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Bulletin Number: OCHN #23-57
Issued: Thursday, September 21, 2023
Subject: Changes in Direct Support Professional (DSP) Training
Applies To: Residential Providers, Vocational Providers
ABA Providers, Self-Determination

Dear Provider Network Executive Director:

The purpose of this Provider Bulletin is to share changes in OCHN provided training services to Direct Support Professionals (DSPs) working in the OCHN provider network. **Effective January 1, 2024**, OCHN will no longer be contracting with Easterseals MORC for DSP training services. Training will continue through OCHN's Learning Center and be provided in an online, virtual format using OCHN's Docebo Learning Management System (LMS).

As we prepare for this move, there are several essential actions that providers need to take:

1. **DATA DOWNLOAD:** The DSP Training structure will be changing - the content will adhere to the same guidelines, but it will have a different arrangement. For this reason, OCHN's Learning Center will **NOT** be transferring any training data from Easterseals MORC. Per OCHN Provider contracts, providers are responsible for maintaining their own training documentation.

It is recommended that providers begin the process of downloading their staff's training records (transcripts and/or certificates) from Easterseals MORC's Learn Upon LMS immediately and plan to be complete by the end of November. Please do NOT wait until December when the holidays start. Also, please note that this downloading of documents is **NOT** the responsibility of Easterseals MORC staff.

2. **POWER USER DESIGNATION:** OCHN's Learning Center uses the Docebo LMS and will require that EACH provider with DSPs on staff designate ONE person as the "Power User" for their agency. A form will be available, with instructions, on OCHN's website no later than 10/16/23. Power User training will take place in both live and online formats.

3. **FREQUENTLY ASKED QUESTIONS:** A frequently asked questions (FAQ) document and link to submit questions will be available on OCHN's website beginning 10/2/23 and will be updated regularly.

OCHN thanks the many providers who have been and will continue to be part of the ongoing Focus Group for this project. **Beginning 10/2/23, pilot testing will begin with three volunteer providers.**

Additional information will be disseminated to the provider network on a regular basis through provider bulletins, OCHN training website, and FAQ updates.

Thank you for your patience and continued partnership!



Trisha Zizumbo
Director of Training and Justice Initiatives
Oakland Community Health Network