

## Web-based Resources and Supports Are Available!

The Office of Developmental Programs (ODP) maintains a number of websites and online resources which provide information and support to individuals, families, and business partners. These resources are tailored to the interests of specific audiences and are regularly updated. People using these sites will find information, media-rich content, and opportunities for online learning.

### Websites and Information Centers:

#### Office of Developmental Programs Consulting System Website

This website, available to anyone, provides information on ODP priorities and links to many resources.

[Click here to learn more](#)

*Click here to see a navigation video of the ODP Consulting website:*

[http://winstreamer.tiu11.org/OCS\\_FINAL\\_021210.wmv](http://winstreamer.tiu11.org/OCS_FINAL_021210.wmv)

#### Supports Coordinator Curriculum Website

The Supports Coordinator Curriculum Website (SCC) contains online ODP Required Supports Coordinator training and Professional Development courses as well as related communications for Supports Coordinators and Supports Coordinator Supervisors.

[Click here to learn more](#)

#### Administrative Entity Information Center

The Administrative Entity Information Center (AEIC) is specifically tailored to supporting Administrative Entities in meeting responsibilities as ODP business partners. On this website, AEs will find online required courses and information necessary to managing services.

[Click here to learn more](#)

#### Supports Coordination Organization Information Center

ODP maintains the Supports Coordination Organization Information Center (SCOIC) to post announcements and resources to assist Supports Coordination Organizations in keeping up to date with ODP priorities, business practices and communications.

[Click here to learn more](#)

#### Provider Information Center

The Provider Information Center (PIC) is a resource used to consistently communicate ODP Business Practice Information on areas of interest to providers, such as cost reporting and provider billing and payment. Online training for providers, cost report information and resources are available on the PIC.

[Click here to learn more](#)

#### College of Direct Support/Pennsylvania

ODP contracts with the College of Direct Support (CDS) to provide interactive online learning for direct support professionals, supports coordinators, and managers.

[Click here to learn more](#)

#### Learning Management System

The Learning Management System (LMS) provides online training, resources, and registration for instructor-led training for Administrative Entity, Supports Coordination Organization, and provider staff.

[Click here to learn more](#)

## Online Resources:

### Supports Coordinator and SC Supervisor Electronic Resource Guide

This easy to navigate online resource provides information and links resources that Supports Coordinators and SC Supervisors use in performing their everyday work responsibilities.

*The Supports Coordinator and SC Supervisor Electronic Resource Guide is available on the front page of the Supports Coordination Organization Information Center and under Resources on the Supports Coordination Curriculum website.*

### ODP Provider Handbook

Developed as a “how-to” guide for those interested in providing ODP services, this online resource also contains useful information, resources, tips and links for established providers.

*The Provider Handbook is available on the front page of the Provider Information Center and on the Department of Public Welfare website ([www.dpw.state.pa.us](http://www.dpw.state.pa.us)) under Provider Information > Mental Retardation Services > Provider Related.*

## Using online resources

Some resources may require software. The following products are free downloads; always check your organization’s download policy before installing any software.



Adobe Reader™ for resources in PDF (portable document format) is available at [www.adobe.com](http://www.adobe.com)



Adobe Flash Viewer™ for viewing commonly used video formats is available at [www.adobe.com](http://www.adobe.com).



QuickTime™ for video using this format is available at

<http://www.apple.com/quicktime/download/>



Windows Media Player®, used in some College of Direct Support lessons, available

at: <http://www.microsoft.com/windows/windowsmedia/>



**Description:**

This site is designed to provide up-to-date information and resources to anyone interested in Pennsylvania's system of supports and services for individuals with intellectual disabilities. The materials on this site are approved by the Office of Developmental Programs (ODP) / Pennsylvania Department of Public Welfare. This site is maintained by the Office of Developmental Programs Consulting System (OCS.)

**Content:**

Resources and information for the general public, including individuals, families and ODP business partners:

- ODP Communications: Notices, Announcements, Informational Packets and Memos
- Links to ODP Information Centers:
  - Support Coordinator Curriculum website
  - The Administrative Entity Information Center
  - The Supports Coordination Organization Information Center
  - The Provider Information Center
- Information on ODP priorities and programs, such as, Employment, Everyday Lives and Positive Practices, the Individual Support Plan, Lifesharing and Everyday Living, Person-Directed Services, Independent Monitoring for Quality, Quality Management and School to Adult Life Transition.
- ODP Resources:
  - Bulletins
  - Publications
  - Webcasts and Video Presentations
- Information on the Office of Developmental Programs Consulting System (OCS) and OCS Consultants
- Featured Stories
- Links to related websites
- A brief video of "How To Navigation This Site," available on the front page

**Access:**

- Anyone can use this website. Access to certain features may require current software, which is usually available at no charge.
- Any visitor to the site can view a brief navigation video by clicking the link on the front page

**Questions and help:**

<http://help.odpconsulting.net/i>

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## Supports Coordinator Curriculum (SCC)

<http://sctraining.odpconsulting.net/>

### Description:

This site contains online ODP Required Training, Professional Development courses, and related information for Supports Coordinators (SCs) and SC Supervisors within the Pennsylvania Office of Developmental Programs.

