

# Policy Transmittal Developmental Disabilities Services



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**Authorized signature**

**Number:** APD-PT-20-001

**Issue date:** 2/7/2020

**UPDATED**

**Topic:** Developmental Disabilities

**Due date:**

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

**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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)                   |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (please specify): Certified DD provider agencies |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

<b>Policy/rule title:</b>	DSP/Case Manager training requirements		
<b>Policy/rule number(s):</b>	Core Competency Training	<b>Release number:</b>	
<b>Effective date:</b>	Immediate	<b>Expiration date:</b>	
<b>References:</b>			
<b>Web address:</b>			

**Discussion/interpretation:** **UPDATED**

ODDS administrative rules and Department policy require that some Direct Support Professionals (DSP) and all Case Managers (CM) complete certain initial training activities known as Core Competencies. The Department relies on the iLearn system to make them available and to record the outcomes. The iLearn system was unavailable beginning at least 12/26/19 through 1/15/20. The outage has made it so that subject agencies have been or may be unable to meet the administrative rule requirements.

ODDS appreciates the importance of its fundamental responsibility to assure the health and safety of its clients. It is understood that DSPs and Case Managers are critical to that function, and that they must be adequately oriented to their roles when they are new to their positions.

In the absence of iLearn, a documented review of the relevant documents that are **were** posted [here](#)\* will be considered, for the purposes of meeting the Department's timeline requirements, completion of the Tier 1 or 2 core competencies for DSPs and Case Managers. This transmittal does not apply to other Department requirements impacted by the unavailability of iLearn.

That these documents were reviewed and understood must be recorded in the DSP/CM personnel file, indicated by the dated signature of the DSP/CM and a supervisor, using a format of the agency's choice. Each DSP and CM who reviewed these documents must complete the Core Competencies in the iLearn system ~~within 30 days of it becoming available again~~ **by 2/21/20** or within the timelines established in AR-17-008 for DSPs or OAR 411-415-0040(2)(b) for CMs, **whichever is later. As of 1/29/20, review of the previously posted documents will not be considered completion of the core competencies. Completion of the Core Competencies may only be accomplished in the iLearn system.**

~~The date iLearn becomes available again is unknown at this time. It is strongly recommended that every agency/CME attempt to log in to iLearn before relying on the document review.~~

\* <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Pages/index.aspx>

Implementation/transition instructions: Described above

Training/communication plan: This transmittal will be discussed during the next Monthly Transmittal Call In. These meetings are held the third Thursday of every month at 2 pm. Call in: 877-848-7030 Guest 458900#. Please send questions in advance to [ODDS.INFO@state.or.us](mailto:ODDS.INFO@state.or.us)

Local/branch action required: n/a

Central office action required: n/a

Field/stakeholder review:  Yes  No

**If yes, reviewed by:**

**Filing instructions:** n/a

*If you have any questions about this policy, contact:*

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OBSOLETE