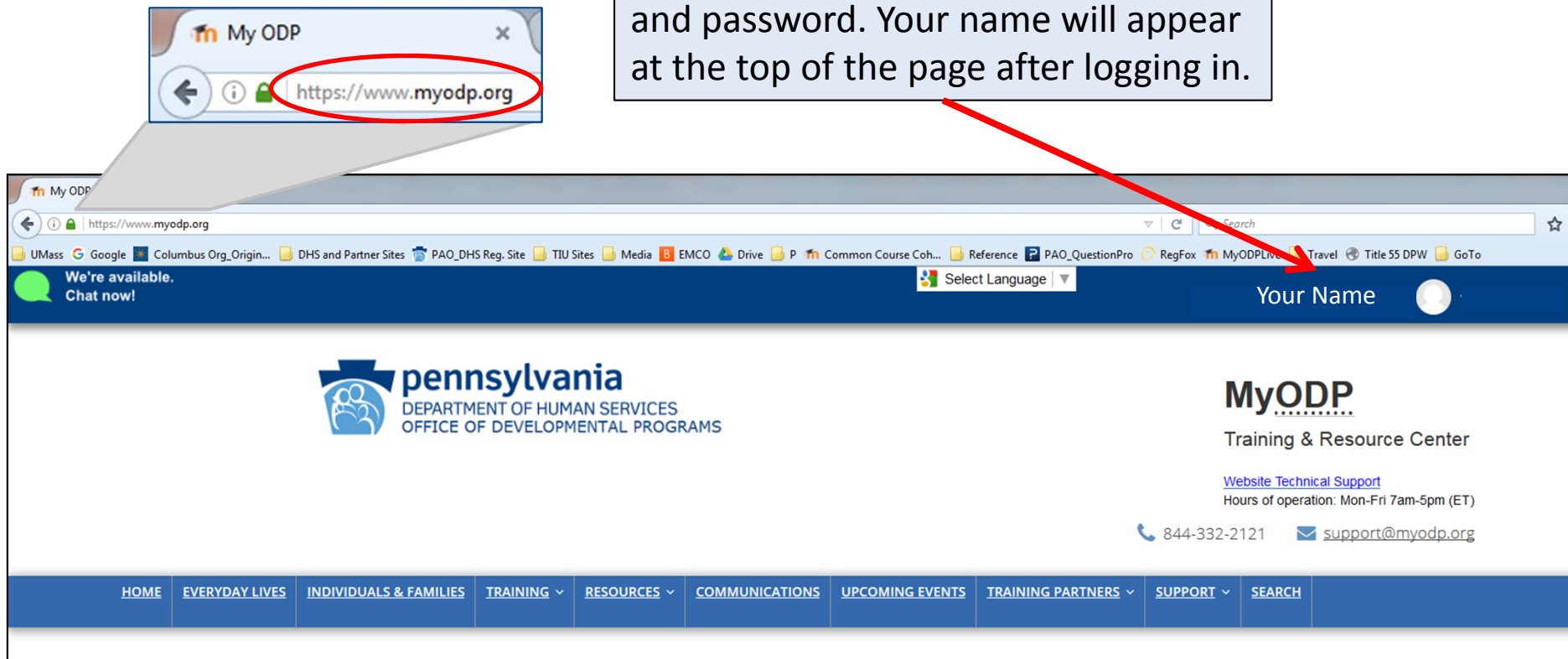


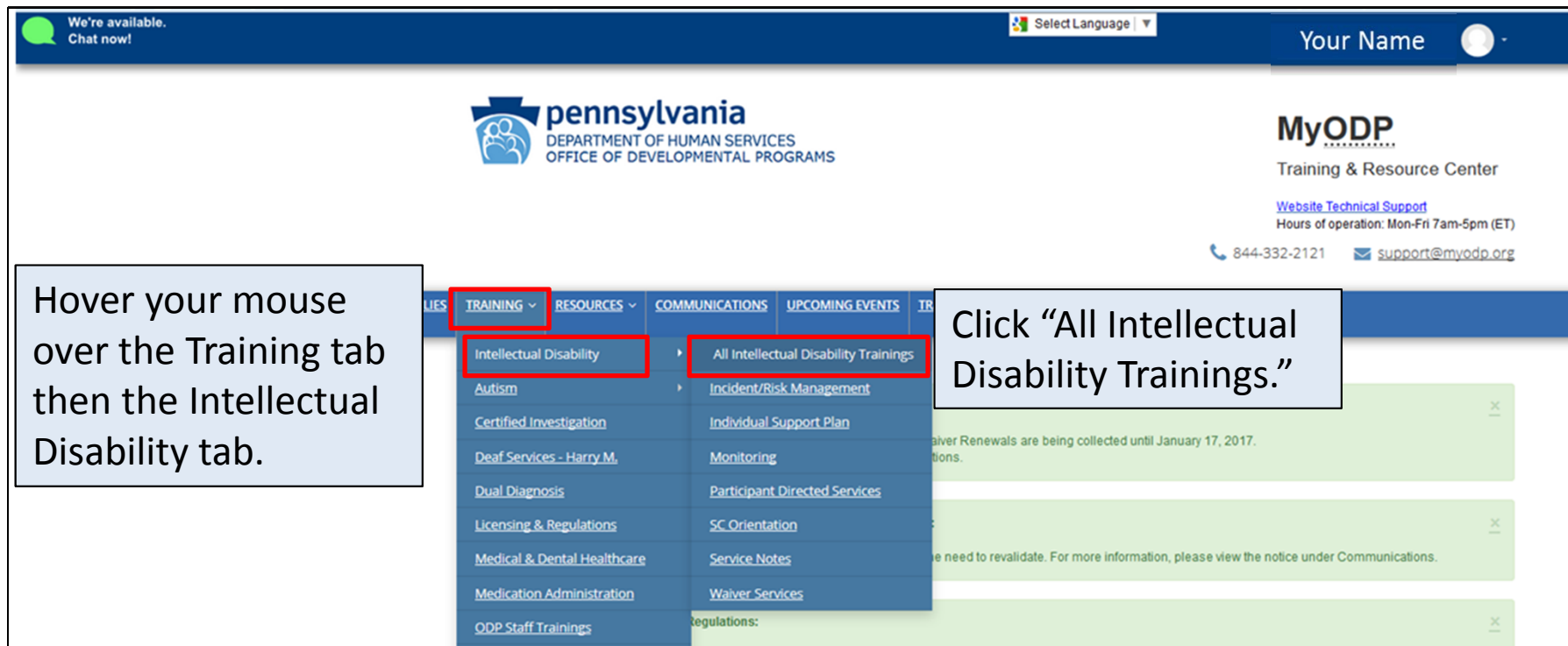
The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions

If you are already logged in to MyODP and your name appears in the upper right corner, proceed to the next page of this document. **If you are NOT logged in:**

Login to MyODP with your username and password. Your name will appear at the top of the page after logging in.




The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions



We're available. Chat now!

Select Language ▼

Your Name

 **pennsylvania**
DEPARTMENT OF HUMAN SERVICES
OFFICE OF DEVELOPMENTAL PROGRAMS

MyODP
Training & Resource Center

[Website Technical Support](#)
Hours of operation: Mon-Fri 7am-5pm (ET)

844-332-2121 support@myodp.org

Hover your mouse over the Training tab then the Intellectual Disability tab.

Click "All Intellectual Disability Trainings."

TRAINING ▼	RESOURCES ▼	COMMUNICATIONS	UPCOMING EVENTS	TR
Intellectual Disability				
Autism				
Certified Investigation				
Deaf Services - Harry M.				
Dual Diagnosis				
Licensing & Regulations				
Medical & Dental Healthcare				
Medication Administration				
ODP Staff Trainings				
	All Intellectual Disability Trainings			
	Incident/Risk Management			
	Individual Support Plan			
	Monitoring			
	Participant Directed Services			
	SC Orientation			
	Service Notes			
	Waiver Services			
	Regulations:			

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions

Intellectual Disability - courses in this section are available to everyone. Originally developed for professionals, these topics are specific to the requirements, processes and practices of services and supports provided to individuals with an intellectual disability through the Office of Developmental Programs. Professionals who complete course requirements can receive training credit hours and a Certificate of Achievement. For many topics, additional supporting documents and information are separately located in the Resources section.

Search courses:

- ▶ [Incident Management/Risk Management](#)
- ▶ [Monitoring](#)
- ▶ [Individual Support Plan](#)
- ▶ [Participant Directed Services](#)
- ▶ [Provider Applicant Orientation \(ID\)](#)
- ▶ [Service Notes](#)
- ▶ [SC Orientation](#)
- ▶ [Waiver Services](#)

Click “Provider Applicant Orientation (ID)”

Course categories:
All / Training / Intellectual Disability / Provider Applicant Orientation (ID)

▶ [Provider Applicant Orientation \(ID\) Welcome](#)

Then click “Provider Applicant Orientation (ID) Welcome.”

