



New Information!

Last course for required training and summary of all required trainings for calendar year 2009 for Supports Coordinators & SC Supervisors

INTENDED AUDIENCE:

All Supports Coordinators (SC) and all SC Supervisors who support the Office of Developmental Programs (ODP) in providing services to persons who are receiving Waiver-Funded services through one of the two Mental Retardations services waivers.

All SC Supervisors have been identified to complete the required training as outlined below because of your role in directly supporting individuals who are receiving ODP waiver funded services and/or to mentor and guide the SCs who report to you.

PURPOSE:

The purpose of this announcement is to clarify for SCs and SC Supervisors ODP's expectations regarding:

- Process for completing the remaining 10 hours of ODP required training for calendar year 2009
- Clarification of the ODP required training for calendar year 2009

ODP recognizes that 2009 has been a year of major transition for SCs and SC Supervisors. Many of these changes, in part based on the establishment of new ODP business practices, have had a direct impact on your everyday work life. In some instances these changes have affected the individuals you support. ODP acknowledges that reviewing and sorting through the supporting documents for these new business practices will take time. To assure that all SCs and SC Supervisors are knowledgeable regarding your role in implementation of ODP business practices, ODP has developed a tutorial (Self-Guided Tutorial for 2009 ODP Business Practices) that SCs and Supervisors will need to complete as part of the 2009 ODP required training.

This Self-Guided Tutorial is a tool kit that provides all the information you need in one place for your easy reference and access. When you complete this tutorial you will have become familiar with all of these resources and information and will know where to locate additional resources when you need it in the future.

HOW SCs AND SC SUPERVISORS WILL COMPLETE THE REMAINING ODP REQUIRED TRAINING FOR 2009:

Completion of the “Self-Guided Tutorial for 2009 ODP Business Practices” is required for SCs and all SC Supervisors. After completion of the tutorial, SCs and SC Supervisors are required to successfully complete an on-line post test. At the conclusion of this course, SCs and SC Supervisors will receive 10 hours of credit.

ODP acknowledges that SCs and SC Supervisors are in different places in their learning and understanding of ODP business practices. If you have already had an opportunity to review some of the components of the tutorial ODP congratulates you for being proactive. However, in order to ensure that all SCs and SC Supervisors are aware of ODP expectations and to assure consistent statewide implementation, all SCs and SC Supervisors are required to complete the “Self-Guided Tutorial for 2009 ODP Business Practices” tutorial as part of the 2009 ODP required training.

The Self-Guided Tutorial for 2009 ODP Business Practices will be active and available on the SC Curriculum for SCs and SC Supervisors to complete on-line beginning **Monday, November 23, 2009**. **SCs and SC Supervisors have until Friday, January 22, 2010 to complete this course and receive credit toward the 2009 calendar year.**

Reminder: Please print the certificate of achievement in order to receive credit for completion of the post test.

HOW TO ACCESS THE SELF-GUIDED TUTORIAL FOR 2009 ODP BUSINESS PRACTICES AND COMPLETE THE POST TEST:

To access the “Self-Guided Tutorial for 2009 ODP Business Practices” SCs and SC Supervisors should log into the SC Curriculum at: <http://sctraining.odpconsulting.net/>. Follow the menu path of Supports Coordinator Curriculum > Self-Guided Tutorial for 2009 ODP Business Practices.

CLARIFICATION OF ODP REQUIRED TRAINING FOR CALENDAR YEAR 2009:

For the calendar year 2009, SCs and SC Supervisors are required to complete a total of 40 training hours; 27 hours of ODP required training and 13 hours of training/professional development to be determined by the Supports Coordination Organization. To date ODP has offered 17 hours of ODP required training. (See chart below). After SCs and SC Supervisors have completed the “Self-Guided Tutorial for 2009 ODP Business Practices” and received 10 hours of credit they will have completed the 27 hours of ODP required training for the calendar year 2009.

Please see the next page for a full listing of ODP Required Training for Calendar Year 2009.

THE FOLLOWING CHART OUTLINES THE 27 HOURS OF ODP REQUIRED SC AND SC SUPERVISOR TRAINING FOR CALENDAR YEAR 2009:

All webcasts on the Supports Coordination Curriculum (SCC) and College of Direct Support (CDS) courses are still available for viewing. You must be a registered user of the SCC and CDS to access these courses.

[To complete New User Registration to the SCC – Click Here](#)

[If you forgot your password to the SCC – Click Here](#)

If you need to register or need a password to the CDS – Contact Your Local CDS Administrator

Course Offered Through	Course Title	Credit Hours
Supports Coordination Curriculum (SCC) – Webcast	Fiscal Year (FY) 2009-10 Service Definitions	1 hr.
SCC - Webcast	Participant Directed Services through Financial Management Services (PDS/FMS)	1 hr.
SCC - Webcast	Waiver Capacity Management	2 hrs.
SC & SC Supervisor Summer 2009 ODP Required Statewide Training - Face to Face	<ul style="list-style-type: none"> - Everyday Lives a Framework for ISP Planning - Personal and Service Outcomes - Writing Service Notes - Service Utilization 	6 hrs.
SCC - Webcast	Summer 2009 SC Statewide Webcast	2 hrs.
College of Direct Support	Community Inclusion <ul style="list-style-type: none"> - Lesson 2: Matching Community Resources with Individual Interests - Lesson 3: Community Bridge Building and Networking - Lesson 4: Natural Supports 	3 hrs.
College of Direct Support	Employment Supports for People With Disabilities: Exploring Individual Preferences for Job Attainment <ul style="list-style-type: none"> - Lesson 3: Job Opportunities and Job Searching - Lesson 4: Applying, Interviewing, and Making Accommodations for Work 	2 hrs.
Log in to the SC Curriculum Website	Self-Guided Tutorial for 2009 ODP Business Practices	10 hrs.
		Total 27 hrs. ODP Required Training