



REVISED ANNOUNCEMENT!

Office of Developmental Programs Required Supports Coordinator and Supports Coordination Supervisor Training for Calendar Year 2009

INTENDED AUDIENCE: Supports Coordination Organization (SCO) Administrators, Supports Coordinators (SC), SC Supervisors and Administrative Entities (AE)

The release dates and completion dates for the Planning, Service Selection and Individual Support Plan (ISP) Approval Guidelines; and Waiver Capacity Management Webcasts have been changed. Please see updated information below.

Note: The information in this announcement only applies to SCs and SC Supervisors supporting individuals in the Person/Family Directed Support Waiver (P/FDS) or Consolidated Waiver on behalf of the Office of Developmental Programs (ODP). As of January 2008, SCs and SC Supervisors are required to complete 40 hours of training and or professional development each calendar year.

ODP has identified 27 hours of ODP required training for SCs and SC Supervisors for the calendar year 2009. ODP required training will include online courses offered through the Supports Coordinator Curriculum (SCC), the College of Direct Support (CDS), Webcasts and on occasion instructor led training. Because ODP will offer SCs and SC Supervisors 27 hours of required training for the calendar year 2009, this means that the remaining 13 hours of training for the calendar year 2009 can be determined by the SCO.

ODP required on-line training for calendar year 2009:

- FY 2009-2010 Service Definitions (Webcast) **1hr - completed (3/31/09)**
- **On hold release date TBD:** Planning, Service Selection and ISP Approval Guidelines (Webcast) **1hr**
- **On hold release date TBD:** Waiver Capacity Management (Webcast) **1hr**
- Participant Directed Services through the use of Financial Management Services (PDS/FMS) (Webcast available in the SC Curriculum from 5/11/09 – 6/30/09) **1hr**
- Supports Intensity Scale (SIS) & PA Plus (Webcast available in the SC Curriculum late spring) **1hr**
- Nursing Services for Waiver Eligible Individuals (Webcast TBD) **1hr**

To access the on-line lessons in the SCC go to www.odpconsulting.net > Main Menu on the left side of the website home page> Supports Coordinator Curriculum. SCs and SC Supervisors are asked to print or save their certificate of completion for their records. For on-line help with the SC Curriculum email odpscchelp@tiu11.org

College of Direct Support (CDS Training) = 5hrs

SCs & SC Supervisors can begin to complete this course work now

- **Community Inclusion – 3 Lessons**
 - Lesson 2: Matching Community Resources with Individual Interests **1hr**
 - Lesson 3: Community Bridge Building and Networking **1hr**
 - Lesson 4: Natural Supports **1hr**
- **Employment Supports for People With Disabilities: Exploring Individual Preferences for Job Attainment – 2 Lessons**
 - Lesson 3: Job Opportunities and Job Searching **1hr**
 - Lesson 4: Applying, Interviewing, and Making Accommodations for Work **1hr**

To access the CDS lessons online, go to www.collegeofdirectsupport.com/pa and enter your user name and password. SCs and SC Supervisors will be prompted to take an online post-test at the end of each lesson. SCs and SC Supervisors are asked to print and save their certificates of completion for their records. If SCs or SC Supervisors completed any of the CDS lessons listed above during the calendar year 2008, ODP will give them credit for these lessons during the calendar year 2009 as long as they have a copy of their certificate of completion. ***Please see pages 3 and 4 of this announcement for descriptions of each of the CDS courses and lessons listed above. SCs and SC Supervisors can begin completing the required ODP sponsored College of Direct Support (CDS) Courses now!***

ODP required instructor led/ face-to-face training for calendar year 2009:

SC & SC Supervisor Summer 2009 ODP Required Statewide Face-to-Face Training 6 hrs + 2 hrs on-line prep for a total of 8hrs

- Online training in preparation for the summer face-to-face SC Statewide training **2hrs**
- Everyday Lives a Framework for ISP Planning
- Personal and Service Outcomes
- Writing Service Notes
- Service Utilization
- SIS & PA Plus
- Service Definitions follow-up

SC & SC Supervisor Winter 2009 ODP Required Statewide Face-to-Face Training 6hrs + 2 hrs on-line prep for a total of 8hrs

- Online training in preparation for the summer face-to-face SC Statewide training **2hr**
- Mental Retardation Eligibility
- Intake Registration
- ISP Approval Bulletin

- Monitoring
- Prioritization of the Urgency of Need for Services (PUNS)
- Quality Management

ODP thanks SCs and SC Supervisors for their on-going support and dedication to the people they serve. SCs and SC Supervisors will be provided with regular updates by ODP as training is available for completion during the calendar year 2009.

Description of CDS Courses & Lessons:

Community Inclusion

Course Description: The lessons in this course will provide the SC with ways to promote the use of natural options in helping the individual to connect their interests with available community resources.

✓ **Lesson 2: Matching Community Resources with Individual Interests** (1 hour)

Lesson Description: During this one-hour lesson, SCs will hear how to help identify the person's interests and strengths and how to discriminate between activities that are likely to lead to inclusion and those that are not.

Competencies/skills to be learned:

At the completion of this lesson, SCs will be able to:

- Describe a variety of methods for identifying people's interests and strengths in the area of inclusion.
- Ensure that social activities are of interest and desired by the person being supported.
- Problem solve on how to overcome barriers to inclusion.

✓ **Lesson 3: Community Bridge Building and Networking** (1 hour)

Lesson Description: During this thirty-minute lesson, SCs will hear that Community Bridge Building is a set of methods for helping the community develop capacity to support people with diverse needs.

Competencies/skills to be learned:

At the completion of this lesson, SCs will be able to:

- Describe the purpose and critical components of networking and Community Bridge-Building.
- Describe benefits of community connections and risks of not being connected to other community members.
- Identify a variety of methods to assist people in making community connections.

✓ **Lesson 4: Natural Supports** (1 hour)

Lesson Description: During this one-hour lesson, SCs will hear that natural support is a way of describing a natural state of interdependence that is expected in families, neighborhoods, and communities.

Competencies/skills to be learned:

At the completion of this lesson, SCs will be able to:

- Describe Natural Supports.
- Demonstrate how to implement strategies that help people create lives in which natural supports are present.

Employment Supports for People with Disabilities: Exploring Individual Preferences for Job Attainment

Course Description: The lessons in this course will provide the SC with additional resources to explore regarding supporting people to secure employment.

✓ **Lesson 3: Job Opportunities and Job Searching** (1 hour)

Lesson Description: During this thirty minute lesson, SCs will hear about how to recognize changes in local job markets and economy and how to use this information to customize job searches that are likely to be successful.

Competencies/skills to be learned:

At the completion of this lesson, SCs will be able to:

- Identify job search resources and tools to help find jobs for people.
- Identify work incentives for the person and employer.
- Promote the person's participation in job development.

✓ **Lesson 4: Applying, Interviewing, and Making Accommodations for Work** (1hour)

Lesson Description: During this thirty minute lesson, SCs will hear about next steps in the search for employment.

Competencies/skills to be learned:

At the completion of this lesson, SCs will be able to:

- Assist people in understanding and completing the job application process.
- Support people to effectively participate in and complete the interview process.
- Use the Americans with Disabilities Act to protect job seekers during the job search.