

Lilia Teninty

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**Number:** APD-AR-15-074

**Issue date:** 12/18/2015

**Topic:** Developmental Disabilities

**Due date:** 01/01/2016

Core Competencies and Training Standards of Supported Employment

**Subject:** Professionals Checklist

**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                | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities    | <input checked="" 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 type="checkbox"/> ODDS Children's Residential Services  | <input checked="" type="checkbox"/> Other (please specify): Employment Providers        |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Reason for Action:**

This transmittal is intended to provide additional clarification regarding APD-AR-15-004, the upcoming temporary emergency employment rule OAR 411-345 and the requirements of Employment Service Providers for training, credentialing, and demonstration of Core Competencies and Training Standards of Supported Employment Professionals in the new Worker Guide format.

**Background:**

Implementation of Oregon's Department of Human Services (hereinafter referred to as 'DHS' or the 'Department') Employment First policy, Executive Order 15-01, OAR 411-345, and evidence based best practices, requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are credentialed and trained under competency-based training standards. As a step to meeting this requirement the DHS adopted Core Competencies and Training Standards for Supported Employment Professionals dated 12/09/2013.

During the most recent Rule Advisory Committee for Employment Services, as well as in several stakeholder meetings it has been communicated that it is challenging to

understand how all of the Core Competencies may be met and how to demonstrate this for Employment Professionals. In order to clarify this requirement, ODDS has developed a required training checklist available on the [Employment Service Providers Resources](#) page for provider agencies certified under OAR 411-323 and endorsed to OAR 411-345 or those enrolled under OAR 411-340 who provide employment services. The checklist will be required for all employment service staff (Employment Professionals) effective 01/01/2016.

**Action required:**

Beginning January 1, 2015, ODDS implemented the requirement that all agency employment staff must:

- Demonstrate the Core Competencies and Training Standards of Supported Employment Professionals within one year of hire; and
- Must complete one competency based training within 90 days of hire; and
- Must complete one competency based training every subsequent year as an ongoing continuing education requirement.

In order to track and maintain records of competencies met, ODDS has developed a checklist to be completed by provider agency management. This includes providers currently certified and endorsed under OAR 411-320 and providers enrolled under OAR 411-340 who provide an employment service including Job Development, Job Coaching, Discovery, Small Group Supported Employment, or Employment Path services as outlined in OAR 411-345.

Effective January 1, 2016, this checklist must be completed for new staff within one year of hire, and for staff who have been working with an agency for more than one year (and therefore have already been required to meet the core competencies) this must be completed within 90 days. The checklist includes instructions for its completion, and must be signed off on by a member of supervisory staff or management.

Beginning July 1, 2016, only individuals in a supervisory or management position who hold a current Supported Employment Credential may sign off on demonstrated competencies. Acceptable credentials include CESP, ACRE Professional, or a certificate from a program in Supported Employment from an accredited institution of higher education, such as a University or Community College.

DHS expects that any employment professional or provider agency will maintain records to furnish verification of training and/or credentialing requirements met upon request.

**Reason for action:** In order to ensure employment services are delivered by professionals qualified in evidence based practices, this checklist will provide a record

of competency attainment and training standards achieved. This document is to be maintained by employment agencies and their personnel who deliver any employment service, to be furnished upon request.

Employment services are defined as “a service that has obtaining and maintaining competitive integrated employment as the primary goal. Employment services include supported employment - individual employment support (job coaching and job development), supported employment - small group employment support, discovery, and employment path services.”

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:**    CDDPs and Brokerages

*If you have any questions about this action request, contact:*

|                    |                              |             |  |
|--------------------|------------------------------|-------------|--|
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|-----------------------------|--|
| <b>Topic:</b>               | Developmental Disabilities Employment Services |
| <b>Date Issued/Updated:</b> |  |

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## Overview

**Description:** Employment Service Provider Core Competencies, Training Standards, and Credentialing Requirements

**Purpose/Rationale:** Implementation of Oregon's Department of Human Services' (hereinafter referred to as 'DHS' or the 'Department') Employment First policy, [Executive Order 15-01](#), OAR 411-345, and evidence based best practices, requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are credentialed and trained under competency-based training standards. As a step toward meeting this requirement the DHS adopted [Core Competencies and Training Standards for Supported Employment Professionals](#) dated 12/5/2013.

