

# Information Memorandum Transmittal Developmental Disabilities Services



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**Number: APD-IM-19-059**

**Issue date: 8/30/2019**

**Topic:** Developmental Disabilities

**Due date:**

**Subject:** Core Competency Training Requirements and a List to the 12 Core Competency Courses

**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> ): Providers of ODDS employment services. |
| <input type="checkbox"/> ODDS Children's Residential Services           |   |
| <input type="checkbox"/> Child Welfare Programs                         |   |

**Message:**

The following Worker's guide was originally written as [Action Request 17-020](#). Because the content is still applicable, AR 17-020 has been converted to a Worker's Guide template.

The language is essentially identical, except for a paragraph that emphasizes that Independent Contractors and PSW Job Coaches must complete all 12 Core Competency Courses prior to enrollment. Also, new language was added about 12 continuing education credits being required annually to maintain credentials.

*If you have any questions about this information, contact:*

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<b>Topic:</b>	Core Competency Training Requirements
<b>Date Issued/Updated:</b>	8/13/19

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## Overview

**Description:** Core Competency Training Requirements and a List to the 12 Core Competency Courses

### **Purpose/Rationale:**

Employment Professionals, as defined in [OAR 411-345](#), are required to complete the 12 online Core Competency modules that are available in iLearn and are listed below.. This requirement shall satisfy the OAR 411-345-030 requirement that all Employment Professionals demonstrate competency with 12 months of hire. This worker's guide is designed to outline the training requirements and to provide quick access to the Core Competency modules.

Please note: These modules are intended to provide records of Core Competency Demonstration, but do not replace further training, mentoring, and practical experience. Core Competencies and Training Standards of Supported Employment Professionals are the foundation of Employment Professional's knowledge and are intended to be a part of a larger organizational training and competency plan for individuals who deliver ODDS funded employment services. **Employment Professionals must complete 12 [Department-Approved](#) continuing education credits annually.**

**Applicability:** Any entity interested in becoming an Employment Professional and providing ODDS employment services.

### Procedure(s) that apply:

Effective April 1<sup>st</sup> 2017, all Employment Professionals, as defined in [OAR 411-345](#), shall be required to complete the 12 online Core Competency modules for Employment Professionals. This requirement shall satisfy the OAR 411-345-030 requirement that all Employment Professionals demonstrate competency with 12 months of hire.

**As of 1/1/2019, all Independent Providers, including Independent Contractors and PSW Job Coaches, must complete the 12 Core Competency trainings prior to provider enrollment.**

**Employment Professionals who are Vocational Rehabilitation (VR) Contractors are required to maintain an employee file that demonstrates all minimum qualifications have been met. This can be done by sending documentation or first year competency demonstration (successful completion of the listed modules) to**

## **VR contract staff.**

In order to access the online modules, Employment Professionals should have an active profile in iLearn. Please ensure your profile is updated and current. This is very important as we move forward with utilizing [iLearn](#) for training purposes and training records. DHS Training has developed an [Instruction Tool](#) to help partners log in and set up their iLearn Accounts. It is important to not skip any of the steps in this tool. If you are not established in iLearn under the correct domain (DHS Partners) and with complete and accurate information, you may not be able to access these training modules.

The links to these modules are listed below. Once logged in to iLearn these links will take you directly to the course to be completed.

- DHS – DD – EP 101 Introduction to Supported Employment  
<http://go.usa.gov/xKzrw> 1 hour
- DHS – DD – EP 101 Discovery and Career Planning  
<http://go.usa.gov/xKzrA> 1 hour
- DHS – DD – EP 103 Marketing and Job Development  
<http://go.usa.gov/xKzr6> 30 min
  
- DHS – DD – EP 104 Workplace and Job Analysis  
<http://go.usa.gov/xKzrM> 30 min
- DHS – DD – EP 105 Job Coaching: Task Design and Training  
<http://go.usa.gov/xKzrt> 30 min
- DHS – DD – EP 106 Job Coaching: Support Strategies  
<http://go.usa.gov/xKzrJ> 30 min
- DHS – DD – EP107 Job Coaching: Natural Supports  
<http://go.usa.gov/xKzrS> 30 min
- DHS – DD – EP 108 Managing Benefits  
<http://go.usa.gov/xKzYq> 1 hour
- DHS – DD – EP 109 Systems, Partners, and Resources  
<http://go.usa.gov/xKzY3> 30 min
- DHS – DD – EP 110 Transition from School to Work  
<http://go.usa.gov/xKzYx> 30 min
- DHS – DD – EP 111 Organizational Change  
<http://go.usa.gov/xKzYa> 30 min
- DHS – DD – EP 112 Self Employment  
<http://go.usa.gov/xKzYr> 30 min

## **Form(s) that apply:**

NA

## **Definition(s):**

Employment Professional means an employee of a provider agency or an independent provider who has the qualifications and training to provide employment services under the 411-345 rules.

Independent Provider means a personal support worker, or an independent contractor delivering services including, but not limited to, nursing services, Discovery, job development or professional behavior services.

## **Reference(s):**

- Core Competency and Training Standards of Supported Employment Professional Checklist
  - <http://www.dhs.state.or.us/policy/spd/transmit/ar/2015/ar15074.pdf>
- Employment Service Provider Resources website
  - <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx>
- [OAR 411-345](#)

## **Frequently Asked Questions:**

- Do I have to take all 12 Core Competency courses in order to deliver ODDS employment services?
  - Yes. Prospective provider agencies and Independent Contractors will have other credentialing requirements.
- Do I need to create an iLearn account in order to access the 12 Core Competency courses?
  - Yes. You can find instructions on how to create an iLearn account at [Instruction Tool](#).
- Do Independent Contractors have to complete the 12 Core Competency courses?
  - Yes. Independent Contractors and PSW Job Coaches must complete the Core Competency courses prior to becoming enrolled as an ODDS service provider.

## **Contact(s):**

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