

ODP Communication

ODP Opens Registration for Fall 2016 ODP Quality Management (QM) Certification Classes

ODP Communication Number: Announcement 049-16

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.

ODP's Everyday Lives Conference - September 14-16, 2016 - Hershey, PA.

Audience: Office of Developmental Programs (ODP) Staff, Administrative Entities, Counties, Supports Coordination Organizations, Providers, and Health Care Quality Units.

Purpose: To provide information on the registration process for ODP's Fall 2016 QM Certification Classes.

Background and Discussion: ODP has been offering training on quality management practices on an ongoing basis since 2003. In order to support moving the system forward in partnership and collaboration, ODP is now offering its staff and stakeholders an opportunity to become ODP QM Certified. In November 2015, ODP announced (Announcement 105-15) the availability of the ODP QM Mailbox (RA-PWODPQMCERTI@pa.gov). ODP staff and stakeholders were encouraged to send their interest in becoming certified to ODP and begin to complete the prerequisites. Since that time, ODP has heard from over 160 interested parties and the list continues to grow.

During Spring 2016, ODP offered two ODP QM Certification classes. Forty-three participants from across the Commonwealth representing ODP, HCQUs, Administrative Entities, Support Organizations and Providers became **ODP QM Certified**. Feedback was positive and we continue to improve the training by integrating participants' suggestions. We are happy to announce two more classes scheduled for the Fall 2016.

Fall 2016 classes are scheduled for the following dates, times, and locations:

9 AM – 4 PM, September 27 and 28, 2016	Ebensburg Center, 4501 Admiral Peary Hwy, Ebensburg, PA
9 AM – 4 PM, October 4 and 5, 2016	Child Welfare Training Center, 403 E. Winding Hill Road, Mechanicsburg, PA 17055

In order to meet the training needs of participants effectively and balance distribution of ODP staff and stakeholders, each class will be capped at 24 participants, six in each of the following four categories: Administrative Entities/Counties, Supports Coordination Organizations, Providers, and ODP Staff/Health Care Quality Unit Staff. In addition, a cap of two participants from any one organization will be applied to each class.

Registration Process: To begin the registration process, complete and submit the attached Registration Form. The first six applicants in the four categories described above for each class will receive a pre-test and attestation form to be used to verify completion of the prerequisites (described in previous announcements and in the attached). A score on the pre-test of 84% or greater must be achieved for class entry. Those who achieve a score of 83% or less will receive feedback identifying incorrectly answered questions with an invitation to register for a future class.

The deadline to submit the attached registration form for Fall 2016 classes is **August 15, 2016**. The deadline to submit the pre-test and attestation form is **August 31, 2016**. For each class, registration will be confirmed for the first 24 applicants in the four categories described above who meet all requirements.

ODP will schedule additional classes in 2017 and will continue to provide opportunities to become ODP QM Certified until the demand for certification is met. Future classes will be announced as they are scheduled.

If you are learning of this opportunity for the first time as you read this Announcement and are interested in becoming **ODP QM Certified** but are unable to complete the requirements prior to the Fall 2016 registration deadline, we encourage you to consider attending the 2017 class and begin to complete the prerequisites.

Fall 2016 ODP QM Certification Applicants:

1. Complete the attached registration form and email it to (cculver@columbusorg.com) for processing by **August 15, 2016**.
2. The first 24 applicants for each class who submit their registration forms and fall into the four categories described will receive a packet that contains:
 - a. A letter from the QM team with:
 - instructions for completing the pre-test
 - parameters for passing

- the deadline for submitting the pre-test and attestation form
 - b. QM Module 105 PowerPoint Presentation
 - c. Pre-test
 - d. Attestation form
- 3. The deadline for submitting the pre-test and attestation form for Fall 2016 classes is **August 31, 2016**.
- 4. Participants who successfully meet requirements will receive confirmation of registration.
- 5. Should any of the first 24 applicants for each class not meet the deadline or achieve the required score, the next person in the registration database will be used to fill the class.
- 6. Additional class materials will be sent to participants two weeks prior to the start date, **September 13, 2016** for the September Class and **September 20, 2016** for the October Class.