

Seniors & People with Disabilities

TRAINING CALENDAR

Updated 2/5/08

Registration for many of these training sessions can be completed via the [DHS Learning Center](#).

CASE MANAGEMENT

Basic Development Disabilities (DD) Case Management Training

Description: A two-day training for newly hired case managers, employed by Oregon's County Mental Health Programs. This training is provided through Seniors and People with Disabilities. Other training opportunities for experienced Case Managers are being planned.

2008 training dates: TBA

Case Management Basics (not DD)

Description: This training covers an overview of Medicaid and OPI services, CA/PS assessment and interviewing, Case Management principles and skills, waived and non-waived service options and client centered care planning.

Expectation: Registrants will understand basic service eligibility and the assessment process. It is recommended that participants have a rudimentary knowledge of Medicaid and/or OPI programs. Priority is given to case managers with a service caseload.

Skills needed: Basic knowledge of service eligibility for seniors and persons with physical disabilities, client service assessment including Client Assessment and Planning System (CA/PS); use of on-line manuals and administrative rules.

2008 training dates: February 4-8
May 12-16
August 4-8
October 27-31

SPD Community Based Care (CBC) 512

Description: Covers payment process screens, utility screens, and the Cookbook. This system is used for payments to community based care facilities.

Expectation: Registrants will have experience working with the 512 system, including entering a 512 on-line.

Skills needed: Basic keyboard and CA/PS system skills.

2008 training dates:

March 5-6	September 10-11
April 16-17	October 15-16
June 18-19	December 17-18
July 23-24	

SPD Advanced Eligibility Calculations and Trusts (Formerly Medicaid Specialty Services)

Description: Covers liability calculations for clients in nursing facilities or waived services, resource assessment calculations, and annuity disqualification calculations. In addition, covers information on trusts, including income cap trust liability calculations.

Expectation: Registrants will understand basic eligibility and the basic determination process. It is recommended that participants have attended the introduction to eligibility module.

Skills needed: Basic eligibility worker skills, use of Internet Program/Rules Manual.

2008 training dates:

January 29	August 5
April 8	September 30
June 5	December 2

Serious Event Review Team (DD)

Description: Training sessions provided as needed. Sessions cover system instruction and enhanced training on what the system provides.

2008 training dates: TBA

DISABILITY ANALYST

New Disability Analyst Training

Description: 9 week course for newly hired disability analysts covers basic Social Security disability policy and procedure.

2008 training dates: TBA

ELIGIBILITY

SPD Eligibility 101 (Basic)

Description: Overview of Agency - field & central office structure/mission statement & philosophy, Social Security Act, Overview of Programs, concepts of programs/eligibility/etc. acronyms/waivered services basics. In-depth training on: WEBM, FIND/Internet Manuals/Help Windows.

Expectation: Registrants will have experienced a basic overview of their local CHS/AAA, the branch's clients and work flow. They will have entered, assisted or observed another worker in entering a CMS and/or FS case into Oregon ACCESS and the mainframe.

Skills needed: Basic keyboard skills

2008 training dates:	January 22-24	August 12-14
	March 18-20	October 7-9
	April 29-May 1	December 16-18
	July 8-10	

SPD Eligibility 201 (Introduction)

Description: This is the second in a series of two courses about Medicaid program eligibility for SPD. Programs covered are the Medicare Savings Programs, OSIP and OSIPM. Attendees should have done at least 10 intakes and attempted to apply policy and code cases to issue correct benefits. This course is conducted over 5 days.

Expectation: Registrants will have worked with their SPD/CAF Internet Resources as part of eligibility decision and/or case planning.

Prerequisite: Eligibility 101 (Basic)

2008 training dates:	February 11-15	July 28-August 1
	April 14-18	September 8-12
	June 9-13	November 3-7

SPD Employed Persons with Disabilities (OSIP)

Description: Covers disability, adjusted income calculation, EIE, approved account, client contribution, premium, CMS Coding, and ACCESS.

Expectation: Registrants will understand basic Medicaid eligibility and the eligibility determination process. They will be expected to be currently responsible for EPD cases and have a need for more in-depth understanding of specific areas of policy.

