# Office of Developmental Disabilities Services Worker Guide

| Title | Date |
|---|---|
| **Employment Services**<br>**V. Provider Requirements**<br>**a. Supported Employment Curriculum** | April 10, 2025 |

## Summary of changes

The purpose of this guide is to outline certification requirements for ODDS-approved trainers for the "Intro to Supported Employment (ISE)" curriculum.

ODDS partnered with Clackamas Community College to develop a 64-hour training curriculum called **Introduction to Supported Employment (ISE)**. This curriculum qualifies as continuing education credits for ODDS employment providers. The curriculum includes **eight modules which are eight hours each** and can be presented as a complete course or individually.

1. Setting the Stage for Person-Centered Supported Employment
2. Health and Safety
3. Introduction to Employment Success and Job Coaching
4. Job Coaching: Planning for Employment Success
5. Job Coaching: Communication, Teaching and Coaching Techniques
6. Job Coaching: Challenges and Changes
7. Job Coaching: Documentation
8. Introduction to Job Development and Next Steps

## Applicability

Explain when and how the guide should be used to carry out tasks or daily operational work.

# Procedures that apply

1. **ODDS will, at least every two years, offer an opportunity to participate in a "train the trainer" to be certified to teach the Supported Employment Curriculum. These will occur in odd years.**

2. **Certification Requirements:**
   a. Attend all training sessions.
   b. Participate in activities and complete the course assessment.
   c. Follow the curriculum as provided, without modifications.
   d. Share materials as presented.
   e. Stay updated on curriculum changes and incorporate them into training.
   f. Foster positive relationships.
   g. Those who participate in the full supported employment curriculum may be certified to deliver the training if they complete additional ODDS training requirements for teach back, modeling, and coaching within three months of completing the ISE training curriculum.

3. **Ongoing Requirements:**
   a. Follow ODDS policy for the ISE curriculum.
   b. Submit annual report on curriculum use.
   c. Keep training records (dates, fees, attendance).
   d. Submit a brief narrative with success stories by March 1, 2025, and annually thereafter.
   e. Indicate plans for certification renewal during the annual report.
   f. Notify ODDS if no longer plan to train on curriculum.
   g. Understand that failing to submit a report on time may impact certification status.

4. **Once certified, trainers may:**
   a. Offer the training as a full 64 hour course or in smaller sections as needed.
   b. Train staff from their agency or external participants.
   c. Distribute participant materials and use the provided guides and PowerPoints.
   d. Offer virtual training with ODDS approval. This training is generally designed to be taught in-person.
   e. Charge fees for training if desired.
   f. Take their certification with them if they change agencies.

5. **ODDS Employment Services Team will:**
   a. Certify ISE Trainers.
   b. Provide certification training, including "Train the Trainer" facilitation.
   c. Distribute curriculum materials and verify certifications for eligible trainers.
   d. Share updates and revisions to the curriculum.
   e. Offer ongoing support, technical assistance, and/or office hours for certified trainers.
   f. List certified trainers on the ODDS Employment Training and Technical assistance webpage:
      https://www.oregon.gov/odhs/employment-first/Pages/training.aspx

6. **Curriculum Ownership**

ODDS owns the curriculum and materials. Certified trainers may use them, but cannot share, sell, or modify them without permission.

7. **Updates to the Curriculum**

Suggested updates may be submitted here:
https://app.smartsheet.com/b/form/ccb2c00f527043d19bf0b799a7a5aba0

8. The curriculum will be reviewed at least annually, and certified trainers will be notified of
   any updates.

9. **ODHS Rights**

ODHS may revoke certification if the curriculum is misused or terms are not followed.

**Tool to submit annual report:**
https://app.smartsheet.com/b/form/d14473af8c0944bd96ca101ff4cbcbe6

# Contact(s)

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