







## Application to Be a Mentor for Medicaid Agencies with Employment Endorsement

### Instructions

#### Please read before beginning the application.

This application is for Medicaid-Enrolled Provider Agencies (Provider Agencies) that are interested in mentoring other Medicaid-Enrolled Provider Agencies with an Employment Endorsement (Employment Provider Agencies) that are seeking technical assistance for specific services or specialties. If approved, the Provider Agency providing the mentoring services will be compensated at a rate of \$75 per hour. The Office of Developmental Disabilities Services (ODDS) must receive a signed application with the necessary paperwork no later than March 15, 2019. **ODDS will reject any incomplete or illegible applications.**

The purpose of this application is to help ODDS determine that a Provider Agency has the expertise to become a mentor and be paid at a rate of \$75 per hour. As the Provider Agency completes this application it should provide all relevant information that helps prove it has the expertise on the specialty/services that it wants to mentor. It is important that the Provider Agency is thorough while completing the application.

Applications will be reviewed within 30 business days upon receipt of the application. Provider Agencies will be informed via email as to whether the application was approved or denied.

#### Requirement to Be a Mentor

- Application and supporting documentation submitted to [EmploymentTraining.Review@sonnetstate.or.us](http://EmploymentTraining.Review@sonnetstate.or.us) no later than March 15, 2019.
- Application and supporting document must prove that the Provider Agency has expertise on any of the following topics:
  - Discovery, Job Coaching Program, Job Development, Job Development Program, Business Operation, Business Budgeting, Rule Compliance, Behavioral Support, Protocol Development or other types of services and/or specialties.

#### Applications must include:

- Resume(s) of staff that will be delivering the mentoring service.

If requesting to provide mentoring on a specific program or specialty, the documentation on the success of the program or specialty must be provided.

- If requesting to provide mentoring on business budgeting, program management or business operations then documentation proving the Provider Agency's success as a business must be provided.

