

<b>Topic:</b>	Training Contingency Plan if Learning Management System Becomes Temporarily Unavailable
<b>Date Issued/Updated:</b>	???

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## Overview

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). Beginning June 16<sup>th</sup>, 2021, the state's new LMS will be Workday Learning.

Occasionally the state's LMS system may become unavailable due to a technical issue. If the LMS is scheduled to be offline for an extended period of time, ODDS will send out a communication about the LMS being offline and that the contingency plans listed in this Worker's Guide will need to be implemented.

The contingency plans in this Guide are categorized by provider type and the provider should use the plan(s) that is applicable.

The contingency plans are temporary, and the trainings will need to be completed in the LMS when the it comes back online.

### • **Employment Providers and Employment Professionals**

- Employment Professionals and providers of ODDS employment services must complete training requirements as stated in [OAR 411-345](#). A [Worker's Guide](#) is also available that summarizes the training rules.
- All Employment Professionals including Provider Agencies, Provider's staff, Independent Contractors and PSW Job Coaches must complete the [12 Core Competency trainings](#) to be eligible to provide ODDS Employment Services. Additionally, 12 continuing education credits must be completed annually. Below are the contingency plans for both the core competency and annual training requirements for Employment Professionals if trainings are temporarily not accessible through the LMS.
- **Contingency Plan for 12 Core Competency Trainings:**
  1. Download a PDF version of the 12 Core Competency trainings at: [<LINK>](#)
  2. Carefully read and study each training PDF.
  3. After studying the modules download the [Core Competency Verification](#) document.
  4. Complete the form and sign it to certify that you or staff have thoroughly reviewed the 12 Core Competency Trainings. Keep the signed form with your

regular training records.

5. **IMPORTANT:** When the 12 Core Competency Trainings do become available in the LMS, the trainings must be completed within 60 days from the day the trainings become available.

- **Contingency Plan for 12 Annual Continuing Education Requirements:**

1. Department approved trainings that meet the annual CEC requirements are available in iLearn and will become available in Workday Learning.
2. ODDS will allow a 60-day extension to an Employment Professional's training deadline if the trainings are temporarily unavailable during the deadline period.
  - For example, if an Employment Professional's 12 annual CEC requirement is due June 18, 2021 and trainings are temporarily unavailable in the learning management system, a 60 day extension will be allowed and the Employment Professional can have until August 18, 2021 to satisfy the requirement (60 days beyond the initial due date).
3. Please note that some department approved trainings are available outside the learning management system and can be another way of satisfying the annual requirement. Please see the [department approved training list](#) for all available trainings.

- If you have questions about the contingency plan for Employment Professionals, send an email to [employmenttraining.review@dhsosha.state.or.us](mailto:employmenttraining.review@dhsosha.state.or.us).

- **Direct Support Professionals (DSPs)**

- DSPs working in 24 Hour Residential services or Supported Living services and Host Home services must complete the Oregon Core Competency training program. The Oregon Core Competency training program is comprised of 2 tiers, which include a mix of local training and online modules. All modules in Tier 1 must be completed within 60 days of hire and prior to working unassisted. All modules in Tier 2 must be completed within 90 days of hire.
- **Contingency plan for DSP Core Competency Trainings:**
  1. Download or view the PDF version of the DSP Core Competency trainings at [<LINK>](#);
  2. Download and print the [DSP Core Competency review log](#).
  3. Carefully read and study each training PDF.
  4. After studying each PDF module, enter the date completed and initial the entry.
  5. When you have finished all modules for the tier, sign verification at the bottom of the sheet. Give the completed log to your agency. (Agency: Keep the signed form with your regular training records.)

6. **IMPORTANT:** When the Core Competency Trainings do become available in the LMS, Tier 1 trainings must be completed within 60 days from the day the trainings become available. Tier 2 Trainings must be completed within 90 days of hire, or within 60 days of the LMS becoming available, whichever is later.

- DSP training requirements for which the deadlines are not extended:
  1. OAR 411-323 requires that each DSP complete 6 hours of preservice training and 12 hours of job related in-service training annually. ODDS does not limit training to an approved course list for this requirement and availability to these trainings are typically not dependent on availability of the LMS. Therefore, an extension of training due dates for the preservice or annual training hours is not provided when the LMS is not available.
  2. Extensions are not available for trainings that are not provided in the LMS, such as CPR/First Aid, or a behavior intervention curriculum, when such training is required.
- If you have questions about the contingency plan for Employment Professionals, send an email to [ODDS.Training@dhsosha.state.or.us](mailto:ODDS.Training@dhsosha.state.or.us).

