

Developmental Disabilities Services

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UPDATED

Topic: Developmental Disabilities

Subject: Career Development Plan

Applies to (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental |
| <input type="checkbox"/> Children, Adults and Families | Disabilities Services (ODDS) |
| <input checked="" type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerages,
Providers |

Message:

ODDS has updated the following documents:

- Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation Guide
- Workers Guide: Career Development Planning: Who is Required to Have a Career Development Plan or Decision Not to Explore Employment
- CDP Section of the ISP Manual

A summary of the updates follows:

- When and how Service Coordinators/Personal Agents (SC/PAs) are expected to share the PCI and One Page Profile with employment providers.
- Updates documentation requirements to allow SC/PAs to use progress notes to document why a person who has a CDP has chosen to work less than twenty hours a week.
- Adds a question and answer to the FAQ regarding the requirement that employment path services that occur at a provider site or facility must be used in combination with a service component that is in a non-disability specific setting in the general community and away from the provider site.

If you have any questions about this information, contact:

Contact(s):	Julie Huber	EMAIL:	Julie.L.Huber@state.or.us
Phone:	503-945-9787	Fax:	

Topic:	Career Development Planning & Decision Not to Explore Employment Implementation Guide	
	Date Issued/Updated:	Original: 10/9/15; Updated: 7/1/16; 9/1/17; 2/23/18

Overview: This guide provides:

1. Information on how and when to complete the CDP and the DNE.
2. Outlines the required components of the CDP and DNE.
3. Instruction on how to submit the DNE to the Office of Developmental Disability Services (ODDS).

CDP Implementation Instructions: The SC/PA, working with the person and their ISP Team, has the following responsibilities in relation to the CDP:

1. Ensuring all required components of a CDP are created and implemented. Throughout the year, monitor provider implementation strategies, which may include action plans.
2. Creating at least one outcome related to Competitive, Integrated Employment (Individual, Integrated Employment) for each ODDS employment service.
3. At least annually, have a discussion with people working in Competitive Integrated Employment about the number of hours they want to work per week. Have a similar discussion with people who are not working in Competitive Integrated Employment. In Oregon, the standard guidance for planning is to work 20 hours a week. The person determines how many hours a week they want to work. If a person has a goal to increase his or her hours, the goal should be documented in the CDP along with strategies to reach the goal. If a person does not have a goal to increase his or her hours, document the discussion in the PCI and/or progress notes. This IM and its accompanying worker guides supersede previously issued CDP guidance.
4. Ensuring coordination with other systems such as VR or school. When a person needs a referral to VR, the SC/PA is expected to make the referral. This referral, as well as a date by which the referral should be complete, must be documented in the CDP. The SC/PA must document the completed referral and/or coordination with other entities in progress notes upon completion. The SC/PA should also be part of the team that coordinates and plans employment services with the VR counselor. Relevant activities and planning that have occurred or that will occur through school and/or VR or providers must inform and be incorporated as appropriate into the CDP. This will assist the person to build on, rather than duplicate, past planning efforts.
5. Ensuring that the person's other supporters (paid and natural) are knowledgeable of the person's employment-related goals and their roles and responsibilities in delivering paid and/or natural supports that maximize the person's employment success. This must be done with the person's consent. Examples of paid and natural supports include, but are not limited to: residential; occupational and/or behavior therapy; communication; transportation; and family/friends.

6. Employment is everyone's responsibility. For example, a person may need their residential provider to assist them with proper work attire, snacks or meals needed during work, etc.
7. Helping the person and their ISP Team understand employment provider options and select providers that are qualified to help the person achieve his or her employment outcomes.
8. Documenting the decision in the required CDP components, as outlined in *Workers Guide: Career Development Planning: Who is required to have a CDP or DNE?*

DNE Implementation Instructions: When a working age adult decides that they are not interested in even exploring Competitive Integrated Employment, the SC/ PA must document this in the DNE.¹ Please note, when a person is at least 16 years old and has exited school they are a "Working Age Adult" for the purposes of the CDP. The SC/PA has all of the following responsibilities when completing a DNE:

1. Documenting that the annual employment conversation took place. The documentation must capture the components of that conversation, including that the conversation was grounded in the premise that the person is capable of working in an integrated setting and wants to work. The documentation must also demonstrate that the conversation was held in the manner that was the most accessible and understandable for the person.
2. Informing the person and his or her ISP Team that this decision means that the person has elected not to receive any of the following ODDS Employment Services: Employment Path (Community /Facility), Discovery, Small Group, Job Coaching and Job Development. Document this in the DNE.
3. Documenting that the person and his or her ISP Team understands that he or she can change their employment decision at any time during their ISP year. If a person changes their mind and decides that at the very least, they want to explore Competitive Integrated Employment in the general workforce, then, replace the DNE with a CDP.
4. Submitting the PCI. The primary purpose of this is to show how employment was discussed by the person and others important to them such as family, and employment, day and residential providers.

