

Authorized signature: Pete Karpa,
Deputy Director

Number: VR-AR-17-04

Issue date: April 4, 2017

Due Date: April 1, 2018

Topic: Employment First Core Competencies Modules for Employment Specialists who need to demonstrate competencies to comply with VR Job Placement Services Contract requirements.

Subject: Release of Online Modules

Applies to (check all that apply):

<input checked="" type="checkbox"/>	Vocational Rehabilitation – All Staff
<input type="checkbox"/>	Vocational Rehabilitation – Executive Team
<input type="checkbox"/>	Vocational Rehabilitation - Administration
<input type="checkbox"/>	Vocational Rehabilitation – Branch Managers
<input type="checkbox"/>	Other -- ODDS Staff, for dissemination
<input checked="" type="checkbox"/>	Other – OSECE staff for dissemination

Background

The Vocational Rehabilitation (VR) Job Placement Services Contract specifies required qualifications for Job developers. (*Job Placement Services Contract Technical Assistance Guide 2015-2020, pages 56-57*).

For Track 2&3 services, job developers must:

- a. Be qualified under the Individual Placement and Support (IPS) model; **or**
- b. As outlined in Executive Order (EO) 15-01, complete DHS approved competency-based training

And both must annually demonstrate that they have maintained competencies.

The Office of Developmental Disabilities Services (ODDS) has created a series of online modules that are designed to fulfill the first year demonstration of competency as outlined in EO 15-01.

Authority

- DHS/VR Job Placement Services contract language
- *Job Placement Services Contract Technical Assistance Guide 2015-2020*. This guide can be found on the VR internet site by going to the Provider page. To link directly, go to:
<http://www.oregon.gov/DHS/EMPLOYMENT/VR/Documents/Job%20Placement%20TAG.pdf>

Action Required

VR contract staff will begin utilizing the new requirement as of the dates in the ODDS transmittal.

VR branch staff will use the ODDS transmittal to answer potential questions by VR's contracted job developers.

For your information, the module links appear below:

These modules are posted on iLearn. Once logged in to iLearn these links will take you directly to the course to be completed.

- DHS – DD – EP 101 Introduction to Supported Employment
<http://go.usa.gov/xKzrw> 1 hour
- DHS – DD – EP 101 Discovery and Career Planning
<http://go.usa.gov/xKzrA> 1 hour
- DHS – DD – EP 103 Marketing and Job Development
<http://go.usa.gov/xKzr6> 30 min
- DHS – DD – EP 104 Workplace and Job Analysis
<http://go.usa.gov/xKzrM> 30 min
- DHS – DD – EP 105 Job Coaching: Task Design and Training
<http://go.usa.gov/xKzrt> 30 min

- DHS – DD – EP 106 Job Coaching: Support Strategies
<http://go.usa.gov/xKzrJ> 30 min
- DHS – DD – EP107 Job Coaching: Natural Supports
<http://go.usa.gov/xKzrS> 30 min
- DHS – DD – EP 108 Managing Benefits
<http://go.usa.gov/xKzYq> 1 hour
- DHS – DD – EP 109 Systems, Partners, and Resources
<http://go.usa.gov/xKzY3> 30 min

Training requirement

None for VR staff. However, please be prepared to answer questions that may be asked by VR Contract job developers and job coaches about this ODDS requirement.

For timelines and other information, see the ODDS transmittal APD-AR-17-020. APD-AR-17-020 can be found on the VR Internet, Policy page under Joint Transmittals.

If you have any questions about this information, contact:

Contact(s):	Lexi Majors		
Phone:	503-947-2595	Fax:	503-947-5010
Email:	Lexie.Majors@state.or.us		