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Post-Test Instructions

Request Registration for a Session

Before requesting registration, please read:

- Only Providers who have not yet been approved by the Office of Developmental Programs (ODP) or those specifically directed by ODP should register for a session.
- The Chief Executive Officer/Director of the agency seeking approval to provide services is required

The post test is below the registration block.


Post-Test and Materials

Materials to study for the post-test are available on the day of the session at 4:00 p.m. The post test will be available 2-3 days following the session.

Click the link below that includes the date you attended a session.

NOTE:

- The Chief Executive Officer/Director of the agency seeking approval to provide services is responsible to complete the post-test.
- To access the post-test and materials, you must have the password provided at the training session.

 [Instructions for Post-Test](#)

A copy of these instructions is available if you need them in the future.

 [LOCATION and DATE of session you attended – Attempt 1](#)



There may be several test links listed: be sure to use the link that has the same LOCATION and DATE as the session you attended. Click the correct link.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions


Post-Test and Materials


Materials to study for the post-test are available on the day of the session at 4:00 p.m. The post test will be available 2-3 days following the session.


Click the link below that includes the date you attended a session.

NOTE:

- The Chief Executive Officer/Director of the agency seeking approval to provide services is responsible to complete the post-test.
- To access the post-test and materials, you must have the password provided at the training session.

 [Instructions for Post-Test](#)

 [<date> Post-Test and Materials](#)

 [<date> Post-Test and Materials](#)

844-332-2121 support@myodp.org

[TRAINING PARTNERS](#) [SUPPORT](#) [SEARCH](#)

County

After you click the correct post-test link, you will be asked for the code you received at the session.

Enter the code in the “enrollment key” To see the characters as you type, click “unmask.” Then click “enroll me.”

Self enrollment (Student)

Enrollment key

If the enrollment key doesn't work, click unmask and try again – make sure you typing correct characters, including zeros (a zero will appear as 0.)

If you are not able to make the key work – or do not have the key - contact the [MyODP Help Desk](#) (support@myodp.org.)

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Post-Test Instructions

Post-Test Provider Applicant Orientation (ID)

Post-Test

Before completing the post-test, download and review the PowerPoint with notes and other materials below.

[PowerPoint with Notes \(version date: 7-19-16\)](#)

[Sample Progress Note Template](#)

The post-test is available from <DATE> and will close on <DATE>.

NOTE:

- The Chief Executive Officer/Director of the agency seeking approval to provide services is responsible to complete this test.
- In order to receive a Certificate of Achievement, you successfully pass the post-test before the closing date of the test above. If you do not pass on the first attempt, a second post-test will become available.
- Each Applicant is permitted two (2) attempts to successfully complete the test. If you do not pass the post-test on the first attempt, a second version will become available below. It will contain different questions; it is recommended that you review the training materials before the second attempt.
- The Post-Test will open in a new window after you click the link below. When you have answered all questions, make sure you review your answers then click next. To save your answers and receive a score, click "Submit All and Finish" twice.
- Please minimize interruptions and allow 30 minutes for the attempt.



[Post-Test Provider Applicant Orientation Attempt 1 \(AVAILABLE FROM <date> TO <date>\)](#)

NEW materials are available for review BEFORE taking the test, including the presentation with notes.

Note dates: The test will only be available between these dates.

Read the notes. When you are ready to attempt the test, click the link.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions

