

Recommendations Workforce Training and Development

- The workforce training and development group met on 3 occasions, and included 31 members, although not all members participated in each meeting. Agendas and minutes were distributed through Basecamp. Special thanks to MACS for hosting the meetings, Judy Olinger for taking notes and Renae Kosmides for facilitating.
- DDA provides training free of charge (including people who self direct) and/or include funding necessary for the total cost of training, that includes actual cost of training, staff time to attend, and staff to fulfill the duties of the staff attending. If DDA determines that the best process for providing training is left to the provider community, then those costs should be included in the rate study and are easily recognizable.
- The Core trainings remain the same and requirements continue for all direct service professionals. In addition, currently trained direct support staff should maintain their training status.
- Offer opportunities now for professional development that includes; person centered planning, employment customization and development, and other employment related training that prepares staff to become certified employment specialists. One way that this could be accomplished is to convene regional training committees comprised of representatives from the various stakeholder communities, who can determine the type of training needed and how it can be offered.
- Training should be provided in a variety of formats that considers the learning styles of adult learners. These formats may include, but are not limited to; on-line, in person, and/or a combination of both online, in person and mentoring. Additionally, agencies would have 6 months to implement/incorporate new online training programs.
- DDA is encouraged to consider a “train the trainer” format for employment customization and discovery whereby an agency can designate one or more master trainers that can mentor and oversee the billable work being completed by a staff member who is currently enrolled in employment customization and discovery certification training.
- Suggested tier standards would be fully implemented within a time line that is reasonable and considers stakeholder input. The following tier standards are recommended:
 - The 1st tier is set at enhancement of existing core trainings with emphasis on person centered thinking and informed decision making.
 - Customization and discovery services are delivered by a certified employment support professional.
 - A comprehensive training assessment is completed within a reasonable time frame to determine level of compliance and consider additional tier standards.
- Concerns:
 - Funding
 - Timelines/Implementation
 - Impact on agencies with staff training and turnover

- Support needed for staff especially for testing
- Who certifies the training and could they change the requirement
- Include self-directed services

Questions:

- 1) We would like more clarity on what is included in Gateway trainings
- 2) We have heard that billing for vocational services can only happen if the staff has been certified by ASPE so if that is true, what happens when there is staff turnover and no one is certified to provide those services?
- 3) Are any parts of the employment process able to be delegated by a master trainer or someone that has received certification and can supervise a group of staff?
- 4) There was talk of a “supervisory training series”, what is that, optional training or necessary?

Additionally, the work group discussed that other statewide work groups are discussing similar issues and there may be value in appointing a person who is an identified leader in building a collaborative process and can implement a communication plan that shares recommendations, strategies and best practices with all stakeholders.