

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-011

Issue date: 3/4/2021

Topic: Developmental Disabilities

Due date:

Subject: Eligibility Specialist Core Competency Training - 2021

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 checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP Eligibility Specialists |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: In accordance with OAR 411-320-0030 eligibility specialists must attend and complete Eligibility Core Competency training within the first year of entering into the position. Annually, all eligibility specialists must participate in Department sponsored eligibility trainings and complete 20 hours of training related to intellectual and developmental disabilities.

ODDS will be delivering Eligibility Core Competency trainings for 2021 per the schedule below. All trainings will be delivered via the Microsoft Teams platform until further notice. Until further notice, ODDS will manage the enrollment and tracking of the eligibility trainings.

As training dates approach, instructions for registering will be communicated via email by the D&E Coordinators. Currently, all eligibility trainings will be delivered using a virtual platform, which do not have consistent registration and attendance features. ODDS will email the eligibility specialists and program managers an electronic invitation at least 30 days prior to a planned training. This email will contain the link to join the training. Additional trainings may be added throughout the year, and notice provided as indicated in this memorandum.

2021 Initial Eligibility Core Competency Training Schedule

- Tuesday, May 4th – Thursday, May 6th, 2021 8:30 a.m. to 4:30 p.m.: Spring Core Competency
- Tuesday, October 5th – Thursday, October 7th, 2021 8:30 a.m. to 4:30 p.m.: Fall Core Competency

If you have any questions about this information, contact:

Contact(s): D&E Coordinators	
Phone:	Fax:
Email: ODDS.DE@dhsosha.state.or.us	