Prerequisite: Eligibility 101 (Basic) and Eligibility 201 (Introduction).

2008 training dates:	January 30	August 20
	May 7	October 22

SPD Oregon ACCESS Basics

Description: Registrants will gain a basic knowledge and understand the Oregon ACCESS system. They will gain knowledge in: Log In and Navigation within ACCESS; Tool Bar functions; Online Help functions; Search functions; Screening and Case setup; How to make changes; Printing forms; Ticklers; Reports; and Narration. They will gain a basic knowledge of how to integrate

ACCESS with CMS. This is not a policy class and policy application will not be covered.

Expectation: Registrants will have experience working with ACCESS.

Skills needed: Should have basic computer skills and a basic understanding of Medical Eligibility Policy.

2008 training dates:	January 9-10	June 11-12
	February 13-14	July 9-10
	March 12-13	September 3-4
	April 9-10	October 8-9
	May 7-8	November 19-20

SPD Oregon ACCESS CA/PS Tool Introduction

Description: During this session, the participant will be introduced to the ACCESS Client Assessment and Planning System (CA/PS) tool. This class was designed to aid the participant in navigating the tool. This is not a policy class and policy application will not be covered.

Skills covered:

- Navigation of Tool
- System Interactions
- Basic Assessment Completion
- Basic Care Plan Completion

2008 training dates:	June 3-5	October 14-16
	August 26-28	

SPD Presumptive Medicaid Training

Description: Core SPD program training on the Presumptive Medicaid program, which includes training on program specific forms, relevant Oregon ACCESS screens, VERSA screens, BEIN screens and the impact of SSA disability determinations on Presumptive Medicaid decisions. Training also covers elements of the Presumptive Medicaid disability determination process, including the concept of new and worsened medical conditions, medical terminology and medical abbreviations as they relate to the Presumptive Medicaid application and case review process.

Prerequisites: Eligibility 101 (Basic), Eligibility 201 (Introduction), must carry GA caseload, and be familiar with on-line manual.

2008 training dates: March 4
June 17

September 16
December 3

Food Stamp Basics

Description: This class is for all AAA and CHS FS case-load carrying staff and those who determine eligibility for expedited FS benefits who have at least one month on-the-job experience. This course covers the basics of FS eligibility. Topics include the application process, verification, eligibility groups, categorical eligibility, budgeting income, income deductions, reporting systems and use of decision notices. Introduction of the FS mainframe and emphasis on using online policy/rule resources. Modules are available on Medical Deductions, Noncitizens and Student Eligibility/OFSET. Requirements for staff who will primarily handle those client populations.

Expectation: Registrants will learn about basic Food Stamp eligibility and the eligibility determination process. Registrants are expected to be currently responsible for a FS caseload.

2008 training dates: January 7-10
March 10-13

February 25-28

Food Stamps 201

Description: This is a refresher/advanced class for caseload carrying FS workers, with emphasis on high error elements. The class goes over the basics and adds some uncommon twists on the following topics: Eligibility groups, interviewing and narration, Calculating and narrating income, Income Deductions, Self-employment, Acting on changes, and Review of last 12 months' policy updates

2008 Training Dates: January 15-16

February 13-14

Expedited Food Stamp Service

Description: This class covers FS eligibility factors and the process for certifying cases for 1-2 months under expedited service. Topics include: - Application process - Eligibility groups - Citizenship/alien status - Students - OFSET and job quit - Categorical eligibility - Financial eligibility. Students learn the steps to determining eligibility and issuing initial FS benefits before handing the case off to a FS worker. Introduction to the FS mainframe is included.

2008 Training Dates: January 15-16 February 20-21

Food Stamp Overview for Front Line Staff

Description: This training is an overview of basic FS policy, with an emphasis on procedures for the application process. It follows the FS application and discusses key concepts needed to determine eligibility. Students also learn about needed verification for expedited food stamps, coding and narrative basics.

