

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-22-002

Issue date: 1/6/2022

Topic: Developmental Disabilities

Due date:

Subject: Eligibility Specialist Core Competency Training - 2022

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 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 type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP Eligibility Specialists |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message: In accordance with [OAR 411-320-0030\(10\)](#), eligibility specialists must attend and complete Eligibility Core Competency training within the first year of entering into the position. Annually, all eligibility specialists must participate in Department sponsored eligibility trainings and required training hours as established in rule or in the [re-opening guide policy](#).

ODDS will be delivering Eligibility Core Competency trainings for 2022 per the schedule below. All trainings will be delivered via the *Zoom* platform.

As training dates approach, instructions for registering will be communicated via email by the D & E Coordinators. ODDS will email the eligibility specialists and program managers an electronic invitation at least 30 days prior to a planned training. This email will contain the Workday link to register for the training. Additional trainings may be added throughout the year, and notice provided as indicated in this memorandum.

Training Certificates: Training certification is now automated through Workday, and can be individually accessed by users, rather than provided individually by ODDS. Please ensure to register in Workday before registering in Zoom if you wish to receive

credit hours towards annual training and competency review standards.

2022 Initial Eligibility Core Competency training schedule - HOLD the Dates

Register in Workday for all 2022 Eligibility Core Competency Trainings here:

[https://wd5.myworkday.com/oregon/d/inst/17815\\$2223/rel-task/3001\\$126.html?metadataEntryPoint=%2Foregon%2Flearning%2Fcourse%2Fc81066f3b58801a5d2a9c2b71d01b0d6%3Ftype%3D9882927d138b100019b6a2df1a46018b](https://wd5.myworkday.com/oregon/d/inst/17815$2223/rel-task/3001$126.html?metadataEntryPoint=%2Foregon%2Flearning%2Fcourse%2Fc81066f3b58801a5d2a9c2b71d01b0d6%3Ftype%3D9882927d138b100019b6a2df1a46018b)

Spring Core Competency: Tuesday, April 19th - Thursday April 21, 2022; 8:30a.m. to 4:30p.m.

1. Register in Workday **and**
2. Register in Zoom (<https://www.zoomgov.com/meeting/register/vJltc-mvrTouGOr8C3KJ42zL4pxea2zgvYc>) **then** receive the link to sign into the Zoom training

Fall Core Competency: Tuesday, October 4th - Thursday, October 6th, 2021; 8:30a.m. to 4:30p.m.:

1. Register in Workday **and**
2. Register in Zoom (<https://www.zoomgov.com/meeting/register/vJlSduuqqDsuGBGuBePI3bwWEk2jPgGH77o>) **then** receive the link to sign into the Zoom training

If you have any questions about this information, contact:

Contact(s): D&E Coordinators	
Phone:	Fax:
Email: ODDS.DE@dhsoha.state.or.us	