

# Information Memorandum Transmittal Developmental Disabilities Services



Anna Lansky

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**Number: DD-IM-21-067**

**Issue date: 8/12/2021**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Summer Learning Series Training Hours

**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 type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Services Coordinators and Personal Agents |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Message:**

The ODDS Summer Learning Series began on August 5, 2021 and will continue weekly until September 30, 2021. Services Coordinators and Personal Agents (SC/PAs) may have questions about tracking this professional development for their own records.

There is no requirement that Case Management Entities (CMEs) maintain SC/PA training records in a particular format. CMEs must be able to demonstrate that SC/PAs have met their annual training requirements, but how this information is stored is up to CMEs to determine locally. Examples include saving transcripts, maintaining a CME-wide spreadsheet, or using an electronic database.

As an optional tracking tool, ODDS has created a simple fillable PDF (attached to this transmittal) for SC/PAs and other CME staff. Staff can use this tool to track their Summer Learning Series training hours and save it for their own records and for Quality Assurance reviews to demonstrate compliance with annual training requirements. As a reminder, SC/PAs only need 10 hours of annual training for 2021. The reduced training requirements for 2021 is described in the [CME Reopening Guide](#).

**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](mailto:ODDS.Questions@dhsoha.state.or.us).

*If you have any questions about this information, contact:*

Contact(s): Caitlin Shockley	
Phone: 503-510-7228	Fax:
Email: <a href="mailto:caitlin.shockley@dhsoha.state.or.us">caitlin.shockley@dhsoha.state.or.us</a>	

*example highlighted below*

<b>Date</b>	<b>Session Name</b>	<b>Duration (hours)</b>
<b>8/5/2021</b>	<i>Kickoff Session with Lilia Teninty</i>	<b>1.5</b>

