

WASHINGTON CO. DD ADULT FOSTER HOME PROVIDERS TIPS FOR MEETING TRAINING HOUR REQUIREMENTS

Foster providers and their staff are required to have 12 hours of approved training annually. Trainings must be approved by the state's Adult Foster Home (AFH) Training Credit Committee in order for the trainings to count towards the annual training requirement. Foster providers and caregivers may take any course or training for extended learning or skill enhancement that they wish. However, only those courses or trainings that have been approved for training credits by the AFH Training Credit Committee may count towards the required annual training hours.



HOW TO FIND TRAINING THAT HAS ALREADY BEEN APPROVED

The state has established a training website for posting trainings that have been approved by the AFH Training Credit Committee for training credits. The website is located at:

<http://www.oregon.gov/DHS/spd/provtools/training/index.shtml>.

The trainings on the website are sorted into the following categories:

- Classroom (these are specific classroom style events for a specific topic)
- Conference (these training events for multiple topics may include seminars or other presentations in the community that may have varying approval hours based on agenda and class selection)
- DHS/OHA Self-Study (these are mail-based, correspondence courses developed by the state Department of Human Services [DHS] or Oregon Health Authority [OHA])
- Private Self-Study (this includes all self-study, correspondence courses not developed by DHS or OHA)
- On-line (these are web-based courses, only accessible through the internet)
- Other

To search for approved trainings:

-go to the Adult Foster Home (AFH) Training web page

-select the type of training format you are interested in from the drop down "Format" menu

-select the DD option from the drop down "Approved For" menu

☆ *Important note: This website lists trainings approved for senior foster homes, DD foster homes, and mental health foster homes so it is important to make sure that you are looking at trainings that have been approved for DD providers, otherwise the training hours will NOT count towards your 12 hours of annual training.*

-if you would like to narrow your search further, you may also select additional filters from the drop down menus provided (title of a specific training, cost, hours)

Many providers have found the **self-study trainings** to be a useful option since they allow people to do trainings at their own pace at times that may be more convenient than other scheduled trainings. However, self study trainings typically require processing time for both ordering of materials and scoring of any subsequent tests. If you are accessing DHS/OHA self-study trainings you should allow a minimum of 4-6 weeks to process orders for materials and 4 weeks to process tests.



HOW TO REQUEST TRAINING HOUR CREDITS

- Foster providers may submit a request for training credit for trainings they or their staff have attended or would like to attend by submitting a training request form to the AFH Training Credit Committee. Provider requests need to be submitted to the AFH Training Credit Committee on form SDS 1513. Forms and instructions are available by using the “Training Credit Approval” link on the AFH Training web page. Requests may be submitted by mail, fax, or e-mail.
- The AFH Training Credit Committee meets weekly. Generally, training requests received by the committee by 5 p.m. Wednesday will be reviewed for approval on the following Monday. Providers will then receive notification of approval or denial.
- If a training request is denied, providers may resubmit the request with additional information.



TRAININGS THAT DO NOT REQUIRE TRAINING CREDIT COMMITTEE APPROVAL

The following trainings have ongoing approval and may be counted as training hours:

- CPR, AED and First Aid training provided by a certified American Red Cross or American Heart Association instructor
- Oregon Intervention Systems (OIS) training by an approved OIS instructor

All other training hours require Training Credit Committee approval.



NEED MORE INFORMATION?

- Training requirements are specified in Oregon Administrative Rule 411-360-120(8)
- Further information may be found in SPD’s Information Memorandum Transmittal (SPD-IM-11-048) titled “Authorization for Annual Training Credit Hours” distributed to foster providers by SPD on 7/7/2011. Copies of SPD transmittals may be found at:
<http://www.dhs.state.or.us/policy/spd/transmit/transmit.htm>.



A FEW MORE TIPS...

- When the Washington County DD program receives information about trainings, we forward this information to our foster provider e-mail group. This is not intended as an endorsement of any particular training, and also does not necessarily mean that the training has received AFH Training Committee approval for training hours. Providers are responsible for verifying or requesting training hour approval for any training they wish to use towards meeting training hour requirements.
- Foster home licensors do not have the authority to approve or deny training hours; approval may come only from the AFH Training Credit Committee.
- To avoid licensing citations we encourage you to work on training hours throughout the year, rather than waiting until just before licensing to schedule and complete annual training. Unexpected delays in obtaining materials, class registration issues, class cancellations, schedule changes, etc. can result in delays in completing training hours. If annual training is not completed it will result in a licensing citation and may cause a delay in the issuance of license renewal.
- Washington County has typically been able to receive training credit approval for our quarterly DD Foster Provider Meetings. This is another great reason to attend these meetings if you aren’t already doing so! See your licensor if you need information about provider meetings.