

# Action Request Transmittal Developmental Disabilities Services



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**Topic:** Developmental Disabilities

**Number:** APD-AR-19-038

**Issue date:** 9/27/2019

**UPDATED**

**Due date:** 12/31/2019

**Subject:** Serious Incident and Centralized Abuse Management (CAM) System Training

**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 type="checkbox"/> Other ( <i>please specify</i> ):                                |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services |  |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Action required:**

This action request is being **updated** to include iLearn links as well as the locations for the in-person training.

All persons who will be entering or using Serious Incidents into the Centralized Abuse Management system must be trained to use the system. To account for the busy schedules of Personal Agents and Services Coordinators, required training will consist of completion of three separate trainings as well as attendance to one full-day, in-person training.

The three trainings are now available on iLearn. The three required trainings are: Policy, and Serious Event Types, and Business Process. The three trainings do not need to be taken in any specific order nor do they need to be taken at the same time. Each person who completes the three trainings will be given an opportunity to receive a personalized certificate of completion. Each person must complete the three trainings and receive a certificate of completion to attend the in-person CAM training. The person must maintain the certificate of attendance for each of the three required trainings as the CAM training team will not maintain record of completion of the three trainings. Persons may be asked to produce their 3 certificates at the training.

The three trainings can be found in iLearn:

- **Policy**  
DHS – DD – CAM SI – Rule and Policy (CAM PreReq)  
[http://bit.ly/CAM\\_Rule\\_and\\_Policy](http://bit.ly/CAM_Rule_and_Policy)
- **Serous Incident Types**  
DHS – DD – CAM SI – Introduction to Serious Incidents (CAM PreReq)  
[http://bit.ly/CAM\\_Serious\\_Incidents](http://bit.ly/CAM_Serious_Incidents)
- **Business Process**  
DHS – DD – CAM SI - Business Process (CAM PreReq)  
[http://bit.ly/CAM\\_SI\\_Business\\_Process](http://bit.ly/CAM_SI_Business_Process)

The full-day, in-person training must be completed during the week in which the training is offered for the Case Management Entity employing the person who will be utilizing the Centralized Abuse Management (CAM) system. Pre-registration for the full-day, in-person training will be required through iLearn. It is important to note that registration for the full-day, in-person training may be limited due to space. Registration will be on a first-come, first-served basis. Dates for the full-day, in-person are listed below.

<u>Training Date</u>	<u>Location</u>
10/07/19	Bend
10/08/19	Bend
10/08/19	McMinnville
10/09/19	Portland (CIIS only)
10/10/19	Salem (Kids Residential Team only)
10/10/19	Beaverton
10/11/19	Beaverton
10/29/19	Pendleton
10/29/19	Klamath Falls
10/29/19	Ontario
10/30/19	La Grande
10/31/19	The Dalles
11/04/19	Eugene
11/04/19	Medford
11/05/19	Medford
11/05/19	Roseburg
11/06/19	Roseburg
11/06/19	Eugene
11/07/19	North Bend
11/07/19	Eugene
11/12/19	Salem
11/13/19	Salem

11/14/19	Salem
11/15/19	Salem
11/15/19	Albany
11/19/19	Salem (make up trainings)
11/20/19	Salem (make up trainings)
12/02/19	Portland
12/03/19	Portland
12/04/19	Portland
12/04/19	St. Helens
12/05/19	Portland
12/06/19	Portland
12/09/19	Oregon City
12/09/19	Portland
12/10/19	Oregon City
12/10/19	Portland
12/12/19	Tillamook

All three trainings and the full-day, in-person training must be completed prior to the “go live” date for the Case Management Entity. The “go live” dates are listed below.

<u>Training Dates</u>	<u>Go-Live Date</u>	<u>CDDP's</u>	<u>Brokerages</u>
10/7/19 – 10/11/19	10/14/2019	Deschutes County, Washington County, Yamhill	FAB High Desert
10/28/19 – 11/1/19	11/4/2019	Eastern Oregon, Mid-Columbia, Crook, Jefferson, Klamath Falls, Lake	EOSSB
11/4/2019 – 11/8/19	11/12/2019	Josephine County, CLCM, Lane County	Creative Supports, SORB
11/12/19 – 11/15/19	11/18/2019	Linn, Lincoln, Benton, Marion, Polk CDD	ISN, RCO, Mentor Mid-Valley,
12/2/19 – 12/6/19	12/9/2019	Multnomah, Columbia	Community Pathways
12/9/19 – 12/13/19	12/16/2019	Clackamas; Tillamook; Clatsop; Multnomah, Clackamas, and Washington	Inclusion, Independence NW, Mentor Metro, SDRI, UCP

**Reason for action:** Each employee of a Case Management Entity who will be using the the Centralized Abuse Management (CAM) system must be trained to use the CAM system. This training must include three pre-requisite courses (which are now

available in iLearn) as well as an in-person training (see schedule on page 2 of this transmittal, registration is available in iLearn).

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:**

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

Contact(s): CAM Training Team
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Email: IncidentMgmt.TechAssistance@dhsosha.state.or.us
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