



DEVELOPMENTAL PROGRAMS BULLETIN

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE

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SUBJECT:

Supports Coordination Training Waiver Requirements

BY:

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Deputy Secretary for Developmental Programs

SCOPE:

Administrative Entity Administrator or Director
County Mental Health/Mental Retardation Program Administrator or Director
Supports Coordination Organization Administrator or Director
Targeted Services Management Administrator or Director

PURPOSE:

To establish the annual requirements for training curricula and credit hours required of a Supports Coordinator (SC) and an SC supervisor and the Supports Coordination Organization (SCO) responsibilities related to training requirements when providing services funded through the Consolidated and Person/Family Directed Support (P/FDS) waivers (waiver).

BACKGROUND:

To support the training of supports coordination providers and case management entities, the Office of Developmental Programs (ODP) offers statewide standardized training, as well as training and technical assistance customized for specific organizations. In addition to ODP training and technical assistance, ODP supports the training of SCs and SC supervisors with ODP trainings such as: web-based courses, video or teleconference presentations, live training sessions and specific College of Direct Support (CDS) trainings. To reinforce the ODP training effort, the *Supports Coordinator Electronic Resource Guide* and other resources such as professional development trainings which can be utilized by an SCO for local training are available at: www.odpconsulting.net.

ODP encourages each case management entity that provides base-funded services or TSM to also align its practices with the policy established by this bulletin.

For purposes of this bulletin, the phrase "SC and SC supervisor" means an SC and SC supervisor with an assigned caseload which includes a waiver-funded individual, unless identified otherwise.

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DISCUSSION:

The number of total training hours required per calendar year of an SC and SC supervisor are established per the approved waiver. The total training hours required annually as established by the waiver consist of a combination of two types of trainings: ODP trainings and local trainings. Local trainings can include: professional development trainings, workshops, seminars, conferences and trainings conducted by the SCO. When attended and completed in combination, the two types of required trainings allow the SC and SC supervisor to be in compliance with ODP annual training required by the waiver. The difference between the hours of ODP trainings identified as mandatory for a given calendar year and the total training hours required per calendar year shall be supplemented by attending and completing local trainings.

Total training hours required per calendar year are prorated based on the quarter of the year when an employee is hired as either an SC or SC supervisor. The quarter periods during the calendar year are from 1/1 through 3/31, 4/1 through 6/30, 7/1 through 9/30 and 10/1 through 12/31. If the calculated prorated number is uneven, the prorated number of required training hours is rounded up. For example, there are 40 training hours required by the waiver for 2011. Therefore, an employee hired on 3/20, during the 1st quarter of the year 2011, is required to attend and complete 40 hours of training during 2011. An employee hired on 5/6, during the 2nd quarter of the year 2011, is required to attend and complete 30 prorated hours of training. An employee hired during the 3rd quarter of the year 2011, is required to attend and complete 20 prorated hours of training. An employee hired during the 4th quarter of the year 2011, is required to attend and complete 10 prorated hours of training. The total training hours required, whether for a full calendar year or on a prorated basis are the minimum number of training hours required to be completed per calendar year. An SC and SC supervisor are required to complete all mandated ODP training, even if the employee completes more than the minimum number of training hours required for that calendar year.

ODP trainings are announced and listed in the *Supports Coordination Curriculum* (SCC) at: <http://sctraining.odpconsulting.net/>. At that web link, ODP identifies the ODP training curricula for each calendar year. While ODP does mandate through the waiver the total number of required training hours an SC and SC supervisor must attend or complete, ODP only identifies specific curricula for the ODP trainings as mandatory. Local training curricula shall be identified as mandatory at the discretion of the SCO.

Newly Hired SC and SC Supervisors:

A newly hired SC and SC supervisor, regardless of whether or not the employee has an assigned caseload which includes a waiver-funded participant, are required to complete the ODP supports coordination orientation training as part of initial training when hired. ODP supports coordination orientation training must be completed during the same calendar year of the employee's hire. In addition, an SC and SC supervisor must complete the ODP supports coordination orientation training prior to working independently with a waiver-funded participant. Although the completion of the ODP supports coordination orientation training is identified by ODP as mandatory training curriculum for a newly hired employee, the completion of the ODP

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supports coordination orientation training results in 12 hours of local training earned toward the total training hours required per calendar year by the waiver. A newly hired SC and SC supervisor are required to complete the ODP supports coordination orientation training, even if the employee completes more than the minimum number of local training hours required for that calendar year.

A newly hired SC and SC supervisor shall also attend and complete all mandated ODP training conducted during the time period from the employee's hire date through the end of the calendar year. Newly hired SC and SC supervisors shall supplement the difference between the required total training hours and the ODP trainings conducted since the employee's hire date through the end of the calendar year by completing local trainings, including the ODP supports coordination orientation training.

An SC or SC supervisor hired as a part-time employee shall attend and complete the same hours of required ODP trainings and local trainings conducted within a calendar year that are required by an SC or SC supervisor employed full-time.

Example Narrative:

The table below provides examples of the amount of ODP trainings and local trainings to be attended and completed in a calendar year in order to remain in compliance with waiver requirements. Depending on the hire date of the employee and number of ODP trainings conducted since the employee's hire date through the end of the calendar year, the required hours of each type of training varies.

In the examples below, the employee hired 12/7/2010 is required to complete ODP supports coordination orientation training in 2010, by which the employee earns 12 hours of local training for the year 2010. Therefore, this same employee does not complete ODP supports coordination orientation training again in 2011. Starting 1/1/2011, there are 40 hours of training required per calendar year per the waiver. There are 20 hours of ODP trainings offered during the 2011 calendar year. The employee has 20 required training hours remaining which must be supplemented with local trainings.