A person's CDP and necessary support documents should follow the person through the employment process. The CDP will help inform VR to create their Individual Plan for Employment (IPE) and ensure that a person's goals are achieved.

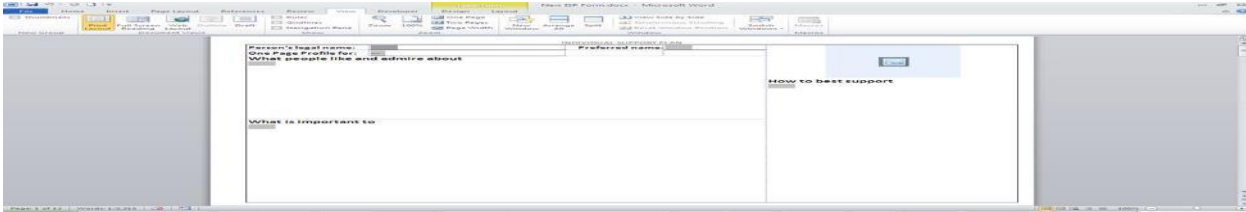
The PCI and the One Page Profile offer employment providers valuable context that may allow them to better tailor their services. Unless the person does not wish to share these documents, the SC/PA must send them to the employment provider before employment services commence. If the person has concerns about sharing this information, they should discuss those concerns with their SC/PA so that they can make a well-informed decision about sharing. Ultimately, it is the person's decision. At minimum, the SC/PA must provide the employment provider with page 3 of the ISP (formerly known as "My Declaration") as well as employment outcomes.

¹ The [Employment Discussion Guide](#) is a tool for having this conversation.

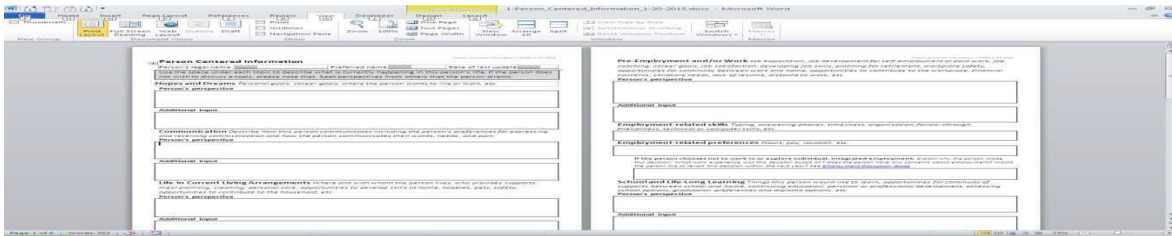
When Using the New ISP, the Following Sections Must be Finished for the CDP or DNE to be Complete:

Per [AR-17-048](#), the new ISP must be used to complete the CDP/DNE on or after September 1, 2017 for plans that are due in November 2017 and for ISP planning for people who are new to services.

1. The One Page Profile; and



2. The Person-Centered Information (PCI).³ The person and his or her team must review the entire PCI for the purpose of understanding and documenting either potential opportunities to support the person's employment-related goals and/or potential obstacles to address. Employment success depends not only on employment providers; it also depends on other supports such as education, residential, behavioral, and occupational and physical therapy. Even though the PCI may be completed by people other than the SC/PA, it provides valuable insight into the context of how the person made their employment decision.



3. Page 3 of the ISP; and (Just part of the page is shown)

Career Development Plan (CDP) Show only CDP section Show all ISP pages

Oregon is an "Employment First" state: Oregon believes with the right supports, everyone can work and there is a job for everyone. Everyone has the right to work in the community. See the "Employment Discussion Guide" for ideas about the employment conversation, which must occur at least annually.

Employment services are not tests people have to pass but resources people can choose. **To receive an employment service, a person must have a goal of at least exploring competitive integrated employment, also known as individual, integrated employment.**

Choose one: No career development plan Transition age Working-age adults

- **No career development plan:** Only use this choice for people who are not required to have a Career Development Plan.
- **Transition age:** Those who are still in school under IDEA and are 14–22 years old. This section may be completed for those younger than age 14 who are in transition planning, and **must** be completed for those aged 16–22 who are still in school.
- **Working-age adults:** People who have exited school services. Although it should be rare, those as young as 16 may fall under this category. Typically, working age adults are at least 18 years old.