### Content:

- Breaking News
- ODP Communications: Notices, Announcements and Informational Packets and Memos
- Registration and information for in-person training and events
- Online ODP Required Training for SCs and SC Supervisors and Professional Development courses
- SC Curriculum Announcements
- ODP SC Orientation for new Supports Coordinators, including resources for SC Supervisors
- Quick Links to the SC Curriculum Reporter, Tip Sheet and recorded instructional session for SCOs
- SC Resources: The Electronic Resource Guide for Supports Coordinators and SC Supervisors
- Links to:
  - The ODP Consulting System website
  - Supports Coordination Organization Information Center
  - The College of Direct Support

### Access:

- Certain information and links are available to visitors on the front page of the site
- Visitors can also access material within the site by clicking the “Guest Access” link below the welcome paragraph on the front page or the link within the “Guest Access” block on the right hand side of the front page
- Full access to information on this site requires a username and password
  - Supports Coordinators, SC Supervisors, and SCO Administrative staff may request registration at: <http://profile.odpconsulting.net/intakes/register/>
  - ODP and AE staff are granted access with the same individual login used to access any of the ODP Information Centers

### Questions and help:

<http://help.odpconsulting.net/i>

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## Administrative Entity Information Center (AEIC)

<http://aeinfo.odpconsulting.net/>

### Description:

The AEIC includes information for Administrative Entities (AEs) that support the Office of Developmental Programs (ODP). ODP uses this site to post announcements and resources to assist AEs to stay current with ODP priorities, business practices and communications.

### Content:

- Breaking News
- ODP Communications: Notices, Announcements, Informational Packets and Informational Memos
- Quick Links to the SC Curriculum Reporter, Tip Sheet and recorded instructions for AEs
- Cost report information
- Registration and information for in-person training and events
- ODP Business Practice Information, including:
  - Annual Provider Monitoring
  - ODP Academy for Administrative Entities webcasts, registration, and materials
  - ODP Quality Management Resources
  - Signed Provider Agreements & Waiver Capacity Management Statewide Vacancy Report
  - AE Operating Agreement
  - Pennsylvania's Individual Support Plan, including resources for the AE
  - AE Oversight Monitoring Process
  - AE Qualification of Providers information
  - Resources: Strategic Planning for Lifesharing and Everyday Living Options and ODP Leadership Institute for SCOs
- Links to:
  - ODP Consulting System website
  - SC Curriculum website
  - Supports Coordination Organization Information Center
  - The Provider Information Center
  - The College of Direct Support

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- Full access to information on this site requires a username and password
  - Administrative Entity staff may request registration at:  
<http://profile.odpconsulting.net/intakes/register/>
  - ODP staff are granted access with the same individual login used to access any of the ODP Information Centers

### Questions or Help:

<http://help.odpconsulting.net/i>

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## Supports Coordination Organization Information Center (SCOIC)

<http://scoic.odpconsulting.net/>

### Description:

The information included on this site is for Supports Coordination Organizations (SCOs) that support the Office of Developmental Programs in coordinating services and supports for people with intellectual disabilities and their families. ODP will use this site to post announcements and resources to assist SCOs to stay current with ODP priorities, business practices and communications.

### Content:

- Breaking News
- ODP Communications: Alerts, Announcements, Informational packets, Informational Memos
- Registration and information for in-person trainings and events, Cost Report information
- Quick Links:
  - ODP Orientation for Supports Coordinators
  - The Electronic Resource Guide for Supports Coordinators and SC Supervisors
  - The SC Curriculum Reporter, Tip Sheet and Instructional Session for AEs
- ODP Business Practice Information including:
  - Annual SCO Monitoring information
  - Pennsylvania's Individual Support Plan
  - ODP Leadership Institute for SCOs
  - SCO Provider Billing and Payment
  - Resources
- Links to:
  - ODP Consulting System website
  - SC Curriculum website
  - The Administrative Entity Information Center
  - The Provider Information Center
  - The College of Direct Support
- A brief video of "How To Navigation This Site," available on the front page

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- Full access to information on this site requires a username and password
  - Supports Coordination Organization staff may request registration at:  
<http://profile.odpconsulting.net/intakes/register/>
  - ODP and Administrative Entity staff are granted access with the same individual login used to access any of the ODP Information Centers

### Questions or Help:

<http://help.odpconsulting.net/i>

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## Provider Information Center (PIC)

<http://pic.odpconsulting.net/>

### Description:

The information on this site is for service providers that support the Pennsylvania Office of Developmental Programs (ODP). ODP uses this site to post communications and resources to assist providers in staying current with ODP priorities and business practices.