**Applicability:** Employment Provider Agencies, Community Development Disability Programs, Brokerages, Office of Developmental Disabilities Services.

## Procedure(s) that apply:

The training requirements are outlined under Oregon Administrative Rule 411-345-0030, regulating ODDS and Medicaid-funded employment services, and are as follows:

### First Year Requirements\*

- All new Employment Professionals entering the supported employment workforce in Oregon on or after January 1, 2015, are required to complete a minimum of one Department-approved competency-based employment training within 90 days of providing the employment service.
- Every Employment Professional, regardless of the date hired, must demonstrate the Core Competencies and Training Standards within one year of employment in order to provide ODDS funded employment services. **Attached is a Core Competency Checklist to be used to track and aid in maintaining records of competency attainment, to be furnished upon request from any source. DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met.**

### Annual Continuing Education Requirement

- Every Employment Professional must also complete at least one annual competency-based training as a continuing education requirement to continue to provide ODDS funded employment services.

### Additional Discovery Provider Requirements

- Employment Professionals who provide Discovery must complete a Department-approved 'Discovery' training prior to providing Discovery services. Approved Discovery training is listed in the "Department Approved Employment Service Provider Training Courses" added to the Provider Tools page of Oregon.gov.
- Discovery providers must also be a qualified Vocational Rehabilitation Vendor for Job Development and/or Job Placement services.

\*First Year Core Competencies and Training Standards requirements shall be considered satisfied by any individual holding a current credential from ACRE or APSE, or individuals who have successfully completed a certificate program in Supported Employment from an accredited institution of higher education, such as a University or Community College.

### **Credentialing Requirements:**

Effective July 1, 2016, when delivering an employment service, an agency endorsed to provide employment services and independent contractors must have a minimum of one employee in a position to provide continued support to employment service support staff, which has the Department-approved credentialing pursuant to OAR 411-345-0030. This may include:

- A current Association of Community Rehabilitation Educators' (ACRE) Basic or Professional Certificates;
- A current Association of People Supporting Employment First's (APSE) Certified Employment Support Professional (CESP) Certification;
- A Department approved substantial equivalent. Examples of substantial equivalents include the Institute for Community Inclusion's Supported Employment Certificate or Highline Community College's Supported Employment Certification.

**DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met upon request from any source.**

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

Information regarding competency-based training courses that will satisfy initial and ongoing training requirements is available on the [Employment Service Providers Resources](#) page.

A checklist has been developed to assist in tracking and maintaining records of competency demonstration. This form must be completed by a trainer, mentor, supervisor, manager, or other supervisory staff member that oversees the quality of delivery of employment services an agency provider delivers.

### **Definition(s):**

"Employment Professional" means an employee of an agency service provider, an independent provider, or an employee of an independent provider who has the qualifications and training to provide employment services under OAR 411-345, including individual employment support, small group employment support, discovery, or employment path services.

"Employment Service" means a service that has obtaining and maintaining competitive

integrated employment as the primary goal. Employment services include supported employment - individual employment support (job coaching and job development), supported employment - small group employment support, discovery, and employment path services.

## **Reference(s):**

### **Executive Order 15-01**

Oregon Administrative Rule (OAR) 411-345 Employment Services for Individuals with Intellectual or Developmental Disabilities

**Core Competencies and Training Standards for Supported Employment Professionals** adopted January 1, 2014.

Transmittal **APD-PT-14-029**: Discovery Qualification

Transmittal **APD-AR-15-004**: Training and Credentialing Requirements for Employment Service Providers

## **Frequently Asked Questions:**

Q: Do employees of Employment Path Services have to satisfy the Core Competencies and Training Standards of Supported Employment Professionals?

A: Yes! If an employee delivers any employment service, they must satisfy employment service provider competencies and training requirements.

Q: How does an Employment Professional 'demonstrate' competencies?

A: Core Competencies and Training Standards for Supported Employment Professionals may be demonstrated in a number of ways:

- Oral Demonstration: Demonstrating competency by explaining a skill, task, or understanding of a concept to another person, such as a trainer, supervisor/manager or mentor.
- Physical Demonstration: Demonstrating a skill, task, or understanding of a concept while observed by a trainer, supervisor/manager or mentor.
- Credentialing: Holding and maintaining current credentials such as APSE, ACRE, or other supported employment certification.
- Professional (Department-Approved) training in Core Competency areas.

## **Contact(s):**

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