Developmental Disabilities Worker's Guide

Office of Developmental Disabilities Services

Topic:	Core Competency Training Requirements
Date Issued/Updated:	Updated 6/15/2024

Overview

Description: Core Competency Training Requirements and a List to the 12 Core Competency Courses

Purpose/Rationale:
Employment Professionals, as defined in OAR 411-345, are required to complete the 12 online Core Competency modules that are available in Workday Learning and are listed below. This requirement shall satisfy the OAR 411-345-030 requirement that all Employment Professionals demonstrate competency within 12 months of hire. This worker's guide is designed to outline the training requirements and to provide quick access to the Core Competency modules.

Please note: These modules are intended to provide records of Core Competency Demonstration, but do not replace further training, mentoring, and practical experience. Core Competencies and Training Standards of Supported Employment Professionals are the foundation of Employment Professional's knowledge and are intended to be a part of a larger organizational training and competency plan for individuals who deliver ODDS funded employment services. **Employment Professionals must complete 12 Department-approved continuing education credits annually.**

Applicability: Any entity interested in becoming an Employment Professional and providing ODDS employment services.

Procedure(s) that apply:

Effective April 1, 2017, all Employment Professionals, as defined in OAR 411-345, shall be required to complete the 12 online Core Competency modules for Employment Professionals. This requirement shall satisfy the OAR 411-345-030 requirement that all Employment Professionals demonstrate competency with 12 months of hire.

As of Jan. 1, 2019, all Independent Providers, including Independent Contractors and PSW Job Coaches, must complete the 12 Core Competency trainings prior to provider enrollment.

Employment Professionals who are Vocational Rehabilitation (VR) Contractors are required to maintain an employee file that demonstrates all minimum qualifications have been met. This can be done by sending documentation or first year competency demonstration (successful completion of the listed modules) to VR contract staff.

To access the online modules, Employment Professionals should have an active profile in Workday Learning. Please ensure your profile is updated and current. This is very important as we move forward with utilizing [Workday Learning](#) for training purposes and training records. The Workday Learning website also has instructions to help partners log in and set up their Workday Learning Accounts. **It is important to not skip any of the steps in the set-up instructions. If you are not established in Workday Learning under the correct affiliation and with complete and accurate information, you may not be able to access these training modules.**

The links to these modules are listed below. Once logged in to Workday Learning these links will take you directly to the course to be completed.

- [ODHS – DD – EP 101 Introduction to Supported Employment](#); 1 hour
- [ODHS – DD – EP 102 Discovery and Career Planning](#); 1 hour
- [ODHS – DD – EP 103 Marketing and Job Development](#); 30 min
- [ODHS – DD – EP 104 Workplace and Job Analysis](#); 30 min
- [ODHS – DD – EP 105 Job Coaching: Task Design and Training](#); 30 min
- [ODHS – DD – EP 106 Job Coaching: Support Strategies](#); 30 min
- [ODHS – DD – EP107 Job Coaching: Natural Supports](#); 30 min
- [ODHS – DD – EP 108 Managing Benefits](#); 1 hour
- [ODHS – DD – EP 109 Systems, Partners, and Resources](#); 30 min
- [ODHS – DD – EP 110 Transition from School to Work](#); 30 min
- [ODHS – DD – EP 111 Organizational Change](#); 30 min
- [ODHS – DD – EP 112 Self Employment](#); 30 min

Form(s) that apply:

NA

Definition(s):

Employment Professional means an employee of a provider agency or an independent provider who has the qualifications and training to provide employment services under the 411-345 rules.

Independent Provider means a personal support worker, or an independent contractor delivering services including, but not limited to, nursing services, Discovery, job development or professional behavior services.

Reference(s):

- Employment Service Provider Resources website
  - https://www.oregon.gov/odhs/providers-partners/idd/Pages/employment-provider-resources.aspx
- OAR 411-345

Frequently Asked Questions:

- Do I have to take all 12 Core Competency courses to deliver ODDS employment services?
  - Yes. Prospective provider agencies and Independent Contractors will have other credentialing requirements.
- Do I need to create a Workday Learning account to access the 12 Core Competency courses?
  - Yes. You can find instructions on how to create a Workday Learning account at Instruction Tool.
- Do Independent Contractors have to complete the 12 Core Competency courses?
  - Yes. Independent Contractors and PSW Job Coaches must complete the Core Competency courses prior to becoming enrolled as an ODDS service provider.

Contact(s):

Name: Gene Rada; **Email:** employmenttraining.review@odhsoha.oregon.gov