2008 Training Dates: TBA

NetLink: Food Stamps Medical Deductions

Description: Who is eligible for a medical deduction? What does it mean to have a cost? How do I know if a cost is allowable and how do I determine the amount that I will code on the computer for a medical deduction? Want answers to these policy issues? Attend the Medical Deduction NetLink and learn everything there is to know about Food Stamps and medical deductions.

2008 training dates: TBA

NetLink: Food Stamp Calculating Income

Description: This course will walk participants through the process of calculating income. Reading pay stubs as well as determining the method to use in calculating the income will be discussed. It will also provide staff the opportunity to ask specific questions about income calculation.

2008 training dates: TBA

NetLink: Protected Eligibility Training

Audience: This NetLink is targeted to staff who are experienced in determining eligibility for OSIPM programs and who are familiar with Department acronyms and terminology.

Description: This training covers OSIPM protected eligibility groups such as Pickle Amendment clients, Disabled Adult Children and 1619(b) eligibility. Participants need to have an understanding of the OSIPM eligibility process.

2008 training dates: TBA

NetLink: SPD Homecare Worker (HCW) Provider Changes in Oregon ACCESS

Description: This course is designed to familiarize key SPD and AAA staff members with the new HCW provider search and update functions in Oregon ACCESS---Background: Seniors and People with Disabilities must begin collecting additional information for Home Care Workers (HCW). The current provider data structure will not support the needs. Therefore, a new database has been built that will allow the department to begin collecting the necessary data. This database will be accessible through Oregon ACCESS. Local office staff who enroll HCW providers should participate in this training, which will demonstrate the new Oregon ACCESS HCW data entry screens, discuss new HCW data collection requirements, and familiarize staff with the new provider database.

2008 training dates: TBA

Continuing Regional Eligibility Workshops (CREW)

Description: During these workshops, the participant will be able to choose sessions covering various eligibility issues. During 2007, these sessions include: Estates Administration; Verification, Documentation and Narration; Overpayments and Recovery; Audit Findings and Hot Topics; Counting Client Assets; EPD and Employment; UCMS Code Breaker; Trusts and PMDDT.

These workshops are one-day workshops held in various locations through out the state.

2008 training dates: TBA

PROTECTIVE SERVICE

SPD Fundamentals of Adult Protective Services (APS):

Day 1: Case Management/APS

Description: The material will define and clarify the function of APS and cover the respective roles that Case Management and APS have in the prevention of abuse and neglect. Session topics include but are not limited to:

1. Definition of APS including new terms, rules, central office roles, technical assistance, and alerts, and jurisdiction;
2. Definitions of the seven types of mistreatments including indicators;
3. Overview of the APS function which includes screening, consultation and triage, investigation, assessment, intervention, documentation, and risk management;
4. Intervention Models, capacity, and the concept of harm reduction;
5. Involuntary placements.

2008 training dates: February 26

March 11

SPD Fundamentals of Adult Protective Services (APS): Day 2-3

Description: This is the required foundation training for conducting either community or facility adult protective services. Topics include the recognition of abuse and neglect; overview of the APS function from intake to close; practice of protective services as distinct from other SPD services, serving diverse populations of vulnerable adults, domestic violence, ethics, scope; authority; confidentiality, beginning basics of interviewing, assessing and intervention; and stress management. This training is also for DHS employees who will refer cases to APS or who want a better understanding of adult protective services.

Expectation: APS workers will work within the ethics, standard practices, and under the policy that guides protective services. DHS employees will refer appropriately to and work with APS to best serve vulnerable clients.

2008 training dates: February 27-28

March 12-13

SPD Community Adult Protective Services (APS)

Description: A required course for the standard statewide practice of community Adult Protective Services. Topics include: the conducting of the APS function for the 7 types of mistreatments, training and practice of investigation skills such as interviewing and collecting evidence, training and practice of assessing risk and capacity, applying interventions to reduce risk, domestic violence, and relevant and complete report writing to DHS and court standards. Course involves case study and active practice of skills.

Expectations: Participants will use basic skills to assess, investigate, and intervene in 7 types of protective service mistreatments.

Skills needed: Completion of the Fundamentals Training in APS, responsibility for community APS cases.

