Developmental Disabilities Worker's Guide

Oregon Department of Human Services
OFFICE OF DEVELOPMENTAL DISABILITIES SERVICES

Topic:	Employment Professional Qualifications and Training	
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Overview

Implementation of Oregon's Department of Human Services (ODHS) Employment First policy requires employment services for individuals with intellectual and developmental disabilities (I/DD) be provided by agencies or individual providers who are licensed, certified, credentialed or otherwise qualified in accordance with rule.

As a step toward meeting this requirement, ODHS adopted core competencies and training standards for Supported Employment Professionals. This Worker's Guide is intended to be the primary source of information regarding the training and credentialing requirements for Employment Professionals, as defined in OAR 411-345, and supersedes any prior published training information contrary to current requirements.

Description:
The Office of Developmental Disabilities Services (ODDS) has outlined in rule the requirements to obtain and maintain the provider licensing, certifications, and endorsements. These requirements include initial training, demonstration of core competencies, annual continuing education, and required credentialing for certain specialties.

Item #1: All Employment Professionals

- All Employment Professionals (provider agency staff, personal support workers and independent contractors) are required to complete the 12 Core Competency training modules.

- Completion of the 12 Core Competency training modules will count as 8 CECs for the first year as an Employment Professional. The modules cannot be taken again for credit. See **Items #2**, **#3** and **#4** listed below for information specific to each provider type related to the completion of these modules and other training requirements.

- All Employment Professionals must complete 12 continuing education credits annually. <u>At least</u> 6 of the 12 CECs required must be specific to the topic of supported employment as it relates to people with developmental disabilities. The remaining CECs, <u>if any</u>, can be related to topics about disability. See the following FAQ for examples.

- ODDS has developed a [Training Catalog](#) with on-demand trainings that are **all** approved for supported employment topics. In addition to the Training Catalog, providers can determine if a training qualifies as a supported employment topic by completing the [Supported Employment Training Checklist](#). The checklist should be downloaded and reviewed by a manager or supervisor of the provider agency to determine that a training of interest will meet at least one of the core competencies in the list. The core competency/competencies should be dated and initialed in the checklist and attached to the certificate of completion or other record of completion. An additional qualification is that the training must be at least one hour long.

  - PSWs are not eligible to use the Supported Employment Checklist but can contact EmploymentTraining.Review@odhsoha.oregon.gov about training eligibility.

Trainings specific to topics of disability, must be <u>primarily</u> about disabilities and cannot be about soft skills, such a staff development, wellness, Excel, Word or other software. No ODDS approval is required for disability topics and completing the Supported Employment Training Checklist is not required.

<u>Item #2: Employment Professionals Employed by an Agency Provider</u>

- Employment Professionals, employed by an agency provider, are required to complete the training requirements specified under **Item #1** (see above). Also required is a minimum of one department-approved competency-based supported employment training within 90 days of providing employment services.

- Employment Professionals, employed by a provider agency, must demonstrate the Core Competencies standards within one year of providing employment services. The [12 Core Competency training modules](#) are available on the state's Learning Management System. Completion of these 12 modules will demonstrate that the initial training standards have been met. <u>Completion of the 12 Core Competency modules within 90 days, will satisfy the initial 90-day training requirement</u>, and will apply towards 8 continuing education credits (CECs) for the first year as an Employment Professional.

- Provider agencies must also have one individual in a supervisory capacity (someone who oversees the delivery of ODDS employment services) who holds a Department-Approved credential. See a list of accepted credentials below.

Item #3: Independent Contractors and PSW Job Coaches

- Independent Contractors (ICs) and PSW Job Coaches must complete the 12 Core Competencies modules and continuing education requirements as specified under **Item #1** (see above). If a PSW has a question about a training being eligible for CECs, they can contact EmploymentTraining.Review@odhsoha.oregon.gov.

- PSW Job Coaches are required to take other trainings specific to PSW eligibility (other than a job coaching credential). The training curriculums can be found at the Carewell Training website. ODDS will count up to 6 CECs of either curriculum, towards the annual training requirement for Employment Professionals specific to the topic of disability.

- As of 1/1/2019 all Independent Providers, including Independent Contractors and PSW-Job Coaches, must complete the 12 Core Competency modules PRIOR to enrollment.

- Employment Professionals, who are Independent Contractors, must hold a Department Approved Credential and a current Vocational Rehabilitation services contract for Job Placement. See below for credentialing options.

Item #4: All Discovery Service Providers

- Must complete the requirements specified under **Item #1** (see above) and required Discovery trainings.

- A new transmittal about Discovery is available that discusses the new ODDS Discovery Profile and the policy can be found on the ODDS Employment First Policy page under the Discovery section.

Department-Approved credentials include being a Certified Employment Support Professional (CESP), Basic or Professional Employment Certificate recognized by the Association of Community Rehabilitation Counselors (ACRE) or a certificate from a program in Supported Employment from an accredited institution of higher education, such as a university or community college.

Please note that ODDS has funded the development of 32 free on-demand training modules that discuss a variety of topics specific to supported employment services in Oregon. You can find the links to these modules in the

[Training Catalog](). **All on-demand trainings in the catalog will count as supported employment topics.**

Frequently Asked Questions:

What are examples of this training policy?

- **Example #1:** An Employment Professional completed 8 CECs (out of 12 CEC annual requirement) of supported employment topics. The employment professional can complete another 4 CECs of supported employment and/or disability topics until the 12 CECs are completed.

- **Example #2**: An Employment Professional has completed 4 CECs (out of the 12 CEC annual requirement) of supported employment topics. The Employment Professional will need to complete another 2 CECs to complete at least 6 CECs of supported employment topics. After 6 CECs of supported employment have been completed, the Employment Professional can take supported employment and/or disability topics to complete the remaining 12 CEC annual requirement.

- **Example #3**: A new Employment Professional recently completed the required 12 Core Competency modules. The 12 Core Competency modules are specific to supported employment and will count as 8 CECs for the first year as an Employment Professional. The Employment Professional will need to complete another 4 CECs of either disability or supported employment to satisfy the 12 CECs annual training requirement.

Can soft skills trainings count towards the annual training requirement for Employment Professionals?

- No, soft skills trainings, such as trainings on employee wellness, communication or software skills will not count as CECs. The trainings must be on topic of disability and/or supported employment.

Can more than 6 CECs of supported employment topics be completed towards the 12 CEC annual requirement?

- Absolutely! At least 6 CECs of the 12 CEC annual requirement must be about supported employment. All 12 CECs can be on the topic of supported employment.
- However, only 6 CECs of trainings on the topic of disability can be counted towards the 12 CECs annual requirement.

If I complete the on-demand trainings in the [Training Catalog](), will they count as supported employment or disability or both.

- All on-demand trainings in the ODDS Training Catalog will count as supported employment. You are encouraged to complete the on-demand

trainings in the catalog.

How can I determine if a training will count as a disability topic?

- As long as the training is <u>primarily</u> related to some type of disability (i.e. physical, mental health, intellectual and/or developmental) it will count as a disability topic.

How can I determine if a training will count as a supported employment topic?

- To verify if a training will count as a supported employment topic, a manager/supervisor of a provider agency must complete the [Supported Employment Training Checklist](#) to determine if the training will meet at least one of the 12 core competencies.

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