Updated Chapter 6100 Training Frequently Asked Questions (FAQ) and Provider Developed Training Matrix Now Available

ODP Announcement 25-084

AUDIENCE:

All Interested Parties

PURPOSE:

To announce the availability of an updated Chapter 6100 training FAQ and a training content requirement matrix for provider developed trainings.

DISCUSSION:

The Office of Developmental Programs (ODP) allows providers to develop trainings that meet the Chapter 6100 orientation and annual training requirements. To aid providers in ensuring their individually developed trainings meet ODP standards for Quality Assessment & Improvement (QA&I) and provider qualification monitoring, ODP has developed a Training Matrix that identifies training material requirements and provides a direct link to the ODP developed trainings that are available on MyODP. The trainings available on MyODP are free of charge and are accredited by the National Alliance for Direct Support Professionals (NADSP) to meet training requirements for Direct Support Professionals (DSPs) and Front-Line Supervisors (FLS) E-Badge Academy. In addition to the training matrix, ODP has updated the Chapter 6100 Training FAQs document and has made the updated information available on MyODP.

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The following roles shall complete 24 hours of training <u>related to job skills and knowledge</u> each year:

- DSPs including Support Coordinators (SCs)

- Life sharers who provide Home and Community Based Services (HCBS) or a base-funding service to the individual

- Direct supervisors of DSPs including SC Supervisors

The following roles shall complete 12 hours of training each year:

- Management, program, administrative, fiscal, dietary, housekeeping, maintenance, and ancillary staff persons; except for persons who provide dietary, housekeeping, maintenance or ancillary services and who are employed or contracted by the building owner and the licensed facility does not own the building

- Consultants and contractors who are paid or contracted by the provider and who work alone with individuals, except for consultants and contractors who provide an HCBS or base-funding service for fewer than 30 days within a 12-month period and who are licensed, certified, or registered by the Department of State in a health care or social service field

- Volunteers who work alone with individuals

- Paid and unpaid interns who work alone with individuals

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The content of the annual training hours specified above must encompass the following areas:

- The application of person-centered practices, community integration, individual choice, and assisting individuals to develop and maintain relationships

- The prevention, detection, and reporting of abuse, suspected abuse, and alleged abuse in accordance with the Older Adults Protective Services Act (OAPSA) (35 P.S. § § 10225.101—10225.5102), the Child Protective Services Law (CPSL) (23 Pa.C.S. § § 6301—6386), the Adult Protective Services Act (APSA) (35 P.S.§ § 10210.101—10210.704) and applicable protective services regulations

- Individual rights

- Recognizing and reporting incidents

- The safe and appropriate use of behavior supports if the person works directly with an individual

- Implementation of the individual plan if the person provides an HCBS or base-funding service

ODP offers trainings free of charge to all Providers and Supports Coordination Organizations (SCOs) The **Annual Training Catalog** can be accessed on MyODP 24 hours a day 7 days a week. All trainings available through the ODP annual training catalog are accredited through NADSP and will count to the DSP and FLS tiered credentialing. You will see the NADSP credentialing symbol next to approved trainings.

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Providers and SCOs are required to maintain a record of staff training including the training source, content, dates, length of training, copies of certificates received, and persons attending.

QUESTIONS:

Please reference the **6100 Orientation and Annual Training FAQ Document** before reaching out to the dedicated training mailbox.

All questions that are not included in the FAQ document regarding annual training requirements should be forwarded to **RA- PWODP_OUTREACH@pa.gov**.

ATTTACHMENTS:

- **6100 Orientation and Annual Training FAQ**

- **Office of Developmental Programs Orientation and Annual Training Requirement Reference Matrix**

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