Maryland
DEPARTMENT OF HEALTH

MEMORANDUM

To: All DDA Provider Agencies

From: Bernard Simons, Deputy Director
             Developmental Disabilities Administration

Subject: Funding Reimbursement for DDA Approved Employment Training

Date: May 20, 2020

NOTE: Please inform appropriate staff members of the contents of this memorandum.

This memorandum is to update the July 3, 2019 communication you received related to the funding reimbursement for the employment training. The Developmental Disabilities Administration (DDA) is extending the opportunity to take advantage of the funding reimbursement for the DDA employment approved trainings until the new Employment Services rates become effective. All DDA-certified Providers of Employment Services staff must meet specific training standards .

Since July 1, 2018, the DDA has been committed to assisting service providers during these transition years leading up to the fully implementation of the LTSSMaryland system and new employment services rates by reimbursing providers for DDA approved employment training program or certification competency test.

For any staff that a current and approved provider pays for and sends to a DDA approved employment training program or certification competency test, from July 1, 2018 and until Employment Services become effective, the 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
- Training fees

Please remember that anyone delivering Discovery, Job Development and Self-Employment Development supports after Employment Services are effective must have proof of competency in the

best practices of Customized Employment as evidenced by completing and passing the **Certified Employment Support Professional exam through the Association of People Supporting Employment First (APSE)**. Some people require training to get them ready to sit for the exam or to qualify to sit for the exam and if so, people should complete the Association of Community Rehabilitation Educators (ACRE) Certified Customized Employment Gateway Training. www.acreducators.org

The cost of both the ACRE training and the CESP exam is reimbursable by DDA between *7/2018* until the new Employment Services rates become effective.

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

Service Names	Training	Competency Test Required
• **Discovery (3 milestones)** • **Job Development** • **Self-Employment Supports**	• Required- Basic DDA Required trainings (per COMAR) • Recommended as a path to competency- Completion of an Association of Community Rehabilitation Educators (ACRE) Certified Customized Employment Gateway Training www.acreducators.org	Must become Certified by completing and passing the [Certified Employment Support Professional (CESP)](http://www.acreducators.org) 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

cc: Patricia Sastoque, Director of Programs
    Valerie Roddy, Director of Fiscal and Operations
    DDA Regional Directors