

Clarification Regarding Adult Autism Waiver (AAW) Supports Coordinator (SC) Orientation Requirements **ODP Announcement 24-016**

AUDIENCE:

AAW Supports Coordination Organizations (SCOs)

PURPOSE:

The purpose of this communication is to provide guidance for AAW SC Supervisors hired after 06/30/23 who also provide direct SC services and are therefore required to meet the SC Orientation requirements ODP released on the MyODP website on July 3, 2023, and announced via [ODP Announcement 23-058: Office of Developmental Programs \(ODP\) Supports Coordinator \(SC\) Orientation – MyODP](#).

DISCUSSION:

All AAW Supports Coordinators hired after 6/30/23 must complete the new [ODP Supports Coordinator Orientation](#). The [ODP Supports Coordinator Orientation Hub](#) (SC Hub) is the single point of entry for new SCs to access the ODP Supports Coordinator Orientation. The SC Hub is restricted to the Adult Autism Waiver (AAW) Supports Coordinator account role on the MyODP website.

If your identified role in MyODP is “AAW SC Supervisor”, your access to the SC Orientation Trainings is through the SC Supervisor Hub. AAW SC Supervisors are not required to

complete these trainings, *unless you are a supervisor who is also providing direct SC services.*

AAW SC Supervisors can access the content of each training topic in ODP Supports Coordinator Orientation without having to complete the individual course requirements. However, by doing so you will not have access to the required tests or certificates of completion of the SC Orientation. Therefore, it is required that any AAW SC Supervisor who is also providing direct SC services hired after 06/30/23 have both the “AAW Supports Coordinator” and “AAW SC Supervisor” role in their MyODP Profile. The AAW SC Supervisor MUST sign in using their AAW SC role on MyODP to complete the required SC Orientation in order to receive access to all required tests and certificates of completion.

AAW SC Supervisors can follow these instructions to update their MyODP Profile to reflect both the “AAW SC Supervisor” and “AAW SC” roles from this point forward. This will give access to courses and materials on MyODP that may be restricted to either of these roles.

To update your profile:

- Log into MyODP
- In the directory at the top of the page click Support > Update MyODP Profile
 - Page 1 – Select Professional and click next
 - Page 2 – Scroll to the Adult Autism Service Provider (AASP) section and be sure both the AAW Supports Coordinator (SC) and AAW SC Supervisor roles are checked and then click next.
 - A pop-up will appear to confirm your selections. Click continue.
 - Page 3 – Enter or update your primary agency information and then click submit.

At this point your MyODP profile will be updated, and you should be able to access the Supports Coordination Orientation Hub and other courses and materials that may be restricted to the AAW SC role.

CONTACT:

Questions about this communication should be directed to the AAW Qualification mailbox at [RA-PWAAWPROVIDERQUAL@pa .gov](mailto:RA-PWAAWPROVIDERQUAL@pa.gov). If you need assistance with your MyODP account, contact the MyODP HelpDesk: support@myodp.org.