Supports Coordinator First Year Training

Background

The Office of Developmental Programs (ODP) released the ODP Supports Coordination Orientation (SC Orientation) curriculum and distributed the *ODP Supports Coordination Orientation and First Year Training Plan* on 7/1/23. As described in the Plan, new SC training is provided by ODP and the SCO. Where identified, the SCO is responsible for developing, providing, and tracking in the SC's training record, training that is specific to the organization and meets the learning needs of their employees.

The *ODP Supports Coordination Orientation and First Year Training Plan* identified training requirements and recommendations for all Support Coordinators (SC) including those supporting individuals receiving services under the Adult Autism Waiver (AAW). Requirements and content applicable to all SCOs were identified in addition to content and requirements specific to either the ID/A waivers or the AAW (see below). Training that was available as of 7/1/23 and future training content to be developed by ODP were identified in the July 2023 Training Plan.

First Year Training - Updates

As stated in the July 2023 Training Plan, the revision and restructuring of training beyond SC Orientation is part of a multi-year plan. The information below provides updates and identifies future plans for training content including topics and training that were previously required in the 2017 SC Orientation.

New SC Landing Page on MyODP

From the new SC Landing Page on MyODP, SCs can navigate to a listing of available online coursework provided by ODP for first year training. Also available from this landing page are links to SC Orientation, Required 6100 Annual Training, and additional training and resources for SCs.

To directly access SC First Year Training, click this icon.

First year training is the period after the new SC completes the SC Orientation from Days 31 – 365 of their employment.

**** Identifies topics previously required in 2017 SC Orientation.***

Days 31 – 60 (Provided by ODP)

- Responding to Incidents
- Supports Coordinator/SCO Role in Incident Management
  - Note: addendum with information specific to AAW is posted to the course
- Suffer the Little Children

Days 31 - 60

The SCO is responsible to develop, provide, and track all training topics identified below for job related knowledge and skills. This is not an exhaustive, complete list of needed training for new SCs to be provided by the SCO. The topics below meet minimum regulatory requirements but may not cover all the information needed for the new SC to meet overall job expectations.

- Confidentiality*
- Documentation and HCSIS * - ODP recommend that the SCO utilize HCSIS Job Aids on LMS.
- SC Role in Service Planning and Delivery* - ODP recommends that the SCO utilizes the current Waiver applications (Appendix A – D) for training.
- ODP Funded Services*
    - ODP recommends using the ISP Manual and Annotated ISP for training (for ID/A only).
    - For AAW, use the Provider Information Table.

Days 61 – 365

TRAINING PROVIDED BY ODP

Available on the MyODP Website – use the SC Landing Page to access.

Note: † A certificate is not available for this training through the MyODP website. SCs should document training completion in their individual training record.

- Balancing the Family Perspective and Participant's Desires
- Claims and Service Documentation
- Dual Diagnosis* (Dual Diagnosis Curriculum and Dual Diagnosis Professional Conference Series)
    - Positive Practices Statewide Meeting – offered quarterly and announced through ODP Communications
- Employment Outside the Box
- Incident Management
    - Addressing Day to Day Risk with the Team
    - How To Monitor Incident Reports and Corrective Actions †
    - Preventing Incidents
    - Risk Management Overview†
    - SC Role in Mitigating Risk

- Intake and Eligibility*- for ID/A only
  - Eligibility Bulletin Overview for Counties/Administrative Entities
  - Understanding and Implementing the Targeted Support Management Bulletin #00-22-01
- Introduction to Facilitation for New SCs*
- Overview of LifeCourse, Parts 1 and 2
- Service Notes – Part 1 and Part 2*
  - AAW SC – Part 1 only
- Supporting Families to Answer Difficult Questions
- Supports Intensity Scale - Adult: An SC Overview* - for ID/A SCs, only.
  - New content recorded in July 2024.
- The Right to Make Choices: Supported Decision Making *†

Available through the College of Direct Support

- PA Cultural Competency*

Live, virtual training – currently available

- Charting the LifeCourse: Applying Principles and Using Tools to Support a Good Life – scheduled quarterly and by request.

For AAW SCs – additional training

- Goal Attainment Scaling (GAS) Training
- Periodic Risk Evaluation (PRE) Training

To be developed by ODP after July 1, 2024 – training will be announced through ODP Communications when available on the MyODP website.

- Employment Overview for New SCs*
- Managing Difficult Situations/Team Dynamics <working title>*
- Monitoring Residential Services
- People/Identity First Language *

REGULATION TRAINING REQUIREMENTS – Crosswalk to Topics/Courses

§6100.802e(1) – In addition to the training and orientation required under §6100.142—6100.143 (relating to orientation and annual training), a support coordinator, base-funding support coordinator, targeted support manager and support coordinator supervisor shall complete the following training within the first year of employment:

(i) Facilitation of person-centered planning.
- Introduction to Facilitation for New Supports Coordinators
- Supporting Families to Answer Difficult Questions
- Suffer the Little Children

(ii) Conflict resolution.

- Introduction to Conflict Resolution for New Supports Coordinators

(iii) Human development over the lifespan (in development).

(iv) Family dynamics.

- Balancing the Family Perspective and Participant's Desires
- Charting the LifeCourse: Applying Principles and Using Tools to Support a Good Life – Live, virtual training scheduled quarterly and by request.
- Overview of Lifecourse, Parts 1 and 2

(v) Cultural diversity. (College of Direct Support)

- PA Cultural Competency

§6100.802e(2) – A support coordinator, base-funding support coordinator, targeted support manager and support coordinator supervisor shall report incidents, alleged incidents and suspected incidents as specified in §6100.401—6100.403 (relating to types of incidents and timelines for reporting; incident investigation; and individual needs), unless the incident was reported and documented by another source.

The identified training listed below are available to meet the requirements of §6100.802e(2). These courses are not required.

- Addressing Day to Day Risk with the Team
- How To Monitor Incident Reports and Corrective Actions
- Preventing Incidents
- Responding to Incidents
- Risk Management Overview
- SC/SCO Role in Incident Management
- SC Role in Mitigating Risk