

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-050

Issue date: 7/6/2021

Topic: Developmental Disabilities

Due date:

Subject: ODDS Workday Learning Helpdesk and Resources

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 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>): |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | Developmental Disabilities Service Providers |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Workday Learning replaced iLearn Oregon and became the state's learning management system on June 16, 2021. The following resources are available to assist you with using Workday Learning.

1. ODDS Workday Learning Helpdesk will be available for Developmental Disabilities partners needing assistance with Workday Learning Monday through Friday, 8 am to 4 pm. ODDS partners may contact the helpdesk staff by phone (toll free): **833-604-0881**, or by email at ODDS.Training@dhsosha.state.or.us
2. The [Workday Learning Guide for ODDS Partners](#) is now available. The guide provides step-by-step instructions for using Workday Learning and includes answers to common questions.
3. [Frequently Asked Questions](#) document on the ODDS iLearn to Workday Learning transition webpage has been updated with current information about the change to Workday Learning.

4. The [Worker Guide Employment Core Competency Trainings](#) and the [Department Approved Training Courses](#) have been updated with Workday Learning course links. Other updated Worker Guides for Employment Professionals are:

[Worker Guide: Employment Professional Qualifications and Training](#)
[Worker Guide: Discovery Guidelines for SC/PAs and Discovery Providers](#)
[Worker Guide: PSW Job Coach Enrollment](#)

5. Course links for frequently used trainings are now available on the [ODDS Provider and Partner Training](#) webpage, including:

Direct Support Professionals (DSP) Core Competencies
Services Coordinator/Personal Agent (SC/PA) Core Competencies
Oregon Needs Assessment (ONA) and other assessment trainings
eXPRS online training
CAM Serious Incident – DD user training
OTIS' Mandatory Abuse Reporter online training

Tips for Using Workday Learning

1. Select “Human Services” as your affiliation when registering for a Workday Learning account. (ODDS courses will not be visible if any other affiliation is selected.) If you selected the wrong affiliation, email DHS.Training@dhsoha.state.or.us to request a correction.
2. Use a modern browser. Some features and courses may not function when using Internet Explorer®.
3. Some users may need to log back into Workday Learning after completing a digital course. If Workday has timed out during your course, simply log back in. Workday records course progress and successful completion even after the system screen has timed out.

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: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

If you have any questions about this information, contact:

Contact(s): ODDS Workday Learning Helpdesk	
Phone: 833-604-0881	Fax:
Email: ODDS.Training@dhsoha.state.or.us	