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**Number:** APD-AR-17-020  
**Issue date:** 03/31/2017

**Topic:** Developmental Disabilities

**Due date:** 04/01/2018

**Subject:** Core Competency Training Requirements for Employment Professionals

**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 ( <i>please specify</i> ): Brokerage and CDDP staff, Employment Service Providers |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Reason for action:**

The Office of Developmental Disabilities Services (ODDS) is pleased to announce the release of online training modules designed to help Employment Professionals demonstrate the Core Competencies and Training Standards of Supported Employment Professionals. These online modules will be available in [iLearn](#) and will allow ODDS to maintain training records in a centralized Learning Management System.

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 knowledge, and are intended to be a part of a larger organizational training and competency plan for individuals who deliver ODDS funded employment services.

For provider agency employment professionals, the Core Competency Checklist released and required in AR 15-074 should continue to be completed for new staff and

maintained in the employees' personnel files.

**Action required:**

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 Competencies and Training Standards of Supported Employment Professionals modules. This requirement shall satisfy the OAR 411-345-0030 requirement that all Employment Professionals Demonstrate Competency within 12 months of hire.

Individuals who begin delivering employment services on or after April 1<sup>st</sup>, 2017, must complete the online modules within 12 months of hire. For Employment Professionals who began delivering employment services prior to April 1<sup>st</sup>, 2017, these modules must be completed within 12 months, or prior to April 1<sup>st</sup>, 2018.

**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 of 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

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** Oregon Resource Association, Association of Oregon Community Mental Health Programs, Oregon Support Services, Washington Initiative for Supported Employment, Community Provider Association of Oregon

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

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