



MARYLAND Department of Health

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

TO: All DDA Providers

FROM: Bernard Simons
Deputy Secretary
Developmental Disabilities Administration

DATE: October 12, 2018

RE: Funding reimbursement for Developmental Disabilities Administration (DDA)-approved training

The DDA continues its multi-year transformation efforts to align with Employment First values, practices and systems, including the phase in of new Employment Services January 1, 2020. To be an approved provider of Employment Services, there will be requirements that staff meet particular training standards.

Effective July 1, 2018, DDA is committed to assisting service providers during this transition year leading up to the phase in date by paying for DDA-approved training.

For any staff that a current and approved provider pays for and sends to a DDA-approved training program or certification competency test between July 1, 2018 and Jan. 1, 2020, DDA will reimburse the provider for the associated fees. Providers will need to invoice DDA with the following information and submit to your regional directors:

- Name and title of the employee
- Name of the provider organization
- Date(s) and location of the training
- Name of the training and training provider
- Supporting documentation that the employee has completed the course successfully
- For reimbursement of fees for the [Certified Employment Support Professional \(CESP\)](#) exam through the Association of People Supporting Employment First (APSE), provide supporting documentation that the employee has passed the exam

For DDA-approved trainings and certification, see the chart below. For questions about this memo, please email Patricia Sastoque, Director for Programs at patricia.sastoque@maryland.gov.

cc: Patricia Sastoque, Director of Programs
DDA Regional Directors

Service Names	Training Requirements	Competency Test Required
<ul style="list-style-type: none"> • Discovery (3 milestones) • Job Development • Self-Employment Supports 	<ul style="list-style-type: none"> • Basic DDA Required trainings (per COMAR) • Completion of an Association of Community Rehabilitation Educators (ACRE) Certified Customized Employment Gateway Training www.acreducators.org 	AND/OR Must become Certified by completing and passing the <u>Certified Employment Support Professional (CESP)</u> exam through the Association of People Supporting Employment First (APSE). Must maintain active CESP certification.

*** Association of Community Rehabilitation Educators (ACRE) Certified Customized Employment Gateway Trainings**
www.acreducators.org

Below is a list of examples of entities that have ACRE certified trainings available.

Griffin-Hammis Associates	www.griffinhammis.com
Marc Gold and Associates	www.marcgold.com
Direct Care Online- College of Employment	www.directcourseonline.com/employment-services
Virginia Commonwealth University	www.worksupport.com/training/webcourses/se.cfm