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Number: DD-IM-21-019

Issue date: 03/26/2021

Topic: Developmental Disabilities

Due date: March 24, 2021

Subject: Updated Employment Professional Qualifications and Training Worker's Guide

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 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 checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Employment Provider Agencies and PSW Job Coaches |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The [Worker's Guide](#) on the topic of training and qualification requirements for Employment Professionals has been updated as of 3/24/2021 and includes the following changes:

- ODDS has funded the development of 32 on-demand trainings that are now available in the states Learning Management System (LMS). All 32 trainings qualify as CECs for Employment Professionals and are available for free. Please note that iLearn is the current LMS for the state but beginning in June 2021 the new LMS will be Workday Learning. Communication about the LMS transition will be provided on a regular basis as the transition moves forward.
- Of these 32 modules, 10 are specifically designed for Services Coordinators,

Personal Agents and VR Counselors. Those 10 modules and the four Discovery modules all may be utilized to meet the continuing education credit requirements for Case Management Entities.

- All Employment Professionals must complete 12 CECs of Department-approved trainings annually. At least 6 of the 12 required CECs must be specific to the topic of Supported Employment as it relates to people with developmental disabilities. Any remaining CECs required for the year must be related to topics about disability in general. For example, if 9 CECs are completed on the topic of Supported Employment, the remaining 3 CECs can be completed with [Department-approved trainings](#) about disability related topics and not necessarily related to Supported Employment.
- The list of Department-approved trainings for Employment Professionals has been changed to a new catalog style format. The list will continue to include trainings that are approved by the Department for CECs and will be updated by ODDS as trainings are approved. ODDS has recently added 32 new modules to the list that are available on-demand via the state's Learning Management System.
- A new transmittal about Discovery is available that discusses the new [ODDS Discovery Profile](#) and policy. It can be found at the [ODDS Employment First Policy](#) Page under the Discovery section.

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If you have any questions about this information, contact:

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