



# ODP Announcement

## ODP Opens Application for Spring 2018 ODP Quality Management (QM) Certification Classes

### ODP Communication Number 001-18

*The mission of the Office of Developmental Programs is to support Pennsylvanians with developmental disabilities to achieve greater independence, choice and opportunity in their lives.*

**AUDIENCE:** Office of Developmental Programs (ODP) Staff, Counties/Administrative Entities (AEs), Supports Coordination Organizations, Providers and Health Care Quality Units (HCQUs).

**PURPOSE:** To provide information on the application process for ODP's Spring 2018 QM Certification Classes.

**DISCUSSION:** The ODP QM Certification Program was developed in response to the need to enhance QM knowledge and skills of ODP staff and stakeholders throughout the service delivery system. With the publication of *Everyday Lives: Values in Action 2016*, CMS's Final Rule, Consolidated and P/FDS waiver renewals and launch of ODP's Quality Assessment and Improvement (QA&I) Process in July 2017, and renewed emphasis on person-centeredness and outcome achievement, ODP recognizes that providing opportunities for staff to join together to become **ODP QM Certified** will improve our system's expertise and capacity to move forward in partnership and collaboration.

**BACKGROUND:** During 2015 ODP QM Staff developed a QM certification curriculum and process which was piloted with ODP staff. Since that time, ODP QM Staff have used feedback and evaluations from the ODP QM Certification program to improve and tailor the curriculum to the needs of ODP and its certification participants.

With the implementation of the QA&I Process in July 2017, each AE is expected to have one staff person who is ODP QM Certified on its Provider Review Team by December 31, 2018. In order to meet this demand ODP is offering four classes in the Spring and four classes in the Fall of 2018. The location of the classes is situated throughout the Commonwealth to make the classes more accessible.

Classes are designed to consider the needs of both beginners and those with QM experience. The newly updated pre-requisite QM Modules 101 – 104 (available late December 2017) contain information needed to prepare all QM certification applicants for the face-to-face class. Pre-and post-tests are used to assess readiness, help prepare students for the face-to-face experience and evaluate training. The pre-test is based on the newly updated pre-requisite QM modules 101 - 104 as well as the IM/RM prerequisites. Each participant is required to submit an evaluation at the end of the face-to-face training which is used to improve the organization and delivery of the course.

**NOTE: Announcement 054-13 is obsolete as of publication of this announcement.**

The two days of the face-to-face class are spent in hands-on activities that prepare certificants to immediately implement quality management upon returning to the office. Data used in class exercises reflect challenges ODP currently encounters and are based on real data retrieved from EIM, NCI, IM4Q or other sources. To date classes have used employment CIE (competitive integrated employment) data related to Pennsylvania's Employment First Initiative or have addressed improving health outcomes by utilizing medication error data. These class exercises are determined prior to each class series to keep activities current with ODP's priorities. QI teams are assigned at the beginning of each class, balancing membership in consideration of QM experience level and entity category.

In order to meet training needs of participants effectively and balance distribution of ODP staff and stakeholders, each class is capped at 28 participants, seven in each of the following four categories: Administrative Entities/Counties, Supports Coordination Organizations, Providers, and ODP/Health Care Quality Unit Staff. A cap of two participants from any one organization is applied to each class.

**APPLICATION REQUIREMENTS:** For clarification purposes, we are reiterating the requirements here:

- Go to [MyODP](#) to complete the application process. Create a log-in account or login to your existing account so you can take advantage of MyODP's full functionality.
- On MyODP, access and complete the QM Application located at: [2018 QM Application](#) or navigate there from the MyODP homepage using this path (Training > Quality Management > Quality Management Certification Program > 2018 Quality Management Certification Program Application)
  - Indicate the class you want to attend from the table below and complete the application **and the next two steps BY THE DEADLINE.**
- Complete an attestation that each of the pre-requisites has been completed.
  - The list of pre-requisites is available at: [List of pre-requisites](#)
  - Please note that Modules 101 – 104 have been updated and must be completed to meet this requirement.

- Score at least 84% in the pre-test.
    - Applicants can attempt the test twice but must wait 24 hours before the second attempt.
  - In order to be eligible for enrollment, you must complete all steps and pass the pretest by the deadline listed for the class you are applying for. However, completion of all steps does not guarantee enrollment.
- **Successful applicants will receive an email after the deadline but before the beginning of the class with additional information and class materials.**

**SCHEDULE:** Because of overwhelming response to the ODP QM Certification classes, ODP has added additional classes each year since 2016. There are now four classes in the spring and in the fall.

SPRING 2018					FALL 2018
<b>Location</b>	West Chester SE PA	Mechanicsburg Central PA	Polk NW PA	Archbald NE PA	Look for an announcement mid to late summer.
<b>Dates</b>	March 14 & 15	April 11 & 12	May 9 & 10	June 6 and 7	
<b>Deadline</b>	February 16	March 16	April 6	May 4	

**Staff should regularly visit the Quality Management section of the MyODP website to stay informed. As ODP’s Quality Strategy is updated, waivers are renewed and regulations are finalized, information will be posted to MyODP.**

- The Quality Management Division of the Bureau of Policy and Quality Management will post additional resources over time.
- Questions about the Quality Management Strategy, the ODP QM Certification program or other questions related to quality management can be sent to the ODP QM Mailbox at: [RA-PWODPQMCerti@pa.gov](mailto:RA-PWODPQMCerti@pa.gov).