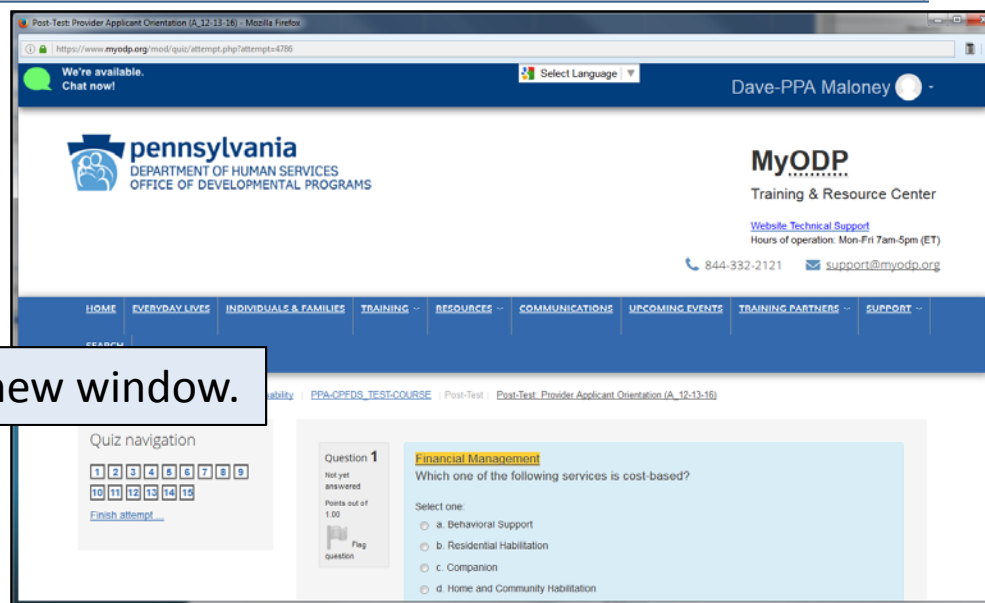
Post-Test: Provider Applicant Orientation

Grading method: Highest grade

Click “Attempt quiz now.”

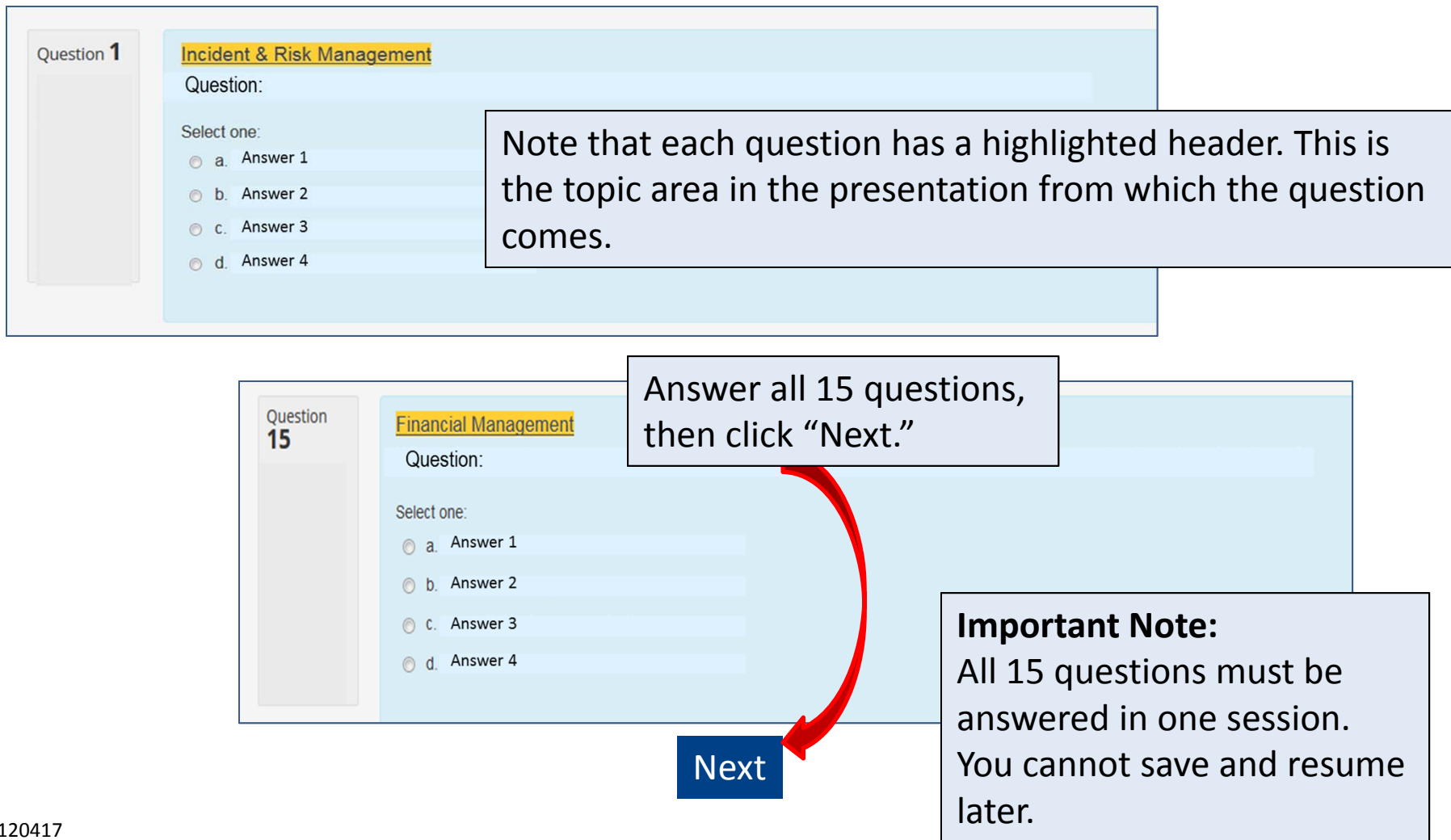
Attempt quiz now

The quiz opens in a new window.



