

Policy Transmittal Developmental Disabilities Services



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Number: APD-PT-20-049
Issue date: 3/31/2020

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

Policy/rule title:	Training requirements for DSP		
Policy/rule number(s):	411-323-0050(7)(i, j, m); 411-328-0570(4); 411-345-0035(3); 411-450-0080(4)	Release number:	
Effective date:	Upon release	Expiration date:	
References:			
Web address:			

Discussion/interpretation:

The COVID-19 pandemic has worsened a pre-existing shortage of direct support professionals (DSP). DSPs serve a critical function in the delivery of supports to people with intellectual and developmental disabilities in all setting types. ODDS is forced to take emergency steps to make it easier for provider organizations to find, keep, and efficiently utilize DSPs. ODDS recognizes these policy changes do not

represent best practices and urges provider organizations to maintain the highest standards of employee training and on-going competency possible.

Unless a requirement is address in this transmittal, existing requirements are unchanged.

For the purpose of this transmittal, working unassisted means a DSP is providing care without another DSP or supervisor present who has completed all required training.

For all agency provider types (excluding Adult Foster Care):

- The requirement for 12 hours of annual training may be paused during the period of the state of emergency.
- CPR/First Aid renewals can be postponed until further notice.
- New hires may work, assisted, without CPR/First Aid certification until further notice.
- New hires may work in a supported living program, deliver community living supports or employment services, assisted, without six hours of pre-service training. The six hours may occur as on-the-job training.
- An agency with a Medicaid certificate described in OAR 411-323-0030 does not require an endorsement to OAR chapter 411, division 450 to deliver Community Living Supports. The provider number attached to 93-943 provider record can be used for authorization in Plan of Care.

In the event a newly hired DSP is urgently needed to provide supports unassisted in a 24-hour residential or supported living program, the following options may be utilized:

- A new hire who has worked in a 24 hour residential home or supported living program in Oregon within the past two years and who had completed the training to work unassisted may work unassisted at a specific site following the local training portions of the following core competencies, including the physical and oral demonstration (as applicable), at any site where they will work unassisted:
 - 107. Health: Medical Information
 - 108. Health: Understanding Common, Serious Health Risks
 - 109. Health: Adaptive Equipment
 - 110. Health: Required Infection Control Techniques
 - 111. Health: Medication Administration and Documentation
 - 116. Safety: Safety Equipment

- 117. Safety: Safe Equipment Operation
- 119. Safety: Responding to Emergency Situations
- 121. Planning: Become Familiar with each ISP
- 122. Planning: Support Documents
- 124. Planning: Court Restrictions
- 127. Organizational Mission and Policies: Incident Report Requirements

In addition:

Be given nursing delegation and OIS training required to implement a PBSP, when applicable.

Instruction on reporting requirements defined in OAR 411-323-0063.

- Before working unassisted, other new hires must complete, in addition to the requirements listed above, the local training portions of the following core competencies, including the physical and oral demonstration (as applicable):

- 102. Rights: Mandatory Abuse Reporting
- 104. Rights: Confidentiality Standards
- 106. Value: Dignity, Respect, and Person-Centered Language
- 118. Safety: Environmental Modifications For Safety

These new hires must also:

- Be given information about rights for people who receive I/DD services (may be iLearn lesson 103 or in person by a supervisor)
 - Be informed of the agency's policy on emergency physical restraint
 - Instructed on documentation requirements
- The remainder of tier 1 core competencies and the online portions of those listed above can occur on tier 2 timelines (within three months of the start date of work).

Training/communication plan: This transmittal will be discussed in a Webinar on April 16, 2020 from 2 to 3:30 PM.

Please register for the April Provider Expectations and Responsibilities Around COVID-19 - Webinar at:

<https://attendee.gotowebinar.com/register/7518400443284415756>

After registering, you will receive a confirmation email containing information about joining the webinar.

If you have any questions about this policy, contact:

Contact(s): ODDS COVID-19 Team
Email: ODDS.Questions@dhsosha.state.or.us