

# Information Memorandum Transmittal Developmental Disabilities Services



**UPDATED**

**Number:** DD-IM-24-019

**Issue date:** 04/18/2024

Dana Hittle

**Authorized signature**

**Due date:**

**Topic:** Developmental Disabilities

**Subject:** Training Reimbursement Program

**Applies to (check all that apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> All DHS employees                              | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities             | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD program managers          | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)  |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): ODDS Medicaid Provider Agencies, <b>ODDS Foster Care Providers</b> and ODDS Independent Contractors |
| <input type="checkbox"/> ODDS Children's Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

**Message:**

**This transmittal was amended to clarify that foster care providers, as well as Medicaid agencies and independent contractors, that are authorized to provide ODDS services, can participate in this program. Other changes were the removal of the \$1,000 subscription limit and clarification that reimbursements will not happen for trainings that occurred before 4/1/2024. Other non-substantive changes were also made.**

ODDS recognizes regular ongoing training is critical to providing services as effectively as possible. Because of the importance of training, ODDS has been awarded funds through an ARPA grant for a training reimbursement program (program). This program will reimburse ODDS Medicaid agency providers, **foster care providers**, and independent contractors (ICs) ~~that provide ODDS services~~ for registration and subscription costs for trainings relevant to supporting people with intellectual and

developmental disabilities (I/DD). Examples of possible trainings (not an exhaustive list) are:

- Virtual and in-person training focused on topics to support people with intellectual and developmental disabilities (I/DD)
- Business and leadership development
- Benefits Planning\*
- Trauma informed care and mental health support
- Conferences with a focus on supporting people with I/DD
- Learning subscriptions around I/DD training, including Open Future Learning Subscription (~~not to exceed \$1,000 total~~)
- Oregon Intervention System (OIS)
- Behavior professional training
- Credentialed education program for direct support professionals, employment professionals and other staff who directly support people with I/DD

*\*Benefits planning training has been identified as a funding priority.* For more information about ODDS-funded benefits planning, see the [Worker Guide](#) or contact your regional employment specialist.

As already stated, the above is not an exhaustive list and providers will be required to submit eligible training requests to ODDS for pre-approval. The terms of this program are “first come, first served” and is limited to Medicaid agency providers, **foster care providers**, and ICs that are authorized to provide ODDS services. Each applicant is eligible to apply for up to a total of \$5,000 per entity which can include two separate training opportunities.

The program is budgeted for a total of \$200,000 and will end once the funding is exhausted or until the end of the contract.

### **Additional Information:**

1. The Medicaid agency, **foster care providers** or ICs must request training reimbursement through an [ODDS application](#). A pre-approval is required, and pre-approval requests will be submitted starting 4/1/2024 and no later than 12/31/2024 or until funding runs out. **Reimbursements must be pre-approved and will not be issued for trainings that occurred before 4/1/2024.**

2. After requesting training reimbursement, ODDS will confirm pre-approval status and allocation of training funds for the provider.

**IMPORTANT:** Training reimbursement requests will only be accepted from Medicaid agency providers, **foster care providers**, and ICs and individual staff members cannot

apply independently. This program will only reimburse for the cost of the registration and subscription costs and cannot be used for travel expenses or any other related costs. The applicant will not be reimbursed for the cost of training if pre-approval is not authorized by ODDS. These funds cannot be used for training development or internal trainings specific to your organization's business operations.

3. After submitting the training [application](#), ODDS will inform applicants of the status of their application. Once approved, ODDS will issue an award letter.

4. To be reimbursed, the training must be completed, and the applicant will submit both receipts and proof of completion to: [ODDSARPA.funding@odhsoha.oregon.gov](mailto:ODDSARPA.funding@odhsoha.oregon.gov). A reimbursement payment will be issued through eXPRS after the appropriate documentation is received. Payments will only be paid to the Agency and not directly to its staff. **Because the contract ends March 31, 2025, training must be completed and documentation for reimbursement payment must be submitted no later than March 1, 2025.**

To apply, eligible applicants must complete an [application](#) no later than 5 p.m. on **December 31, 2024**. Due to the time sensitive nature of this funding opportunity, late submissions will not be accepted.

**Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov).

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 p.m. using the Zoom platform. Please register in advance for these meetings: <https://www.zoomgov.com/meeting/register/vJlsc-qvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. Live captioning will be provided. To request other accommodations or languages, please send an email to [ODDS.Questions@odhsoha.oregon.gov](mailto:ODDS.Questions@odhsoha.oregon.gov) at least three business days prior to the meeting.

*If you have any questions about this information, contact:*

Contact(s): ARPA Team	
Phone:	Fax:
Email: <a href="mailto:ODDSARPA.funding@odhsoha.oregon.gov">ODDSARPA.funding@odhsoha.oregon.gov</a>	

