



Reminder of 6100 Annual Training Requirements ODP Announcement 26-034

AUDIENCE:

All Interested Parties

PURPOSE:

To remind all Office of Developmental Programs' (ODP) Providers and Supports Coordination Organizations (SCOs) of the Annual Training Requirements outlined in the Chapter 6100 Regulations.

DISCUSSION:

Annual Training Requirements

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

- Direct service professionals including Support Coordinators (SCs)
- Life sharers who provide a Home and Community Based Services (HCBS) or base-funding service to the individual
- Direct supervisors of direct service professionals (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.

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 (35 P.S. § § 10225.101—10225.5102), the Child Protective Services Law (23 Pa.C.S. § § 6301—6386), the Adult Protective Services Act (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. 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 National Alliance for Direct Support Professionals (NADSP) and will count toward the DSP and Front Line Supervisors (FLS) tiered credentialing. You will see the NADSP credentialing symbol next to approved trainings.



Providers and SCOs are required to maintain a record of staff training including the training source, content, dates, length of training, copies of transcripts/certificates received, and persons attending. Please note: It is the responsibility of staff to maintain their own training transcript. ODP will not provide staff MyODP training transcripts to employers directly. Employers must request training transcripts from staff.

QUESTIONS:

Please reference the [6100 Orientation and Annual Training Q&A document](#) before reaching out to the dedicated training mailbox.

All questions that are not included the Q&A document regarding annual training requirements should be forwarded to [RA- PWODP_OUTREACH@pa.gov](mailto:RA-PWODP_OUTREACH@pa.gov).