

# Policy Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:**  
**Issue date:**

**Topic:** Developmental Disabilities

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}           | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities              | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)   |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD program managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Employment Professionals, Direct Service Professionals, Adult and Child Foster Providers |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |   |
| <input type="checkbox"/> Child Welfare Programs                          |   |

<b>Policy/rule title:</b>	Core Competency Training Options During LMS Transition		
<b>Policy/rule number(s):</b>	OAR 411-345; OAR 411-323; OAR 411-415	<b>Release number:</b>	
<b>Effective date:</b>	5/17/2021	<b>Expiration date:</b>	
<b>References:</b>	Not sure if anything needs to be included here?		
<b>Web address:</b>	<Maybe include PDF Links?>		

**Discussion/interpretation:**

Many ODDS required trainings related to core competencies, credentialing and licensing are available on-demand in iLearn, the state's current learning management system (LMS). The state is transitioning from iLearn to a new LMS called Workday Learning. Access to iLearn will end on June 15, 2021 and Workday Learning access

will begin on June 16, 2021.

It is anticipated that the LMS transition will happen smoothly, but to help minimize the impact of this transition, ODDS is providing two options for Employment Professionals, Direct Support Professionals and Case Managers to complete Core Competency trainings.

**Implementation/transition instructions:**

**Option 1: Complete Trainings in iLearn and/or Workday Learning**

The Core Competency trainings will be accessible in iLearn until June 15<sup>th</sup>, 2021. After June 15<sup>th</sup> iLearn will be shut down and no longer be available. On June 16<sup>th</sup>, 2021 the Core Competency training will become available in Workday Learning. With Option 1, the provider can take the Core Competency trainings in iLearn until June 15<sup>th</sup> and complete the remaining Core Competency trainings, if any, in Workday Learning beginning June 16<sup>th</sup>. The learner can complete all the trainings in iLearn or all the trainings in Workday Learning or can complete some of the trainings in iLearn and some in Workday Learning.

**IMPORTANT:** If Option 1 is used, it is critical that the provider and/or staff [download the iLearn transcript](#) before June 15<sup>th</sup> and keep it on file in accordance with Oregon Administrative Rules. The transcript will be the only record of the trainings being completed.

**Option 2: Using PDF Version of Core Competency Trainings**

Beginning May 17, 2021 through July 31, 2021, PDF versions of the Core Competency trainings will be available online. The PDFs can be viewed online and carefully studied by the provider and/or provider's staff. Once review of the PDFs are finalized, the provider and/or staff can certify that review of the trainings were completed. Links to the PDFs and the certification document are listed below.

The advantage of Option 2 is that it allows for more time for providers to transition to Workday Learning from iLearn. However, the trainings will eventually need to be completed in Workday Learning per the deadline schedule on next page.

<b>Employment Professional (EP) Core Competencies</b>	
September 30, 2021	
<b>Direct Support Professional (DSP) Core competencies</b>	<b>Case Management SCPA Core Competencies</b>

Tier 1	September 30, 2021	August 31, 2021
Tier 2.	October 31, 2021	October 31, 2021

- **Core Competency PDFs for Employment Professionals**

(Includes: Medicaid Providers with employment credentials and staff, Independent Contractors and PSW Job Coaches)

[LINK <web page should include training PDFs and Certification Doc>](#)

- **Core Competency PDFs for Direct Service Professionals**

[LINK <web page should include training PDFs and Certification Doc>](#)

- **Core Competency PDFs Service Coordinators or Personal Agents**

[LINK <web page should include training PDFs and Certification Doc>](#)

**Important Reminder:** On June 15<sup>th</sup> iLearn will be shutdown and will no longer be accessible. It is HIGHLY recommended that [iLearn transcripts be downloaded](#) and saved before June 15<sup>th</sup>. The iLearn transcript will be the only record of trainings completed in iLearn.

**Training/communication plan:** This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm. Please send questions in advance to [ODDS.INFO@state.or.us](mailto:ODDS.INFO@state.or.us).

**Local/branch action required:**

**Central office action required:**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Engagement and Innovation

**Filing instructions:**

*If you have any questions about this policy, contact:*

Contact(s): ODDS Training Coordinators	
Phone:	Fax:
Email: <a href="mailto:employmenttrainingreview@dhsosha.state.or.us">employmenttrainingreview@dhsosha.state.or.us</a> or <a href="mailto:odds.training@dhsosha.state.or.us">odds.training@dhsosha.state.or.us</a>	