Important: do not close the original window behind the test window.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions



Question 1

Incident & Risk Management

Question:

Select one:

- ☐ a. Answer 1
- ☐ b. Answer 2
- ☐ c. Answer 3
- ☐ d. Answer 4

Note that each question has a highlighted header. This is the topic area in the presentation from which the question comes.

Question 15

Financial Management

Question:

Select one:

- ☐ a. Answer 1
- ☐ b. Answer 2
- ☐ c. Answer 3
- ☐ d. Answer 4

Answer all 15 questions, then click "Next."

Next

Important Note:
All 15 questions must be answered in one session. You cannot save and resume later.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Post-Test Instructions

Post-Test: Provider Applicant Orientation

Summary of attempt

Question	Status
1	Answer saved
	Answer saved
	Answer saved
	Answer saved
	Answer saved
	Answer saved
	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved
11	Answer saved
12	Answer saved
13	Answer saved
14	Answer saved
15	Answer saved

On this screen, you can return to the attempt. If you are ready to see your grade, click “Submit all and finish.”

Click “Submit all and finish” a second time or cancel to return to the summary screen

Return to attempt

Submit all and finish

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish

Cancel

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Post-Test Instructions

Started on	Wednesday, 23 November 2016, 10:06 AM
State	Finished
Completed on	Wednesday, 23 November 2016, 10:08 AM
Time taken	31 minutes
Grade	14.00 out of 15.00 (93%)
Feedback	<p>Congratulations! You have passed the test and successfully completed the Provider Applicant Orientation. A Certificate will be sent to you within two weeks.</p> <p>The Provider Applicant Orientation Training is the first step in a series of actions that must be completed by the Agency before providing a Home and Community Based Service to participants in the Intellectual Disabilities program.</p>

To pass the test, you will need to get at least 13 out of 15 questions correct.

If you pass the test, you will see this message.

Below the message, you will see each question marked as **correct** or **incorrect**.

Make note of the questions you missed and the highlighted topic areas.

Incident & Risk Management

When an Emergency Room Visit occurs resulting from a restraint, who is responsible to investigate?

Select one:

- ☐ a. The Police
- ☒ b. The AE and the Provider ✓
- ☐ c. The Provider only
- ☐ d. The ODP Regional Office

Your answer is correct.

ODP Mission & Values

Individuals and their families desire to have an everyday life. Which of the following does not fit with that vision?

Select one:

- ☐ a. Dating
- ☐ b. Using public transportation
- ☐ c. Having a bank account
- ☐ d. Being told when to take a shower
- ☒ e. Working ✗

Your answer is incorrect.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System


Post-Test Instructions

Started on	Tuesday, November 22, 2016, 2:52 PM
State	Finished
Completed on	Tuesday, November 22, 2016, 3:11 PM
Time taken	18 mins 49 secs
Grade	12.00 out of 15.00 (80%)
Feedback	<p>You have not passed the first attempt of this test. If you want to continue to apply to be an ODP provider, you will need to attempt the post-test a second time.</p> <p>Please review the materials before re-attempting the test. You will need to complete the second attempt within 7 business days from the day you attended the training session. At the end of that period, the test will no longer be available. If you do not attempt the test and pass it the second time, you will need to retake the Provider Applicant Orientation.</p> <p>Failure to pass the post-test after completing the Provider Applicant Orientation will result in your agency being denied enrollment as a provider in the Office of Intellectual Programs.</p> <p>If you would like to withdraw your stated interest in becoming an ODP provider at this time, it would be helpful if you could notify our office through the Provider Applicant Orientation Mailbox at RA-PWPROVIDERAPP@pa.gov.</p> <p><i>ODP Provider Applicant Orientation Team</i></p>

If you do not pass the test on the first attempt, you will see this message.

A second post-test attempt will now be available to you.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions



To access a second attempt at the post test:

Close the **test** window

Then click the back button on your internet browser in the original window.

