ODP Announcement
College of Employment Services

ODP Communication Number 041-18

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: All interested parties and providers of the following employment services under the Office of Developmental Programs (ODP) Intellectual Disability and/or Autism (ID/A) waivers, including the Consolidated, Person/Family Directed Support (P/FDS), and Community Living Waivers; as well as Base-Funded services:

- Supported Employment – Support Service Professionals under the AWC FMS and VF/EA FMS Models; Individual Providers, and Agency Staff
- Small Group Employment – Agency Staff
- Community Participation Support – Prevocational Services – Program Specialists and Supervisors

PURPOSE: To announce the availability of the College of Employment Services (CES) Online Association of Community Rehabilitation Educations (ACRE) Basic Employment Certification Course.

BACKGROUND: Pennsylvania became an Employment First State on March 10, 2016, when Governor Tom Wolf signed Executive Order 2016-03, "Establishing 'Employment First' Policy and Increasing Competitive-Integrated Employment for Pennsylvania's with a Disability." The Executive Order establishes policy for agencies under the Governor's jurisdiction, requiring competitive-integrated employment be the first consideration and preferred outcome of all publicly-funded education, employment and training, and long-term supports and service programs for working-age Pennsylvanians with a disability.

Priority Number 5 in the Executive Order Recommendations, published in September 2016, is to "Assist Adults with a Disability in Getting and Keeping a Job." The Office of Vocational Rehabilitation (OVR) and Office of Developmental Programs (ODP) support adults with disabilities in obtaining and maintaining employment. Attainment of the ACRE Basic Certificate of Achievement is a shared provider qualification requirement between the Offices, and the Offices understand the need for affordable and accessible ACRE-approved trainings to be

available in Pennsylvania. OVR and ODP, have combined funds through a Memorandum of Understanding to purchase access to the College of Employment Services (CES), through which providers can access an online ACRE-approved training. OVR and ODP are now pleased to announce the availability of the College of Employment Services (CES) ACRE Certificate program for employment providers in Pennsylvania.

On July 1, 2017, with the renewal of ODP's Consolidated and Person/Family Directed Supports (P/FDS) Waivers, provider qualifications for the employment services offered through these waivers changed. The Community Living Waiver, effective January 1, 2018, has the same provider qualification requirements for employment services.

The provider qualification requirements and timelines are listed below.

Supported Employment Providers:

Support service professionals, individuals, and staff must have one of the following by January 1, 2019, or within six months of hire if hired after July 1, 2018:

1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).
2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

Effective January 1, 2019, newly-hired support service professionals, individuals, and staff who do not have the required certification when hired must work under the supervision of someone who is certified. This can occur no longer than six months from the date of hire to allow the new staff to obtain the certification.

Small Group Employment Providers:

Staff working directly with the participant to provide Small Group Employment services must have one of the following by January 1, 2019, or within six months of hire if hired after July 1, 2018:

1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).

2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved training.

Effective January 1, 2019, newly-hired support service professionals, individuals, and staff who do not have the required certification when hired must work under the supervision of someone who is certified. This can occur no longer than six months from the date of hire to allow the new staff to obtain the certification.

<u>Community Participation Support Providers who are providing prevocational services to participants:</u>

Program Specialists and Supervisors that supervise direct support professionals must have one of the following by January 1, 2019, or within six months of hire if hired after July 1, 2018:

1. Hold a Certified Employment Support Professional (CESP) credential from the Association of People Supporting Employment First (APSE).

2. Have been awarded the Basic Employment Services Certificate of Achievement or a Professional Certificate in Employment Services from an Association of Community Rehabilitation Educators (ACRE) organizational member that has ACRE-approved

DISCUSSION:
The College of Employment Services (CES) is comprised of modules that provide instruction in employment services, funding and support, and is another tool available for service providers to use to better support individuals with disabilities to secure and maintain competitive integrated employment. To facilitate use of the instruction the Commonwealth has purchased a license from the Elsevier organization to support 500 learners. CES was developed by the Institute for Community Inclusion at the University of Massachusetts Boston, and is delivered in collaboration with the University of Minnesota's Research and Training Center on Community Living and the Elsevier organization. Elsevier also makes available the College of Direct Support (CDS) a nationally accredited curriculum based learning management system which provides tools for Direct Support Professionals (DSPs), front line supervisors, and managers supporting individuals with disabilities in community settings as well for self-advocates and their families to create lives of independence and inclusion.