The example employee hired 11/13/2011 is required to attend and complete a prorated number of 10 training hours for 2011, as the employee's hire date falls within the 4th quarter of the calendar year. This employee has an opportunity to attend ODP training in 2011, conducted on 11/24/2011, which earns the employee 3 ODP training hours. This newly hired employee shall also complete ODP supports coordination orientation training by December 31, 2011, thereby earning 12 local training hours. Even though the employee only needed 7 hours of local training to be in compliance with the total number of training hours required by the waiver per calendar year, the newly hired employee must complete supports coordination orientation training by December 31. Once the employee attends and completes the ODP training conducted on 11/24 and completes the supports coordination orientation training, the employee has attended and completed all required training for the 2011 calendar year and does not require more hours of local training.

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The table below is for example purposes only, based on the example narrative provided above.

40 training hours required by the waiver from 1/1/2011 to 12/31/2011				
SC's or SC supervisor's date of hire	Minimum hours based on quarterly prorating in 2011	ODP training hours conducted in 2011 since employee's date of hire	Total # of local training hours needed by December 31	
			# of local training hours earned by completing ODP supports coordination orientation training	Remainder of local training hours needed
12/7/2010	40	20	0	20
1/10/2011	40	20	12	8
5/20/2011	30	12	12	6
9/4/2011	20	6	12	2
11/13/2011	10	3	12	0

Active Work Status:

An SC or SC supervisor who is in “active” work status is required to attend or complete all required ODP training conducted during that time period when the employee is in active work status. An SC or SC supervisor who takes a temporary leave of absence, such as calling off sick for several days or taking a vacation, is not exempt from completing required ODP training conducted during that temporary absence time period. A temporary leave of absence is when the SCO identifies the employee's work status as active, and the employee is excused from work while remaining in active work status. The SC and SC supervisor are required to attend and complete all ODP training conducted during the temporary absence time period and shall attend and complete any such missed training at the next opportunity. In this case, if ODP does not conduct the missed training at another time that year, the employee shall supplement the number of ODP training hours missed during the temporary leave of absence with local training hours. At the SCO's discretion, an employee who takes a temporary leave of absence may be required to attend and complete all local training identified by the SCO as mandatory and conducted during the temporary leave of absence.

Inactive Work Status:

An extended leave of absence is when the SCO identifies the employee's work status as inactive, while the employee remains employed. If the employee takes an extended leave of absence, such as for maternity/paternity or family medical leave and is therefore in “inactive” work status, the employee is exempt from attending and completing required ODP trainings conducted during the extended leave of absence period. At the SCO's discretion, an employee who takes an extended leave of absence may be required to attend and complete all local training identified by the SCO as mandatory and conducted during the extended leave of absence.

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The employee who returns to work within the same calendar year, following an extended leave of absence is still required to complete the total number of training hours required by the waiver for that calendar year. In this case, if ODP does not conduct the missed training at another time that year, the employee shall supplement the number of ODP training hours missed during the extended leave of absence with local training hours. If the employee was on an extended leave of absence for 1 to 90 calendar days, the employee shall be required to attend and complete the total number of training hours required during that calendar year. However, if the employee was on an extended leave of absence for 91 to 182 calendar days, the total number of training hours are pro-rated the same as an employee hired during the 2nd quarter of a calendar year. If the employee was on an extended leave of absence for 183 to 274 calendar days, the total number of training hours are pro-rated the same as an employee hired during the 3rd quarter of a calendar year. If the employee was on an extended leave of absence for 275 calendar days or more, the total number of training hours are pro-rated the same as an employee hired during the 4th quarter of a calendar year.

Transitioning Employment:

An SC and SC supervisor who terminates employment as an SC or SC supervisor and then becomes re-hired as an SC or SC supervisor shall be responsible to complete supports coordination orientation, the same as a newly hired SC and SC supervisor. This includes when an SC takes a promotion to become an SC supervisor, whether or not the promotion occurs within the same agency.

When an SC or SC supervisor attends and completes required ODP training while employed at an SCO and then becomes employed by a different SCO during the same calendar year, the required ODP training hours completed during the SC's or SC supervisor's employment with the previous SCO(s) during that same calendar year shall be transferred to the new SCO, as long as documentation is available to substantiate participation and training completion. Local trainings completed by the SC or SC supervisor while employed within the same calendar year by a previous SCO may be accepted for transfer by the new SCO, at the new SCO's discretion. Again, so long as documentation is available to substantiate the SC's or SC supervisor's participation and training completion.

SC Supervisor Without an Assigned Caseload:

An SC supervisor without an assigned caseload, but who supervises an SC with an assigned caseload which includes a waiver participant, is required to complete the same hours of ODP trainings as the SC supervisor with an assigned caseload including a waiver participant, but is not required by ODP to attend the same number of hours of local trainings. As previously noted a newly hired SC supervisor with or without an assigned caseload is required to complete the ODP supports coordination orientation training, which results in 12 hours of local training being earned. However, at its discretion, the SCO may identify local trainings which it requires of such an SC supervisor without a caseload to attend and complete to earn more local training

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hours. If the SC supervisor without a caseload who supervises an SC with an assigned caseload which includes a waiver participant has the potential to have a temporary assigned caseload in the future, for example due to staff shortages, ODP encourages the SCO to require attendance and completion of local trainings for the SC supervisor without an assigned caseload, as it would for an SC supervisor with an assigned caseload.

Substantiation of Training Participation and Completion:

Each SCO shall develop and implement a process for tracking, monitoring and maintaining documentation related to the fulfillment of training requirements, the outcome of which is for the SCO to be able to substantiate training participation and completion for its SCs and SC supervisors. An ODP database known as the SCC Reporter, found at: <http://sctraining.odpconsulting.net/>, is available to assist the SCO with tracking attended and completed ODP and local trainings.

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