The screenshot shows the MyODP Training & Resource Center interface. A red circle highlights the 'X' button in the top right corner of the browser window, with a red arrow pointing to it. Another red circle highlights the back button in the browser's navigation bar, with a red arrow pointing to it. The interface includes a header with 'Your Name' and a profile icon, the MyODP logo, and a section for 'Website Technical Support' with 'Hours of operation: Mon-Fri 7am-5pm (ET)'. The browser's address bar shows the URL 'https://www.myodp.org/mod/quiz/view.php?id=9789'. The bottom of the page features a blue navigation bar with 'HOM' and 'SEARCH' links, and a 'SUPPORT' dropdown menu.

If you accidentally closed the original window, you will have to open a browser, go back to MyODP, login, and use these instructions to find the correct post-test again.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System Post-Test Instructions

Post-Test Provider Applicant Orientation (ID)

Post-Test

Before completing the post-test, download and review the PowerPoint with notes and other materials below.

[PowerPoint with Notes \(version date: 7-19-16\)](#)

[Sample Progress Note Template](#)

NOTE:

- The Chief Executive Officer/Director of the agency seeking approval to provide services is responsible to complete this test.
- In order to receive a Certificate of Achievement, you successfully pass the post-test before the closing date of the test above. If you do not pass on the first attempt, a second post-test will become available.
- Each Applicant is permitted two (2) attempts to successfully complete the test. If you do not pass the post-test on the first attempt, a second version will become available below. It will contain different questions; it is recommended that you review the training materials before the second attempt.
- The Post-Test will open in a new window after you click the link below. When you have answered all questions, make sure you review your answers then click next. To save your answers and receive a score, click "Submit All and Finish" twice.
- Please minimize interruptions and allow 30 minutes for the attempt.



[LOCATION and DATE of session you attended – Attempt 1](#)

[LOCATION and DATE of session you attended – Attempt 2](#)

The second attempt must be completed before the closing date.

The second post-test link will be available below the first.

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Post-Test Instructions

Started on	Wednesday, 23 November 2016, 10:06 AM
State	Finished
Completed on	Wednesday, 23 November 2016, 10:08 AM
Time taken	2 mins 8 secs
Grade	14.00 out of 15.00 (93%)
Feedback	<p>Congratulations! You have passed the test and successfully completed the Provider Applicant Orientation. A Certificate will be sent to you within two weeks.</p> <p>The Provider Applicant Orientation Training is the first step in a series actions that must be completed by the Agency before providing a Home and Community Based Service to participants in the Intellectual Disabilities program.</p>

If you pass the second attempt, you will see this message.

If you **do not** pass the second attempt, you will see the message below.

Your score is below the passing threshold. Based on these results, you will not be granted a Certificate of Attendance to become an ODP Provider.

Since you did not complete or pass the post-test the second time, **you must retake the Provider Applicant Orientation**. If you would like to withdraw your stated interest in becoming an ODP provider at this time, it would be helpful if you could notify our office through the Provider Applicant Orientation Mailbox at RA-PWPROVIDERAPP@pa.gov.

ODP Provider Orientation Team

The Applicant Orientation to Enrollment and Provision of Quality Services in the Intellectual Disability Service System

Post-Test Instructions

Post-Test

The post-test is available

For those that **pass the test** on the first OR second attempt:

NOTE:

- In order to receive a Certificate of Achievement, you successfully pass the post-test before the closing date of the test above. If you do not pass on the first attempt, a second post-test will become available.
- The second version of the post-test will contain different questions than the first. If you do not pass the test on the first attempt and decide to take it a second time, it is recommended that you review the training materials before the second attempt.

Before completing the post-test, download and review the PowerPoint with notes and other materials below.



[PowerPoint with Notes \(version date: 7-19-16\)](#)



[Sample Progress Note Template](#)

NOTE:

The Chief Executive Officer/Director of the agency seeking approval to provide services is responsible to complete this test. Each Applicant is permitted two (2) attempts to successfully complete the test.

The Post-Test will open in a new window after you click the link below. When you have answered all questions, make sure you review your answers and then click "Finish and Submit".

Please minimize interruptions and allow 30 minutes for the attempt.



[Post-Test: Provider Applicant Orientation \(A\)](#)



[Post-Test: Provider Applicant Orientation \(B\)](#)

A Certificate of Achievement will be emailed within two weeks of the closing date of the test. Next steps in the application process will be sent with the Certificate.