

COVID-19 Billable Activities Guidance

DDA Presentation to Employment & Day Stakeholders
January 14, 2021

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Agenda for Presentation

- Background COVID-19 - Budget Accounting Reporting System (BARS)
- Service Hierarchy
- BARS - Indirect Consumer Support definitions
- COVID-19 Tracking Sheet – then and now
- Staff Training – the focus vs. what’s not working
- Training / Professional development resources
- Questions

COVID-19 Arrives

We Strategize & Pivot towards more Flexibility

- Budget Accounting Reporting System (BARS)
 - Aid local governments in accounting.
 - Counties use to determine allowable expenditures under direct and indirect consumer supports.
 - Typical allocation for indirect consumer supports is 7% based on the total sum of the County Service Authorizations.
 - Beginning April 2020 Counties have flexibility to request moving an allocation between direct and indirect consumer supports.

COVID-19 While flexible Service Hierarchy Remains

- Direct client service – in person
- Remote client service:
 - Virtual live time
 - Phone time
 - Video or filmed
- Staff Training / professional development resources

BARS - Indirect Consumer Support Definitions

- **568.31 Staff Training:** Costs incurred by the program for planned, structured activities for the purpose of providing, or improving, or enhancing job related knowledge and skills of staff in the provision of developmental disabilities services.
- **568.41 Information and Education:** Costs incurred by the program for activities to inform and/or educate the general public about developmental disabilities and related services. Includes information and referral services; activities aimed at promoting public awareness and involvement; and community consultation, capacity building and organization activities.
- **568.92 Infrastructure Projects:** Projects in support of clients (service not easily tracked back to a specific working age client) or that directly benefit a client(s) but client is not working age.

COVID-19 Tracking Sheet

- **April 2020**

- Mandatory Training
- Professional development
- Preparing for CARF & other audit
- Customer satisfaction & quality assurance
- Updating client electronic files
- Organizational development – peer mentoring
- Personnel development – onboarding
- County workgroup participation not person specific
- Chamber of Commerce/Rotary

- **January 2021**

- Trainings (.31)
- Professional development activities (.31)
- Agency quality assurance and improvement activities (.41)

Staff Training & Professional Development

The focus

Does training enhance the delivery of supported employment or community inclusion services to agency clients and benefit client's engagement with service or the outcome of service?

Not working

Administrative in nature.

Staff who do not provide direct service.

General staff meetings.

Shout Out to Providers!!



Training/Professional Development Resources

- [WISE](#)
 - [On-demand library](#)
 - Available 24/7
 - Currently contains over 125 trainings and new training added each week
 - Includes learning paths for Discovery, Job Development, Systematic Instruction, and School to Work
 - Includes required DDA Policy 6.13 training requirements
 - 100 series – 30 hrs. seat time and up to 6 hrs. homework w/tangible product
 - 200 series up to 117 hrs. seat time: orientation, class and instructor mentor time. Additionally 15 hrs. homework w/tangible product.

Additional training resources for consideration that offer trainings that enhance the delivery of supported employment or community inclusion services: [TASH](#), [APSE](#), [Virginia Commonwealth](#) , [AAIDD](#)

