

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-055

Issue date: 7/12/2021

Topic: Developmental Disabilities

Due date:

Subject: Elsevier Supported Employment Training Opportunity

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 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>): ODDS Employment Providers, including Employment Agencies, Independent Contractors and PSW Job Coaches |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Vocational Rehabilitation and the Office of Developmental Disability Services is pleased to announce another training opportunity for Employment Professionals.

Vocational Rehabilitation has recently acquired a subscription to Elsevier's College of Employment Services training curriculum (CES). CES is a comprehensive curriculum that consists of 11 online courses with 45 lessons specific to supported employment services. Completion of this curriculum will satisfy the 12 annual continuing education credit requirement for Employment Professionals.

This training opportunity is available for 200 learners and is free of charge for eligible service providers. To be eligible for this opportunity, providers must be dually enrolled with Vocational Rehabilitation and the Office of Developmental Disability Services. More detail about eligibility and how to enroll is provided below.

Registration will open on July 12, 2021. Enrollment is first come, first served and enrollment is limited to 3 staff per provider. Registration will remain open until 200 learners are enrolled.

An additional benefit of the CES curriculum is that it is 1-part of a 2-part training series for ACRE certification. After successfully completing the CES curriculum the learner is eligible to participate in an ACRE supplement course provided by the Institute for Community Inclusion at UMass Boston. For more information about the ACRE supplement visit: <https://cesacre.communityinclusion.org/>.

At this time, ODDS and VR are hopeful we may be able to reimburse for the ACRE supplement, but it is not yet confirmed. In the event that ODDS or VR cannot reimburse, the ACRE supplement only costs an additional \$225.00 per participant and is also completed virtually.

Eligibility and Enrollment for the CES Training Opportunity

Eligibility Requirements:

- Provider must be dually enrolled as a provider for Vocational Rehabilitation and Office of Developmental Disability Services.
- There is a maximum enrollment limit of 3 staff per provider.
 - Provider must commit to ensuring the staff who enroll will complete the series within the time limit, unless they leave their agency, are out on leave for an extended period of time, or some other unforeseen circumstance prevents this. As registration is limited, VR and ODDS want to ensure those who sign up for the program fully intend to complete the program.
- Staff who are currently ACRE certified are not eligible.

Enrollment Process:

1. Enrollment is first come, first served until the 200-enrollment maximum is met.
2. Confirm that you or your organization is dually enrolled with Vocational Rehabilitation and Office of Developmental Disability Services.
3. Select a maximum of 3 staff to participate for your organization. Confirm that selected staff are not already ACRE certified.
4. Complete the online survey at: <https://forms.office.com/g/qHVrXCmwea>
5. ODDS will review responses and the names provided in Step #4 to confirm eligibility. Once eligibility is confirmed, the learner will be sent an enrollment link to the CES trainings in Workday Learning.

6. Learner's enrollment will be accepted in Workday Learning by ODDS.

7. Learner can begin CES trainings. The CES trainings must be completed by 2/28/2022.

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:

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