

Action Request Transmittal Developmental Disabilities Services



Lilia Teninty

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Number: APD-AR-20-055

Issue date: 5/4/2020

Topic: Developmental Disabilities

Due date: August 1, 2020

Subject: Training Opportunity Through Open Future Learning

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>): Providers of ODDS employment services and DD brokerages |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

Due to the restrictions of the COVID-19 virus response, ODDS recognizes that employment service providers, residential agency providers, and case management entities are in need of high quality, on-demand training opportunities. To help meet this need, ODDS has purchased a four months subscription to the [Open Future Learning](#) (OFL) training service. OFL provides a variety of videos and training modules that are specifically related to topics about intellectual and developmental disabilities. The OFL service will be available, without cost, beginning May 1, 2020 through August 31, 2020. Employment, Residential or Community Living Supports Agencies (Agencies), PSW Job Coaches, CDDPs and Brokerages are eligible to participate in this training opportunity.

This training opportunity is designed to help improve service delivery during the virus response by allowing staff to get easy access to on-demand trainings. It is expected that increased training opportunities will also help when the COVID19 virus response is resolved as providers will be able to quickly onboard and train new staff or returning staff, as needed.

Action required:

1. Send an email to EmploymentTraining.Review@dhsosha.state.or.us that expresses interest in participating in the OFL training opportunity. Include “OFL Training Opportunity” in the subject heading. Agencies and CMEs should designate a primary contact for their respective programs and provide the name and email address of the designee. The email should also include the names and email addresses of staff members who want to participant. Individual staff members of Agencies and CMEs should not send in separate requests to ODDS. Please be sure that all email addresses of the participating staff members are accurate.
2. After the names and email addresses of the participants are received by ODDS, a registration link will be sent to the designated primary contact (See Step 1) of the Agency or CME. The primary contact will be responsible for distributing the registration link to their respective staff members. Do not share the registration link with anyone outside of your program.
3. The terms of this training opportunity are “first come, first served” and enrollment will stop as soon the ODDS account with OFL meets the user limit. The maximum limit is 999 active users. Depending on interest, it may be necessary to limit the number of participants from each participating program. To begin with, ODDS will enroll up to 15 staff per request.
4. OFL provides instructional videos on how to best use its service. After registering, please watch these videos in order to get the most out of this training opportunity and before seeking assistance from OFL support. ODDS will not offer technical support on this service except for user enrollment. OFL should be contacted directly for technical support. OFL has suggested that their service works best with Firefox or Chrome. Avoid Internet Explorer or Microsoft Edge.
5. Some OFL trainings have been approved by ODDS to meet the annual training requirements as specified in OAR 411-435-0030 for Employment Professionals. The [Department Approved Training List](#) has been updated with the approved OFL trainings and other trainings that ODDS has recently approved. A transmittal will no longer be issued when the Department Approved Training List is updated, so please check the list whenever CECs are needed.
6. OFL trainings that meet OAR 411-323-0050(7)(j) will be allowed for the 12 hours of required CECs for Direct Care Professionals (DSPs), and OFL trainings that meet OAR 411-415-0040(2)(d) will be allowed for the 20 hours of required CECs for Case Managers. Specifically, the Building Friendships and Community, Person-centered Approaches, Thinking and Planning, Self-Determination, and Sexuality and Relationships would be appropriate Case Management trainings.

7. This service will expire, without exception, on September 1, 2020. Please have all trainings completed and certificates downloaded **before** the deadline. Enrollment and trainings will be available beginning May 1, 2020, but August 1, 2020 will be the last day for new registrations. Please enroll as soon as possible to take full advantage of this training opportunity.

Field/stakeholder review: Yes No

If yes, reviewed by:

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

Contact(s): Gene Rada	
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