

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-22-025

Issue date: 2/24/2022

Topic: Developmental Disabilities

Due date:

Subject: Supported Employment Training Opportunity for Case Managers and Vocational Rehabilitation Counselors

Applies to (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> All ODHS 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 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>): Vocational Rehabilitation and Oregon Commission for the Blind |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

ODDS is pleased to announce another free training opportunity for case management entities and Vocational Rehabilitation Counselors. The State Employment Learning Network (SELN) has made available to ODDS, 50 openings to attend their four-part training series about supported employment. These interactive, on-demand courses are specifically designed for Case Managers and Vocational Rehabilitation Counselors who support people with I/DD who are seeking employment.

The curriculum includes four modules on the following topics: Employment Foundations, Employment Pathways, The Employment Process, and Collaborating with Vocational Rehabilitation. This curriculum is approved for 6 continuing education credits (CECs) and is estimated to take 5-6 hours to complete.

For more details about this exciting training opportunity, please see the [SELN Training Brochure](#). For information on how to receive an ODDS enrollment link as referenced in the brochure, please continue reading.

Eligibility for this opportunity is first come, first served. However, Service Coordinators, Personal Agents and Vocational Rehabilitation Counselors who are newly hired with less than 12 months experience will be prioritized. Because of limited availability, only two staff per organization or office branch may apply. **This opportunity is currently only available for the “Section 3-Spring A” session that begins April 4, 2022, noted in the [brochure](#).**

There is a pre-requisite requirement to attend the SELN training series. The pre-requisite is the completion of the DD Employment Services curriculum posted in Workday Learning (WDL). It consists of ten modules that introduces the various I/DD employment partners and the services that support people to achieve their employment goals. The curriculum also emphasizes the importance of communication and partnership amongst providers, the person and other team members, to ensure the best possible employment outcome. It has a lot of other helpful information about I/DD services in Oregon and may be helpful for onboarding new VRCs and Case Managers.

The pre-requisite curriculum is approved for 15 CECs and is estimated to take approximately 15 hours to complete. Be aware that you will need a WDL learner account to access this curriculum; if you don't yet have a WDL account, visit [the Provider Workday Learning website](#) for assistance. If you have a WDL account and want to learn more about the pre-requisite training visit [DD Employment Services](#).

ODDS recognizes that completion of both of these curriculums is a significant time commitment, thus a special certificate will be issued upon completion that recognizes the extraordinary efforts of the learner. At the moment the SELN and pre-requisite trainings are not eligible for CRCs.

How to Participate:

1. Complete the online application form at: <https://forms.office.com/g/5jJ2py3kzf>. **The online form must be completed before March 9, 2022. Due limited availability, only two staff members per organization or branch office can apply.**
2. ODDS will review the online application form and a decision notice will typically be issued within 48 hours of completing the online form.
3. When approved, ODDS will send a link to the pre-requisite curriculum. This curriculum needs to be completed by March 28, 2022.
4. Once the pre-requisite curriculum is completed, instructions on how to access the SELN training series will be provided. **Again, the only SELN session that is eligible**

at this time is the one that starts April 4 through April 29 as noted in the [brochure](#).

5. After the pre-requisite curriculum and the SELN course is completed, a special certificate will be issued to the learner that recognizes the significant amount of energy and effort given to complete both curriculums.

Communication/Training:

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@dhsoha.state.or.us at least three business days prior to the meeting.

If you have any questions about this information, contact:

Contact(s): Gene Rada	
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Email: employmenttraining.review@dhsoha.state.or.us	