the CBA, eligibility for this stipend will begin on April 14, 2020.

### **Description:**

Per [OAR 411-345](#), a PSW Job Coach (Job Coach) is an "independent provider who is employed by an individual". To receive a job coach specialty, [several eligibility requirements](#) must be met, including the completion of the [12 Core Competency trainings](#).

Job Coaches are required to complete 12 continuing education credits (CECs) annually. In general, one CEC is equal to one hour of training. The [12 Core Competency trainings](#) count as 8 CECs. Another 4 CECs will need to be completed in order to meet the 12 CEC requirement during the first year of becoming eligible as a Job Coach.

**IMPORTANT:** Please note that the 12 Core Competency courses are only required for the first year and will not qualify for a stipend payment in subsequent years. Other CEC courses must be completed in subsequent years that may be eligible for a stipend payment.

A stipend payment will be paid when all 12 CECs are completed annually. After completing 12 CECs the PSW Job Coach should submit the certificates of completion to [employmenttraining.review@dhsosha.state.or.us](mailto:employmenttraining.review@dhsosha.state.or.us). ODDS will review the certificates for approval and submit to the Oregon Home Care Commission to process payment.

**Stipend Eligibility Criteria:** To be eligible for a stipend payment the Job Coach must have provided publicly funded services in any of the three months before the training or during the month of the training.

## Procedure(s) that apply:

-[12 Core Competency classes](#) count as 8 CECs of training during the first year of becoming a PSW Job Coach. Another 4 CECs of [department approved training](#) will need to be completed during the first year.

-After the first year of eligibility, the Job Coach is required to continue to complete 12 CECs annually. Trainings should not be repeated and should be different every year. Up to 12 hours

annually of CECs are eligible for the stipend payment.

-After the annual 12 CECs are completed, the Job Coach will send an email to [employmenttraining.review@dhsosha.state.or.us](mailto:employmenttraining.review@dhsosha.state.or.us) and provide their full name, provider number and certificates of completion. Please only submit the certificates after all 12 CECs are completed.

**IMPORTANT:** Only one stipend payment per year will be paid after all 12 CEC's are completed and submitted to ODDS. The certificates for all 12 CECs should be emailed in one batch after ALL 12 CECs are completed. A Job Coach will not receive a stipend for any CECs beyond the 12 CEC annual requirement.

-The Job Coach stipend will be requested the same month that the CEC's are verified.

-Please go to the [Department Approved Training List](#) to find trainings that are eligible for CECs. It is recommended that this list be checked on a regular basis for approved trainings.

### **Reference(s):**

PSW Job Coach Enrollment Process

<https://www.dhs.state.or.us/policy/spd/transmit/im/2019/im19047.pdf>

OAR 411-345

[https://www.dhs.state.or.us/policy/spd/rules/411\\_345.pdf](https://www.dhs.state.or.us/policy/spd/rules/411_345.pdf)

12 Core Competency Training Transmittal

<http://www.dhs.state.or.us/policy/spd/transmit/im/2019/im19059.pdf>

Department-approved Continuing Education List

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Documents/Department-Approved%20Employment%20Service%20Provider%20Training%20Courses.pdf>

### **Frequently Asked Questions:**

#### **How many CECs can I request a stipend for?**

OAR 411-345 specifies that 12 CECs are required annually. You can only be paid for 12 CECs per year at your current rate of pay.

#### **How long will it take before I receive my stipend funds?**

Your stipend will be requested as soon as your CEC's have been verified. Oregon Home Care Commission will process the request; the stipends are manually processed in the order in which they are received, and it can take approximately four to eight weeks to receive the payment.

#### **Should I send my Certificate of Completion after taking each training?**

No. Please send your Certificates of Completion in one batch, after completing all 12 CECs for the year.

**What will the stipend payment be?**

The stipend payment will be based on your base rate of pay. 12 CECs will equal 12 hours of whatever your current base rate of pay is.

**Who do I contact about the status of my payment?**

If you have any questions about the status of your stipend, you may contact the Oregon Home Care Commission Training Unit at [OHCC.Training@dhsoha.state.or.us](mailto:OHCC.Training@dhsoha.state.or.us) .

**Contact(s):**

**Name:** Gene Rada; **Phone:** 503-945-5759; **Email:** eugene.e.rada@dhsoha.state.or.us