



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
P.O. BOX 2675
HARRISBURG, PENNSYLVANIA 17105-2675

KEVIN T. CASEY
Deputy Secretary
Office of Developmental Programs

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January 20, 2010

Dear County Commissioners and Supports Coordination Organizations Executive Directors:

The Office of Developmental Programs (ODP) would like to emphasize the existing training requirements for Supports Coordinators (SC) and SC Supervisors as specified in Appendix C of the Consolidated and Person/Family Directed Support Waivers. Appendix C of both Waivers states:

- Effective July 1, 2008, new SCs will receive the ODP-required SC orientation.
- Effective January 1, 2008, SCs and SC Supervisors with a caseload receive a minimum of 40 hours of training each calendar year, comprised of the required annual ODP-sponsored training sessions and local training.
- Effective January 1, 2008, SC Supervisors without a caseload receive the required annual ODP-sponsored training.

As part of the Supports Coordination Organization (SCO) monitoring process, SCO documentation for the completion of the required trainings is used to determine compliance with the qualification requirements. Please note that failure to meet the annual training requirements may jeopardize the ODP qualification status for an SCO. Therefore, it is important to keep all training information current and accurate.

SCOs must maintain training records associated with all ODP sponsored trainings, non-sponsored trainings, and SC orientation requirements. SCOs should use training data from the Supports Coordination Curriculum (SCC), Supports Coordination Organization Information Center (SCOIC), and the College of Direct Support (CDS) in order to support their documentation.

ODP will continue to distribute communications related to the SC training requirements and how to meet the annual required training hours. These communications will outline the annual ODP training requirements for calendar year 2010 and after; provide tips and other helpful information for the CDS administrators at the SCO; and communicate with the SCO about the SC data pulled from the Home and Community Services Information Systems (HCSIS), the Data Warehouse when appropriate, and the new SC Curriculum reporter.

Co. Commissioners, SCO Dir.

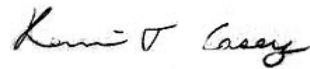
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January 20, 2010

If you have any questions regarding this correspondence, please contact the appropriate Regional Program Office.

Thank you for your continued cooperation and efforts.

Sincerely,

A handwritten signature in cursive script that reads "Kevin T. Casey".

Kevin T. Casey

c: AE Directors