### Content:

- Breaking News
- ODP Communications: Notices, Announcements and Informational Packets and Memos
- Registration and information for in-person training and events
- Cost Report Information
- ODP Business Practice information, including:
  - Online Training and Professional Development
  - Annual Provider Monitoring
  - Participant-Directed/Financial Management Services
  - ODP Licensing Protocols
  - Provider billing and payment
  - Rate-setting
  - Revenue reconciliation
  - Service definitions
  - Service and Supports Directory (SSD)
  - Provider Qualification
  - Provider Agreement
- The ODP Online Provider Handbook
- Links to:
  - The Office of Developmental Programs Consulting System website
  - The College of Direct Supports

### Access:

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- Visitors can also access material within the site by clicking the "Guest Access" link below the welcome paragraph on the front page or the link within the "Guest Access" block on the right hand side of the front page
- Full access to information on this site requires a username and password:
  - Provider administrators, fiscal and direct care staff may request registration at: <http://profile.odpconsulting.net/intakes/register/>
  - In order to submit a cost report or other financial information, a separate user ODP Mercer Cost Report Website User Account must be established
  - ODP and AE staff are granted access with the same individual login used to access any of the ODP Information Centers

**Questions or Help:** <http://help.odpconsulting.net/i>

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## College of Direct Support

<http://www.collegeofdirectsupport.com/pa/>

### Description:

The College of Direct Support (CDS) is a nationally recognized web-based curriculum built on contemporary emerging practices in the profession of direct support for people with developmental disabilities. The CDS Curriculum is based on nationally validated competency sets and ethical guidelines, including the Community Support Skill Standards (developed by the Human Services Research Institute) and the National Alliance for Direct Support Professionals' Code of Ethics.

### Content:

- Important information for many people throughout Pennsylvania's system of supports for individuals with developmental disabilities, including those people receiving support, families, and Supports Coordinators
- Self-paced learning modules that integrate the principles of respect, self-determination, person-centered thinking and inclusion
- Lessons meeting training requirements for Supports Coordinators and other ODP licensed programs
- Courses designed for frontline supervisors, managers, and human resource personnel
- A course in the underlying principles and development of Pennsylvania's Individual Support Plan
- Human Resource management tools that provide organizations with valuable information about the effectiveness of their employee recruitment, training and retention practices

### Access:

- Individuals receiving supports through Pennsylvania's developmental disabilities system and their families have free access to the CDS
- Providers can access the CDS for a fee
- ODP, AE and SCO staff also have access to the CDS, provided by the Department of Public Welfare
- Each agency's CDS Administrator is able to customize lesson assignments and obtain reports and other information
- More information and step-by-step instructions:  
<http://app5.webinservice.com/Content/CDS/PACDS3%20101207.htm>

### Questions and help:

<mailto:cdssupport@tiu11.org>

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## Home and Community Services Learning Management System

<https://www.humanservices-r.state.pa.us/HCSISLMS/>

### Description:

The Learning Management System (LMS) contains information about the Home and Community Services Information System (HCSIS). HCSIS users and Certified Investigators can access the LMS to register for training and access documents that detail HCSIS functionality and related resources.

### Content:

- The LMS is the best source for retrieving the latest information about HCSIS. On the LMS, users can:
  - View all the HCSIS training materials regarding how to perform functions in HCSIS.
  - View the details of the changes made to HCSIS.
  - View the Release Communication documents.
- For Certified Investigator classes, users can:
  - Register for a certified investigator class.
  - View certified investigator test results and recertification requirement notices.
  - Print Certified Investigator certificate.

### Access:

- ODP, AE, SCO and provider staff are able to access materials appropriate to their responsibilities with a username and password assigned by the local LMS Administrator.
- Local LMS Administrators can be found by clicking the “*Forgot your login ID?*” link on the homepage of the LMS. Local LMS Administrators can answer questions about roles, create LMS IDs and reset user passwords.

### Questions and Help:

For LMS help, click on the “*LMS Support*” link on the homepage:

[https://www.humanservices-r.state.pa.us/hcsislms/pgm/html/lms\\_support.html](https://www.humanservices-r.state.pa.us/hcsislms/pgm/html/lms_support.html)

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