

Developmental Disabilities Services

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Topic: Developmental Disabilities

Subject: I/DD Core Competency Training – Frequently asked questions

Applies to (check all that apply):

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| <input type="checkbox"/> All DHS employees
<input type="checkbox"/> Area Agencies on Aging
<input type="checkbox"/> Aging and People with Disabilities
<input type="checkbox"/> Self Sufficiency Programs
<input checked="" type="checkbox"/> County DD Program Managers
<input checked="" type="checkbox"/> ODDS Children's Residential Services
<input type="checkbox"/> Child Welfare Programs | <input type="checkbox"/> County Mental Health Directors
<input type="checkbox"/> Health Services
<input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)
<input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services
<input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)
<input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage Directors; 24 – Hour Residential living providers; Supported Living Providers |
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Message: This pertains to AR-17-007 Core Competency Training Requirements for Services Coordinators and Personal Agents and AR 17-008 Core Competency Training Requirements for Direct Support Professionals

1. Why are there missing modules in the iLearn core competency training?

There are missing numbers in the list of modules. Those numbers are for trainings identified as “local training.” Examples include: SC/PA 120 – Record Keeping; SC/PA 208- eXPRS Plan of Care; DSP 107 – Health: Medical Information; DSP 203 – Rights: Legal Guardianships.

2. When someone moves from one agency to another, are they required to retake all of the core competency trainings again?

If a DSP, Services Coordinator or Personal Agent has previously completed and passed all of the required on line core competency modules, then there is no requirement to retake the same modules. However, the trainings identified as “local training” do need to be completed again, as they generally refer to the employing agency's policies and practices. Completion would follow the same timeframes as described for new employees in the respective OARs.

3. If a SC/PA working for a Case Management Entity (CME), completes the required core competency trainings and then transfers to another agency prior to December 31, 2017, can the SC/PA waive the 20 hours of annual training as an employee of the new agency?

Yes. The waiving of the annual training applies during the roll out phase of the core competencies (February 2017 through December 31, 2017). Local CMEs must follow their own policies on how annual training is calculated. Some consider training within a calendar year, while others base the annual requirement on the hire date. The SC/PA should provide a copy of the transcript of the completed course work to the new employer who would place that in the SC/PAs personnel file.

4. Will ODDS consider extending the timeline for existing DSPs/ SCs/PAs to take the Tier 1 and Tier 2 core competencies beyond June 30, 2017 as identified in AR 17007 and AR 17008?

Yes. ODDS staff have agreed upon a timeline extension to December 30, 2017. This applies to all Services Coordinators and Personal Agents that began work before January 1, 2017 and DSPs that began work prior to April 1, 2017.

5. Do the “local training” requirements apply for existing staff identified in 3 above?

No. Existing staff that remain with the same agency, are not required to retake the local training. Should an employee leave an agency and become employed by another I/DD agency, the local training requirements are the only core competency trainings required.

6. Is a variance required to implement these changes?

No. The Case Management, 24 Hour Residential and Supported Living OARs at this time, do not address specific core competency training requirements for existing employees. This transmittal adds clarifying information beyond the scope of the OARs.

If you have any questions about this information, contact:

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