



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

| POLICY | |
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| Department on Disability Services | Subject: Employment Support Professionals Training Policy |
| Responsible Program or Office: Developmental Disabilities Administration & Rehabilitation Services Administration | Policy Number: 2019-DDS-POL01 |
| Date of Approval by the Director: May 3, 2019 | Number of Pages: 4 |
| Effective Date: May 6, 2019 | Expiration Date, if any: N/A |
| Supersedes: N/A | |
| Cross References, Related Policies and Procedures, and Related Documents: Regulations Implementing the Home and Community-Based Services Waiver for People with Intellectual and Developmental Disabilities (29 DCMR § 1900 <i>et seq.</i>) and for Vocational Rehabilitation Services (29 DCMR § 100 <i>et seq.</i>); DDA Implementation of Sanctions Policy and Procedure; and DDA Provider Training Policy and Procedure. | |

1. PURPOSE

This purpose of this policy is to establish specialized standards by which the Department on Disability Services (DDS) will require competency and value-based training requirements for all Employment Support Professionals working for Developmental Disabilities Administration (DDA) and Rehabilitation Services Administration (RSA) providers of employment services.

2. APPLICABILITY

This policy applies to all DDA and RSA providers, subcontractors, and other vendors which provide DDA employment readiness and DDA and RSA supported employment services and supports to people and is in addition to the existing requirements in the DDA Provider Training Policy and Procedure and RSA Human Care Agreements (HCAs).

3. AUTHORITY

The authority for this policy is established in the Department on Disability Services as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Official Code § 7-761.01 *et seq.*); and in D.C. Law





15-332, the “Rehabilitation Services Program Establishment Act of 2005,” effective April 12, 2005 (D.C. Official Code § 32-331 *et seq.*).

4. DEFINITIONS

ACRE Certificate: The Association of Community Rehabilitation Educators (ACRE) offers certificates of completion for competency based training at two levels of employment services certification: the Basic Employment Services Certificate (BESC), which requires a minimum of forty (40) hours of training, and the Professional Employment Services Certificate, which requires forty (40) additional hours of training, plus a minimum of one year of experience in the field. These courses incorporate a competency focus, with participants completing applied field assignments that include activities with people with disabilities and with businesses in the community. The ACRE Certificate is also known as the National Certificate of Achievement in Employment Services.

CESP Certification: The Certified Employment Support Professional (CESP) credential recognizes individuals who have demonstrated a sufficient level of knowledge and skill to provide integrated employment support services to a variety of client populations. Individuals who earn the CESP credential have demonstrated knowledge of the facilitation and advocacy skills necessary to help establish and expand equitable employment opportunities for individuals with disabilities. CESP’s also raise awareness of benefits within the business community, and promote social change that fosters an independent, productive lifestyle for individuals with disabilities.

Employment Services: For purposes of this policy, Employment Services means Employment Readiness, Supported Employment and Small Group Supported Employment Services from DDA providers and/or Supported Employment Services from RSA providers.

Employment Support Professional: For purposes of this policy, Employment Support Professional means DDA and RSA provider staff working in the field of vocational services for people with disabilities, including those who work directly with people with disabilities, such as direct support professionals, job coaches, employment specialists and job developers, and their respective supervisors.

5. POLICY

It is the policy of DDS, in furtherance of the principle of Employment First, to ensure that all people who receive Employment Services from provider leaders and staff have completed competency-based training in (re)habilitation employment principles and practices.

6. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director. Implementation for this policy is the responsibility of the DDS Deputy Directors for DDA and RSA.



7. STANDARDS

The following are standards by which DDS will evaluate compliance with this policy:


- A. All Employment Support Professionals who provide Employment Services shall complete a professional development course which :
1. Meets the requirements for an ACRE BESC;
 2. Meets the requirements for an ACRE Professional Employment Services Certificate;
 3. Meets the requirements for CESP Certification; or
 4. Is comparable to the ACRE BESC or the CESP training as determined by the Deputy Director for the Quality Assurance and Performance Management Administration, or his or her designee. Specifically, the competency-based course must be comprised of at least forty (40) hours of competency-based training, including the following:
 - a. Application of Core Values and Principles to Practice or Federal Policy and Historical Perspective (four (4) hours required);
 - b. Individualized Assessment and Employment/Career Planning or Customer Profile and Employment Selection (six (6) hours required);
 - c. Community Research and Job Development or Organizational Marketing and Job Development (five (5) hours required);
 - d. Workplace and Related Supports or Job-Site Training (ten (10) hours required); and
 - e. Other trainings such as Specific Disabilities, Long Term Support, Funding, Benefits Counseling, etc. (ten (10) hours required).
- B. This requirement must be completed:
1. For RSA HCA Employment Services providers, within one year of the execution of their most recent HCA requiring this training;
 2. For all other RSA Employment Services providers, including those providing Employment Services under blanket purchase agreements or contracts, prior to delivering Employment Services.
 3. For DDA Employment Services providers in existence prior to the effective date of this policy, compliance was required by November 20, 2018, in accordance with the requirement of Home and Community-Based Services Waiver for People with Intellectual and Developmental Disabilities; and
 4. For new DDA providers, within one year of becoming an Employment Services provider.



- C. Providers are responsible for maintaining and, as required, producing or transferring staff training records.
- D. The training requirements detailed in this policy are in addition to any other training requirements described in DDS regulations, policy, and/or HCA, blanket purchase agreements and contracts.
- E. DDS may sanction DDA providers under the Implementation of Sanctions Policy and Procedure or pursue contract or other available remedies against RSA providers which do not comply with the requirements of this policy.



Andrew P. Reese, Director



Date