

Residential Individual Support Plan (ISP) Staffing Training ODP Announcement 19-131

AUDIENCE:

Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Providers of Residential Services in the Consolidated and Community Living Waivers and other interested parties

PURPOSE:

This communication is intended to provide clarification regarding who should attend the Residential ISP staffing face-to-face training sessions that began on October 2nd, the process to become an ODP designated trainer, and the expectations for ODP designated trainers.

DISCUSSION:

Residential ISP Staffing Face-to-Face Discussion:

A representative from every Provider of waiver funded residential services, SCOs and AEs should attend one of the scheduled face-to-face sessions listed in ODP

Announcement 19-112: Residential Individual Support Plan (ISP) Staffing. The face-to-face sessions expand on the information provided during the July webinars and provide an opportunity to apply the new staffing approach. ***If a representative from your agency has not yet registered, we ask that you do so.*** There continues to be space available at the remaining training sessions statewide.

It is strongly recommended that the person that the agency identifies to attend the face-to-face session have experience in attending team meetings, supervising staff who attend team meetings, and/or reviewing and approving ISPs. In addition, the agency should consider that the person who attends the face-to-face sessions is expected to be an *internal* resource at their home agency as the new staffing approach is implemented. This may involve:

- Responding to questions from staff and families
- Providing training to staff from your agency
- Reviewing material at a staff meeting
- Helping agency staff and families know what to expect and prepare for team meeting

ODP Designated Trainer Discussion:

ODP recognizes this is a significant change and that ongoing training is needed. In order to develop system capacity for additional training in 2020, there will be a train-the-trainers session(s) to become an ODP designated trainer in December. ODP designated trainers *must* be available to conduct at least two training sessions during 2020 to Provider, SCO and AE staff who are not affiliated with their agency using the material presented/reviewed at the face-to-face sessions.

In order to be considered as an ODP designated trainer candidate, the person must

- Attend one of the face-to-face sessions
- Have knowledge of person- centered thinking practices and experience in conducting training
- Be endorsed by their agency CEO/Executive Director
- Complete the “ODP Designated Trainer Nomination Form” which is available at the face-to-face sessions and on My ODP

In order to be an ODP designated trainer, the person must attend both a face-to-face training and a train -the- trainer session. ODP will notify the candidates who have been selected to become designated trainers.

Upon completion of the train-the- trainer session, a list of ODP designated trainers will be available on My ODP. The ODP designated trainers list shall include the geographic area/region where the person is willing to provide training and instructions for making a training request.

If you have questions, please contact ra-odpispinquiries@pa.gov. or the appropriate ODP regional office lead as follows:

Region	Lead	Email
Central	Kathy Zumbrun Robin Seville	kazumbrun@pa.gov c-rseville@pa.gov
Northeast	Kenley Hoats Joan Accardi	khoats@pa.gov jaccardi@pa.gov
Southeast	Mary Citko Brandi Alexander	mcitko@pa.gov balexander@pa.gov
Western	Nancy Armstrong	narmstrong@pa.gov