

Developmental Disabilities Services Number: DD-PT-26-038

Authorized by: Caitlin Shockley

Issue date: 8/13/2026

Subject: Learning Platform Update and Pre-service Training Requirements for
ODDS Child Foster Home Applicants

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):

☐ All ODHS employees	☒ County DD Program Managers
☐ Aging and People with Disabilities	☒ Developmental Disabilities Services
☐ Area Agencies on Aging: Select	☐ Self-Sufficiency Programs
☐ Child Welfare Division	☐ Support Service Brokerage Directors
☐ Children's Intensive In Home Services	☐ Stabilization and Crisis Unit
☐ Children's Residential Services	☒ Other (please specify): ODDS Licensing Unit, ODDS Child Foster Home Applicants and Providers

Policy/rule title: Pre-service training

Policy/rule numbers: OAR 411-346-0150(5)(g)

Release number:

Effective date:

Expiration date:

References:

Web address:

This policy transmittal supersedes DD-IM-25-026

Discussion/interpretation

Learning Platform Update

The Office of Developmental Disabilities Services (ODDS) will not be renewing their subscription for the Reach 360 learning platform. As a result, all courses for the ODDS Child Foster Home (CFH) Pre-service Training series will be transitioned from the Reach 360 learning platform to the Workday learning platform effective September 15, 2026.

To ensure a seamless transition, previously released courses will be available in both Reach 360 and Workday through September 14, 2026. Learners with an existing account in Reach 360 may continue to access courses in Reach 360 that are in process (started but not yet finished). However, learners must complete all courses that are in process in Reach 360 by September 14, 2026, to get credit for course completion. Credit must be demonstrated by printing a certificate of completion for each course, which the learner must print from their Reach 360 account no later than September 14, 2026. Certificates will not be available in Reach 360 after September 14, 2026. If learners do not have certificates of completion for courses completed in Reach 360, they will not receive credit for such courses and will need to complete them in Workday.

Effective September 15, 2026, all previously released courses and newly released courses will only be available on the Workday learning platform. Therefore, learners who need to complete training on or after September 15, 2026, must create a Workday account by following the Implementation/transition instructions section of this transmittal for Navigating Workday.

Learners are strongly encouraged to create a Workday account as soon as possible to allow time for technical support if assistance is needed during or after account set up. Please refer to the Implementation/transition instructions section of this transmittal for Technical Support.

Pre-service Training Requirements

Applicants for an ODDS Child Foster Home certificate must complete at least 15 hours of pre-service training prior to initial certification. The full ODDS CFH Pre-service Training series is still in development and expected to be available in late 2026/early 2027. It will include an extensive library of courses that will meet the minimum requirement of 15 hours of pre-service training.

Currently, there are three courses available in the ODDS CFH Pre-service Training series. Courses are available in English and Spanish, giving applicants (learners) the option of taking a course in either English or Spanish based on their preference. The combined hours of all three courses results in a total of 10 hours of pre-service training. ODDS will release additional courses (in English and Spanish) throughout the remainder of the year as they are developed, gradually building the course library for the full series. Until then, learners must successfully complete a minimum 15 hours of pre-service training through a combination of available courses in the ODDS CFH Pre-service Training series, and other training chosen by the learners. Please refer to the Implementation/transition instructions section of this transmittal for Pre-service Training Pathways.

Implementation/transition instructions

Pre-service Training Pathways

Learners must successfully complete all available courses in Pathway 1 prior to initial CFH certification. If the combined total of all courses in Pathway 1 is less than 15 hours, learners must complete the remaining hours as described in Pathway 2.

Pathway 1: ODDS CFH Pre-service Training Series

- Use the link found here to see the current list of available courses and corresponding links to access the courses in Pathway 1: [ODDS Child Foster Home Pre-service Training Series](#).

- Learners must complete all available courses (in their preferred language of English or Spanish) identified in Pathway 1 prior to completing any courses through Pathway 2.
- Each time a new course is available in Pathway 1, an update to this transmittal will be released to announce the new course.
- Successful completion of each course in Pathway 1 must be demonstrated through a printed certificate. Learners must print a certificate of completion immediately after passing a course and maintain a copy for their records.
- Learners must review the hours for each course as identified on their certificate. If the combined total of all courses completed through Pathway 1 is less than 15 hours, the learner must successfully complete the remaining hours through Pathway 2.

Pathway 2: Supplemental Training

- Learners have the flexibility to choose other training opportunities relevant to providing foster care services to children who experience intellectual or developmental disabilities. This may include training opportunities provided through local schools, community programs, online resources, and other organizations (such as Oregon ISP, FACT Oregon, and The Arc Oregon).
- Learners must document training completed through Pathway 2 using the ODDS-approved training credit form, which may be found here: [Report of Child Foster Provider Training Credit](#).

Navigating Workday

- Create a Workday account by following the steps outlined in the “Steps to create your Workday account” guide found here: [Steps to create your Workday account](#)
 - Please note that some learners may already have an account in Workday. If you think you may already have a Workday account, check your email in 2-3 business days of the date of this transmittal before

creating a new account. Learners with existing accounts in Workday will receive an email from sender “DD Child Foster Care Training” with information about accessing their existing account.

- If more than one applicant is applying for an ODDS Child Foster Home certificate, each applicant must create their own Workday account using a different email address. If two applicants share an email address, one of the applicants must create a new email address to create a Workday account.
- After creating your account, you will be ready to access courses in Workday. Follow the steps outlined in the “How to Navigate a Workday Course” guide found here: [How to Navigate a Workday Course](#)
- You must print a certificate of completion immediately after completing a course in Workday and keep it for your records.
 - To print a certificate of completion, follow the steps outlined in the “How to Print Workday Transcripts or Certificates” guide found here: [Steps to Print Transcripts or Certificates of Completion](#)

Technical Support

- ODDS has a dedicated email box for learners to submit requests for technical support (such as help with a Workday password reset or help finding a course).
- To submit a request for technical support, please send an email to: DD.ChildFosterCareTraining@odhs.oregon.gov
- ODDS will make every effort to respond to emails within 48 hours. However, during the first few months of the transition to Workday, there may be a higher volume of emails, so please allow 3-5 days for a response.

Communication/training

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to ODDS.Questions@odhsoha.oregon.gov.

The Monthly Transmittal Reviews are held on the second Wednesday of every month at 2 p.m. using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to ODDS.Questions@odhsoha.oregon.gov at least three business days prior to the meeting.

Local/branch action required

N/A

Central office action required

N/A

Reviewed by impacted parties? ☐ Yes ☐ No

If yes, reviewed by:

Filing instructions:

If you have any questions, please contact:

Contact(s): Julie Young, Policy Design & Support Team

Email: julie.l.young@odhs.oregon.gov