2008 training dates: May 19-23 June 2-6

SPD Facility Adult Protective Services (APS)

Description: A required course for the standard statewide practice of facility Adult Protective Services. Topics include: Overview of Facility protective services, types of abuse by facility type, legal authority, screening and intake, referrals, investigation, interviewing, assessment, interventions, working with facility administrators, writing the report and legal issues. Also includes conducting the APS process in different facility types, for different types of abuse and /or neglect, writing of facility protective service reports on the 723, report distribution, amended reports, and corrective action. Participants will complete an APS investigation from screening to termination and will complete a report that stands up in court.

Skills needed: Completion of APS Fundamentals.

2008 training dates: March 24-28 April 14-18

SPD Adult Protective Services for Screeners

Description: Introduction to the screening function of APS, examines the multiple roles played by screeners of adult protective service calls. These may include: defining abuse and neglect in various community and facility settings, interviewing the complainant, gathering relevant information, determining

response times, triaging referrals, reviewing sample intake forms. The workers will learn the basic information needed to adequately screen an APS referral.

Skills needed: Knowledge of APS rules in the community and in all facility types.

2008 training dates: TBA

SPD Legal & Court Procedures for Adult Protective Services (APS)

Description: Basic skills and knowledge for working with civil and criminal court systems. Topics include: how the court and law work; scope of APS; liability; confidentiality; civil and criminal court proceedings; testifying; writing affidavits; responding to subpoenas; and how to present oneself to the court.

Expectations: Assume responsibility for referring cases for appropriate legal intervention; advocating for clients in civil and criminal proceedings; preparing to be a credible witness in court; and acting within the scope of APS.

Skills needed: This is an advanced APS training. Participants have taken the basic training in Community or Facility APS. Referral by supervisor.

2008 training dates: February 26-28
May 20-22

August 12-14
November 4-6

SURVEYOR/LICENSER

Adult Foster Home Licensor's Training (Quarterly)

Description: Program and Policy updates for licensor's.

2008 training dates: TBA

2008 Training Calendar

SPD Eligibility and Case Management Trainings

Training	Dates	Location
Eligibility 101 (Basic)	January 22-24 March 18-20 April 29-May 1 July 8-10 August 12-14 October 7-9 December 16-18	DHS Training Center
Eligibility 201 (Introduction)	February 11-15 April 14-18 June 9-13 July 28-August 1 September 8-12 November 3-7	DHS Training Center
Employed Persons with Disabilities (EPD)	January 30 May 7 August 20 October 22	DHS Training Center
CBC: 512	March 5-6 April 16-17 June 18-19 July 23-24 September 10-11 October 15-16 December 17-18	DHS Training Center
OR ACCESS Basics	January 9-10 February 13-14 March 12-13 April 9-10 May 7-8 June 11-12 July 9-10 September 3-4 October 8-9 November 19-20	DHS Training Center

OR ACCESS CA/PS Tool Introduction	June 3-5 August 26-28 October 14-16	DHS Training Center
Advanced Eligibility Calculations and Trusts (formerly called Medicaid Specialty Services)	January 29 April 8 June 5 August 5 September 30 December 2	DHS Training Center
Presumptive Medicaid	March 4 June 17 September 16 December 3	DHS Training Center
Food Stamp Basics	January 7-10 February 25-28 March 10-13	DHS Training Center
Continuing Regional Eligibility Workshop (CREW)	TBA	
Case Management Basics	February 4-8 May 12-16 August 4-8 October 27-31	DHS Training Center
Fundamentals of Adult Protective Services (APS): Day 1: Case Management/APS	February 26 March 11	DHS Training Center
Fundamentals of Adult Protective Services (APS): Day 2-3	February 27-28 March 12-13	DHS Training Center
Community Adult Protective Services (APS)	May 19-23 June 2-6	DHS Training Center Woodburn Trng Center
Facility Adult Protective Services (APS)	March 24-28 April 14-18	DHS Training Center
Adult Protective Services (APS) for Screeners	TBA	DHS Training Center
Legal & Court Procedures for Adult Protective Services (APS)	February 26-28 May 20-22 August 12-14 November 4-6	DHS Training Center