



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

DDS TRANSMITTAL #19-5

TO: All Developmental Disabilities Administration (DDA) and Rehabilitation Services Administration (RSA) providers, subcontractors, and other vendors that provide DDA employment readiness and DDA and RSA supported employment services and supports

FROM: Erin Leveton, Department on Disabilities Services (DDS) Deputy Director for Quality Assurance and Performance Management Administration (QAPMA) *EL*

DATE: May 6, 2019

RE: New Employment Support Professionals Training Policy, 2019-DDS-POL01

Today the Department on Disability Services releases a new Employment Support Professionals Training Policy, 2019-DDS-POL01, which applies to all DDA and RSA providers, subcontractors, and other vendors that provide DDA employment readiness and DDA and RSA supported employment services and supports, with effective date May 6, 2019. As you know, all District of Columbia (DC) DDA Home and Community-Based Services (HCBS) Waiver for People with Intellectual and Developmental Disabilities providers have been required to comply with the Employment Support Professionals training requirements set forth in the Waiver since November 20, 2018.

With this new policy and in furtherance of the principle of Employment First, DDS establishes competency based training requirements for DDA and RSA provider leaders and staff, focused on (re)habilitation and employment principles and best practices. The details are set forth in the policy. However, in general, DDS sets as the standard the training required to earn an Association of Community Rehabilitation Educator (ACRE) Basic Employment Services Certificate, equivalent training that has been pre-approved by QAPMA), or a Certified Employment Support Professional (CESP) credential. Traditional ACRE training requires at least 40 hours of competence-based training, which includes opportunities to apply what is being learned.

The policy specifies timelines for compliance.

1. For RSA Human Care Agreement (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 Waiver requirement; and
4. For new DDA providers, within one year of becoming an Employment Services provider.

For RSA's Individual Placement and Support (IPS) providers, since they are required to complete IPS competency-based training and are monitored for fidelity to the IPS competencies, they are not required to comply with this ACRE/CESP requirement at this time within IPS programs.

DDS thanks all those who provided comments and feedback on this policy through the RSA Public Comment process and the HCBS Advisory Group.

