

Lilia Teninty

**Authorized signature**

**Number:** APD-AR-16-077

**Issue date:** 1/5/2017

**CORRECTED**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Personal Support Worker Employment Service Enrollment

**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                | <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"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerage and CDDP staff, Employment Service Providers |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Reason for action:**

This transmittal is intended to provide additional guidance regarding the requirements of Personal Support Worker (PSW), including PSW Specialists, enrolled or wanting to enroll as Employment Service Providers, for training and demonstration of Core Competencies and Training Standards of Supported Employment Professionals in the new Worker Guide format. New Provider Enrollment Agreements have been generated and are available online for PSWs and this outlines the requirements for the use of the new PEAs. Note: PSWs, per the Collective Bargaining Agreement and OAR 411-345, may only provide job coaching.

**Background:**

Implementation of Oregon's Department of Human Services (hereinafter referred to as 'DHS' or the 'Department') Employment First policy, Executive Order 15-01, OAR 411-345, and evidence based best practices, requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are credentialed and trained under competency-based training standards.

**Action required:**

Effective December 1, 2016 the new Provider Enrollment Agreements for PSWs can be found here: <http://www.oregon.gov/DHS/SENIORS->

[DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx](http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx), and must be used for all new or renewing enrollments for PSWs.

In order to track and maintain records of competencies met, ODDS has developed a Mailbox to send verification of training completed and/or credentialing requirements met. The mailbox is: [EmploymentTraining.Review@dhsosha.state.or.us](mailto:EmploymentTraining.Review@dhsosha.state.or.us). Effective December 1, 2016, this mailbox must be utilized for all PSWs, and PSW Specialists delivering employment services to submit documentation of training and Core Competencies attained.

### **Personal Support Workers:**

As outlined in OAR 411-345, beginning January 1, 2015, ODDS implemented the requirement that all Personal Support Workers (including PSW Specialists) deliver the service Job Coaching must:

- Demonstrate the Core Competencies and Training Standards of Supported Employment Professionals within one year of hire; and
- Must complete one competency based training within 90 days of hire; and
- Must complete one competency based training every subsequent year as an ongoing continuing education requirement.

A list of approved trainings can be found here: <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx>.

Prior to enrollment or within 90 days of enrollment, and annually thereafter, PSWs must submit verification of the training received to meet these requirements. This must be submitted to: [EmploymentTraining.Review@dhsosha.state.or.us](mailto:EmploymentTraining.Review@dhsosha.state.or.us). If this verification for training is not received within 90 days of enrollment, the authorization to provide job coaching will be terminated and the PSW will not be paid for work done after the 90 day timeline has passed.

### **Reason for action:**

In order to ensure employment services are delivered by professionals qualified in evidence based practices, this mailbox will provide a record of competency attainment and training standards achieved.

**Field/stakeholder review:**       Yes       No

**If yes, reviewed by:** Oregon Resource Association, Oregon Support Services, Association of Oregon Community Mental Health Programs, Community Provider Association of Oregon

*If you have any questions about this action request, contact:*

<b>Contact(s):</b>	Stephanie Roncal		
<b>Phone:</b>	503-945-5759	<b>Fax:</b>	503-373-7274
<b>Email:</b>	<a href="mailto:Stephanie.Roncal@state.or.us">Stephanie.Roncal@state.or.us</a>		