

Action Request Transmittal Developmental Disabilities Services



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Number: APD-AR-19-004

Issue date: 1/24/2019

Topic: Developmental Disabilities

Due date: March 1, 2019

Subject: ACRE training cost reimbursement for rural Medicaid Agencies with Employment Endorsement.

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"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Medicaid Agencies with Employment Endorsement that Serve Rural Counties; Brokerage Directors |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

Due to a request from multiple stakeholders, ODDS, through its Training and Technical Assistance Contract with Wise, is setting up a reimbursement program for Medicaid-Enrolled Provider Agencies Endorsed to deliver Employment Services (Agency) in rural Oregon. This is designed to make trainings more accessible to Employment Agencies in rural areas. Eligible Agencies will be reimbursed for the registration costs of pre-approved online Association of Community Rehabilitation Educators (ACRE) curriculums (as described below). The reimbursement will be provided after the Agency's staff attends the training and receives ACRE certification. The terms of this reimbursement program are "first come, first served". It is budgeted for a total of \$20,000 and will end once the funding is exhausted.

Action required:

Below are the actions needed for rural Medicaid Agencies with an Employment Endorsement (Agency) to receive cost reimbursement for a pre-approved online curriculum for ACRE certification.

Please note that the reimbursement is only for the curriculum pre-approved by ODDS as listed below.

- Griffin Hammis: “ACRE Online Certificate in Community Employment”
 - <https://griffinhammistraining.com/courses/index.cfm>
 - Cost is approximately \$490
- Virginia Commonwealth University (VCU): “Supported Employment Online Course”
 - <https://vcurrtc.org/training/webcourses/se.cfm>
 - Cost is approximately \$375/Group discounts may apply

This Reimbursement Program is only for Agencies that provide services in rural areas. Below is a list of counties that, per Oregon’s minimum wage requirements ([ORS 653.026](#)), are considered to be rural. Agencies that operate and have staff that work in a county in the list are eligible for ACRE training cost reimbursement.

| | | | |
|---------|---------|---------|-----------|
| Curry | Coos | Douglas | Klamath |
| Lake | Harney | Malheur | Baker |
| Grant | Wheeler | Crook | Jefferson |
| Sherman | Gilliam | Morrow | Umatilla |
| Union | Wallowa | | |

1. The Agency must decide which pre-approved ACRE training program it will attend from the above list. Once it decides which curriculum it will attend and how many staff members it wants to send, it must notify ODDS. The Agency will send an email, no later than March 1, 2019, to EmploymentTraining.Review@dhs.oha.state.or.us and state what training it plans on attending, the name of the staff who will be attending and the date the curriculum will start and end.

To help give all interested Agencies a chance to participate in this program, an Agency can only register five staff members in a six-month period. If funding is still available after six months, then more staff may be allowed to register depending on amount of remaining funds. The terms of this program are “first come, first served” and reimbursement will stop as soon as funding is exhausted.

2. After notifying ODDS and receiving confirmation, the Agency will go to the corresponding website of the ACRE curriculum and register the staff who will be attending.

IMPORTANT: This program will only reimburse for the cost of registration. No other related costs are eligible for this program. The Agency will NOT be reimbursed for the cost of training registration if advanced notice is not provided.

3. The Agency's staff must attend the training in its entirety and receive a certificate that indicates that the training was completed successfully.

IMPORTANT: Reimbursement will only be provided if a certificate is achieved. If for any reason the curriculum is not completed, or the certificate is not otherwise achieved, a reimbursement payment will not be provided.

4. Once the training is completed and the certificate has been received, the Provider will send the certificate and proof of the registration payment to the following email address: jenny@gowise.org. A reimbursement payment will be issued within 45 days after the appropriate documentation is received. Payments will only be made directly to the Agency and not to individual staff members.

IMPORTANT: All invoices and corresponding paperwork must be submitted no less than 30 days after the curriculum ends.

We realize that there may be questions about this program and have scheduled a conference call on February 5, 9-10 a.m. We highly recommend that you attend this call if you are interested in participating in this program. The call-in information is the following:

Phone: 877-411-9748

Code: 5268628

Field/stakeholder review: Yes No

If yes, reviewed by: In order to expedite making this program available, ODDS is releasing this with a phone call for training.

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

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| Contact(s): Gene Rada | |
| Phone: 503-945-5759 | Fax: |
| Email: EUGENE.E.RADA@dhsola.state.or.us | |