This CES ACRE course consists of two parts:

<u>Part 1: CES ACRE-Certified Course</u> | Participants move through 11 self-directed modules:
- Foundations of Employment Services
- Funding
- Principles of Career Development
- Networking
- Using Work Incentives Toward Self-Sufficiency
- Strategies for Job Development 1
- Strategies for Job Development 2
- Business Perspectives
- Job Creation

- Performance Coaching 1
- Performance Coaching 2

Part 2: CES ACRE Supplement | This portion of the curriculum consists of 4 instructor-led webinars, discussion forums, case studies, and field assignments that are reviewed and approved by an instructor from the Institute for Community Inclusion (ICI).

To obtain the complete ACRE Basic Certificate of Achievement, participants must complete both Part 1 and Part 2 of the CES Certified Training.

ACCESSING THE CES COURSE

Support Service Professionals (SSPs) Who Provide Employment Services through a Participant-Directed Service Model

For individuals who self-direct their employment services through a Participant-Directed Service model, their Support Service Professionals (SSPs) may access CES Part 1 at no charge just as they have accessed CDS at no charge. **The cost to complete Part 2 is $170.** Participant-Directed Goods and Services may not be used to cover the cost of the Support Service Professional's time that they spend completing Parts 1 and 2 of this program or to cover the cost ($170) of Part 2.

Individual Provider and Provider Agencies

If you are a provider already registered with CDS and have purchased administrative privileges based on the number of learners in your organization you will be granted access to CES without additional cost. If you are new provider to both CES and CDS you will need to purchase administrative privileges/rights based on the number of learners your organization is interested in educating through CES. The CDS – CES Administrative Rights Price Structure table for service provider organizations is below.

CDS – CES Administrative Rights Price Structure	
NUMBER OF LEARNERS	**ANNUAL COST**
Under 60 Learners	**$500**
60 to 119 Learners	**$950**
120 to 199 learners	**$1,950**
200 and up	**$2,950**
NOTE: Access to CDS is free of charge for individuals who receive supports from the Office of Developmental Programs (ODP), any individuals they employ directly, Administrative Entities and Supports Coordination organizations, family members and caregivers.	

> *Seats for CES are only available for providers required to have the ACRE certification.*

Effective immediately ODP and OVR have allotted seats for up to 500 learners across Pennsylvania. *Since this is a limited resource, we ask that providers please enroll only those staff who are required to hold the ACRE Basic Certificate of Achievement.* ODP and OVR further request that no single provider enroll more than 15 trainees prior to September 30, 2018. As budgeting parameters allow, additional learner seats may be made available by ODP and OVR. **For Part 2: CES ACRE Supplement providers will incur a cost of $170.00 per learner.**

To most efficiently access this valuable and limited resource, providers are recommended to use the following protocols:

1. Decide which individuals for whom your organization wishes to provide CES training. Be aware that the training must be for individuals required to possesses the ACRE Certificate of Achievement and complete all the requirements of parts one and two.

2. Obtain administrative rights for the number of learners for which your organizations is interested in providing CES training.
   a. **If your organization is already providing training through CDS**, you do not need to obtain additional administrative rights.
   b. If your organization is new to CES your organization will need to contact the Elsevier organization to purchase administrative rights based on the number of CES learners your organization wishes to train.
   c. If your organization is interested in **both** CDS and CES, your organization will need to contact the Elsevier organization to purchase administrative rights based on the number of learners your organization wishes to train.

   Please use the following contact information for the Elsevier organization for any questions you have concerning **the cost of the administrative rights** you are interested in purchasing.

   Leigh Evans
   Account Specialist
   Elsevier Clinical Solutions
   (404) 799-4009
   Le.Evans@elsevier.com

3. The Institute on Disabilities (IOD) at Temple University provides statewide administration for the College of Direct Support and the College of Employment Services on behalf of the Office of Developmental Programs.   The (IOD) will be the point of contact for CES learners for enrollment, system user training and/or technical assistance needed with the utilization of CES. Please use the following contact information for the IOD for any questions you have concerning enrollment, training or technical assistance

issues concerning the use of CES.

Thea Phim
PACES@temple.edu
(833) 877-8901

4. After the learner has completed Part 1: CES ACRE Certified courses and has expressed interest in completing Part 2: CES ACRE Supplement to achieve the ACRE Basic Certificate of Achievement, the local site administrator and/or your organization's learner will need to use the following contact information for the Institute for Community Inclusion (ICI).

Lara Enein-Donovan
Lara.EneinDonovan@umb.edu
(617)291-5414

INQUIRIES

If you have any questions regarding this Announcement please email RA-PWODP_OUTREACH@pa.gov