Policy Transmittal
Developmental Disabilities Services

Lilia Teninty

Authorized signature

Number: DD-PT-21-039

Issue date: 5/17/2021

Topic: Developmental Disabilities

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):

- All DHS employees
- County Mental Health Directors
- Area Agencies on Aging: (Select type)
- Health Services
- Aging and People with Disabilities
- Office of Developmental Disabilities Services (ODDS)
- Self Sufficiency Programs
- ODDS Children’s Intensive In Home Services
- County DD Program Managers
- ODDS Children’s Residential Services
- Support Service Brokerage Directors
- Stabilization and Crisis Unit (SACU)
- ODDS Self Sufficiency Programs
- Other (please specify): Employment Professionals, Direct Service Professionals, Adult and Child Foster Providers

<table>
<thead>
<tr>
<th>Policy/rule title:</th>
<th>Contingency Plan for Training Requirements During LMS Transition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy/rule number(s):</td>
<td>OAR 411-345; OAR 411-323; OAR 411-415</td>
</tr>
<tr>
<td>Release number:</td>
<td></td>
</tr>
<tr>
<td>Effective date:</td>
<td>5/17/2021</td>
</tr>
<tr>
<td>Expiration date:</td>
<td></td>
</tr>
<tr>
<td>References:</td>
<td>Training Contingency Plan Worker's Guide</td>
</tr>
</tbody>
</table>

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). Beginning June 16th, 2021, the state’s new LMS will be Workday Learning.

In rare circumstances, the state’s LMS system may become unavailable for an extended period due to a technical issue. When such an event happens, ODDS will send out a communication about the LMS being unavailable and that the contingency plans listed in the Training Contingency Plan Worker’s Guide will be implemented.

The contingency plans allow for Core Competency trainings and other required trainings to be completed on a temporary basis until the LMS gets back online.

Implementation/transition instructions:

Worker’s Guide Overview
The Worker’s Guide applies to Employment Professionals, Direct Support Professionals, Case Managers, and other ODDS service provider that must complete required trainings as indicated in Oregon Administrative Rule.

The Worker’s Guide provides a contingency plan for each ODDS provider type. Most of the plans include accessing a PDF version of the required trainings online, carefully studying each training, and signing a document, self-certifying that the trainings were completed.

The contingency plans are temporary and when the trainings again become available via the LMS, they must be completed within a designated time period, typically within 60 days of the LMS coming back online.

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: Join Microsoft Teams Meeting, or you can call 971-277-2343 using conference ID: 403 980 561# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

Field/stakeholder review: ☑ Yes ☐ No
If yes, reviewed by: Engagement and Innovation

Filing instructions:
If you have any questions about this policy, contact:

<table>
<thead>
<tr>
<th>Contact(s): ODDS Training Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:employmenttraining.review@dhsoha.state.or.us">employmenttraining.review@dhsoha.state.or.us</a> or <a href="mailto:odds.training@dhsoha.state.or.us">odds.training@dhsoha.state.or.us</a></td>
</tr>
</tbody>
</table>

DHS 0079 (01.19)