

Information Memorandum Transmittal Developmental Disabilities Services



Lilia Teninty

Authorized signature

Number: APD-IM-19-051

Issue date: 7/19/2019

Topic: Developmental Disabilities

Due date: August 1, 2019

Subject: Updated Employment Professional Qualifications and Training Worker's Guide

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Employment Provider Agencies |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

The attached Worker's Guide was originally issued on 5/24/2018 and was developed to provide guidance on the ODDS training and qualification requirements for Employment Professionals. This Guide has been updated as of 7/14/2019 and includes the following changes:

- Emphasize training and qualification requirement distinctions amongst Agency Staff, Independent Contractors and PSW Job Coaches.
- Highlight rule changes as of 1/1/2019, that state that Independent Providers, including Independent Contractors and PSW Job Coaches, must complete the 12 Core Competency course before enrollment.
- Specify that Employment Professionals must complete a Department Approved Discovery training before providing Discovery services.

If you have any questions about this information, contact:

Contact(s): Gene Rada	
Phone: 503-945-5759	Fax:
Email: eugene.e.rada@state.or.us	

Topic:	Employment Professional Qualifications and Training
Date Issued/Updated:	05/24/2018, Updated 7/14/2019

Overview

Implementation of Oregon's Department of Human Services (DHS) 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, DHS adopted [Core Competencies and Training Standards](#) for Supported Employment Professionals, which are available online. This Worker 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.

The training requirements are outlined in OAR 411-345 and are as follows:

- Employment Professionals, employed by an Agency Provider, are required to complete a minimum of one Department-Approved competency-based Supported Employment training within 90 days of providing employment services.
- Employment Professionals, employed by an Agency Provider, must demonstrate the Core Competencies and Training Standards within one year of providing employment services (if all 12 modules are completed within 90 days, this requirement may be used to satisfy the initial training requirement, as well as apply toward 8 hours of the first-year training).
- All Employment Professionals must complete 12 hours of Department-Approved Supported Employment training annually.
- Agency Providers must have one individual in a supervisory capacity (someone who oversees the delivery of employment services) who holds a Department-Approved credential.
- 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.
- Independent Contractor Employment Professionals must hold a Department Approved Credential and a current Vocational Rehabilitation services contract for Job Placement.
- Employment Professionals who deliver Discovery must be qualified to deliver the service

Discovery in accordance with [APD-PT-14-029](#). All Employment Professionals that provide Discovery services must complete a Department approved Discovery training PRIOR to delivery of services.

Department-Approved credentials include Certified Employment Support Professional (CESP), Association of Community Rehabilitation Educators (ACRE), DHS Oregon Employment Learning Network (OELN), or a certificate from a program in Supported Employment from an accredited institution of higher education, such as a university or community college.

For ease of reference, ODDS maintains a list of courses offered by nationally recognized authorities in the field of supported employment and has published the list online for reference. Information regarding competency-based training courses that will satisfy initial and ongoing training requirements is available on the [Employment Service Provider Resources page](#).

Form(s) that apply:

Agencies providers and employed Employment Professionals are required to maintain the [Core Competency Checklist](#) in the personnel file. This document allows for ease of furnishing documentation to ODDS Licensing upon periodic reviews.

Frequently Asked Questions:

An [Employment Training, Core Competencies, and Credentialing FAQ](#) document is available on the [Employment Service Providers Resources](#) page of Oregon.gov.

Contact(s):

Name: Gene Rada; **Phone:** 503-945-5759; **Email:** eugene.e.rada@state.or.us