### • **Adult and Child Foster Providers/staff**

- Adult Foster Home (AFH) providers and staff are required to complete 12 hours of training annually. Although, AFH providers and staff must use trainings from an approved list to meet this requirement, the list contains few online courses in the state LMS, and many options outside the state LMS. Therefore, an extension of training due dates for annual training hours is not provided when the state LMS is not available.
- Child Foster home provider are required to complete 10 hours of training annually. Child Foster providers are not limited to an approved list and access to these trainings is not dependent on LMS availability. Therefore, an extension of training due dates for annual training hours is not provided when the LMS is not available.
- If you have questions about the contingency plan for Employment Professionals, send an email to [ODDS.Training@dhsosha.state.or.us](mailto:ODDS.Training@dhsosha.state.or.us).

### • **Service Coordinators or Personal Agents**

- Service Coordinators and Personal Agents must complete the Service Coordinator/Personal Agent (SCPA) Core Competency training program as stated in OAR 411-415. The SCPA Core Competency training program is comprised of 2 tiers, which include a mix of local training and online modules. All modules in Tier 1 must be completed within \_\_ days of hire and prior to working unassisted. All modules in Tier 2 must be completed within \_\_ days of hire.
- **Contingency plan for SCPA Core Competency Trainings:**

1. Download or view the PDF version of the SCPA Core Competency trainings at [<LINK>](#)
  2. Download and print the [SCPA Core Competency review log](#).
  3. Carefully read and study each training PDF.
  4. After studying each PDF module, enter the date completed and initial the entry.
  5. When you have finished all modules for the tier, sign verification at the bottom of the sheet. Give the completed log to your employer. (Case Management Entity: Keep the signed form with your regular training records.)
  6. **IMPORTANT:** When the Core Competency Trainings do become available in the LMS, Tier 1 trainings must be completed within 60 days from the day the trainings do become available. Tier 2 Trainings must be completed within 90 days of hire, or within 60 days of the LMS becoming available, whichever is later.
- **Other SCPA training requirements:**
    - OAR 411-415 requires that each service coordinator or personal agent complete 20 hours of job related training annually. ODDS does not limit training options to an approved list and access to these required trainings is not dependent on the LMS being available. Therefore, an extension of training due dates for the 20 hours is not provided when the LMS is not available.
    - OAR 411-415 requires that each service coordinator or personal agent complete Mandatory Abuse Reporting training, annually. This training deadline is not extended. [A training video](#) is available outside the LMS for Services Coordinators serving children. Case Management Entities should provide training for case managers serving adults when the LMS is unavailable. ODDS recommends supplementing the locally provided training with the OTIS Mandatory Reporter training when the LMS becomes available.
  - If you have questions about the contingency plan for Employment Professionals, send an email to [ODDS.Training@dhsosha.state.or.us](mailto:ODDS.Training@dhsosha.state.or.us).

## **Reference(s):**

ODDS iLearn to Workday Learning Support Page

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Pages/iLearn-to-Workday.aspx>

LMS Transition Project

<https://www.oregon.gov/das/HR/Pages/Learning-management-replacement.aspx>

## **Frequently Asked Questions:**

### **Will I need to take the trainings on the LMS when it becomes available?**

Yes, the contingency plan(s) is a temporary solution. Core Competency trainings will need to be completed in the LMS when it becomes available or per deadlines designated in the Workers' Guide.

**When is the last day to access training records in iLearn?**

June 15<sup>th</sup> is the last day to access trainings and training records in iLearn. It is highly recommended that iLearn [transcripts be downloaded](#) before June 15<sup>th</sup>.

**Will ODDS have access to iLearn training transcripts after June 15<sup>th</sup>?**

No, ODDS will not be able to access your iLearn training records. Please be [download your iLearn transcripts](#) before June 15<sup>th</sup>.

**How will we know when to use the contingency plans?**

A communication will be sent out about the LMS being unavailable and that the plans in this Worker's Guide should be implemented.

**Does this apply to PSW Job Coaches?**

Yes, PSW Job Coaches will want to follow the plan under the Employment Provider and Employment Professional section of this guide. The PSW Job Coach will need to complete the Core Competency trainings once the LMS becomes available.

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