

Policy Transmittal Developmental Disabilities Services



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Number: DD-PT-21-039
Issue date: 5/17/2021

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 | |

Policy/rule title:	Contingency Plan for Training Requirements During LMS Transition		
Policy/rule number(s):	OAR 411-345; OAR 411-323; OAR 411-415	Release number:	
Effective date:	5/17/2021	Expiration date:	
References:	Training Contingency Plan Worker's Guide		
Web address:	https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/WorkerGuides/LMS-Contingency-Plan.pdf		

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](tel: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@dhsosha.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:

Contact(s): ODDS Training Coordinators	
Phone:	Fax:
Email: employmenttraining.review@dhsosha.state.or.us or odds.training@dhsosha.state.or.us	