³ Please note, for formatting purposes, only the first page of the PCI is shown here, but the entire PCI is required.

- FOR THE CDP ONLY:** The Desired Employment Outcomes Section. Each ODDS employment service must have at least one outcome related to Competitive, Integrated Employment.

Desired employment outcomes

- Providers to SCL/AS
- Discuss employment issues annually with the person. An *Employment Discussion Guide* is available. The guide includes specific examples of advantages of working, disadvantages of not working and strategies to overcome common barriers to obtaining employment. Information regarding the definitions of integrated employment can be found here too.
- When writing desired employment outcomes in the ISP, be as specific as possible. Include elements such as, but not limited to, the number of hours the person wants to work per week, desired hourly wage, type of job the person wants and job location. The outcomes should incorporate employment-related information from the "Pre-employment and/or work" section of the FCI.
- Each employment service must have at least one desired employment outcome. Employment providers must create implementation strategies for each desired employment outcome.

Desired employment outcome:

Key step/goal	What supports the outcome? (Choose one or type in)	Who is responsible?	Timelines	Where to record progress	Additional implementation strategies expected?
	(Choose one or type in)				
	(Choose one or type in)				
	(Choose one or type in)				

+ Add another desired employment outcome section
- Remove the desired employment outcome section (above)

- FOR THE CDP ONLY:** For each ODDS employment outcome, providers must develop implementation strategies which may include action plans.
- FOR THE DNE ONLY:** All of the questions in the DNE section (just part of the page is shown)

Decision not to explore employment Not applicable

Not required for students who are still in school under IDEA or for people who are aged 60 or older or who will be 60 in the current ISP year.

Complete this section only if the person chooses not to work in or even explore an integrated employment setting now and does not want a waiver-funded employment service at this time.

Describe the person's employment-related skills (examples include organized, enjoys working as part of a team, never forgets a name, friendliness, follow-through, punctual, etc.):

This is a summary of the requirements:

The Required Components of a CDP are:

- The One-Page Profile
- The entire PCI document.
- Page 3 of the ISP (formerly known as the "MyDeclaration,")
- Desired Employment Outcomes (at least one outcome for each ODDS employment service)
- For each ODDS employment outcome, the provider must develop implementation strategies which may include action plans.

The Required Components of a DNE are:

- The One-Page Profile
- The entire PCI document
- Page 3 of the ISP (formerly known as the "MyDeclaration,")
- DNE Section. The answers in the DNE must be substantiated by the narrative in the PCI.

When a DNE is done, at minimum, the One Page Profile, entire ISP and entire PCI must be sent via secure email within one calendar month to ODDS.CareerDevelopmentPlan@state.or.us. To request a secure email link, email the previous email address requesting one.

When submitting a DNE:

- Specify "DNE" in the email subject line.
- In the email, include the person's name, prime number and date of birth (MM/DD/YY).
- Provide the name of the Personal Agent or Service Coordinator
- Provide the date the DNE was done (MM/DD/YY).

Applicability: Service Coordinators and Personal Agents will use this policy in the creation and monitoring of CDPs and DNEs. This policy also applies to Employment providers and others who support people served by ODDS.

Forms that Apply: Refer to the ISP, PCI and One-Page Profile documents for applicable procedures. These documents are at www.oregonisp.org. Information is also available under “Employment Tools” on the [Brokerage](#) or [CDDP](#) web pages.

Contact(s):

Name: Julie Huber; **Phone:** (503) 945-9787; **Email:** julie.l.huber@state.or.us

Topic:	Career Development Planning: Who is Required to Have a Career Development Plan or Decision Not to Explore Employment
Date Issued/Updated:	Original: 10/9/15; Revised: 7/1/16; 9/1/17; 2/23/18

Overview: This guide provides the following information:

- 1) Who is required to have a Career Development Plan (CDP) or Decision Not to Explore Employment (DNE)
- 2) Resources for Career Development Planning
- 3) Frequently Asked Questions (FAQs)

Who is Required to Complete a CDP or DNE?

Effective June 1, 2015 all persons between the ages of 16 and 60¹ must have a CDP or DNE as part of their annual ISP. Persons who are younger than 16, who are 60 or older, or who will be 60 in their ISP year may complete a CDP if they choose, but do not have to. If a person is over the age of 60 and is employed or uses employment services, a CDP must be completed.

A Personal Agent (PA) or Service Coordinator (SC) should encourage families and youth to begin planning for employment success before their transition from high school. A person of any age may use the CDP process. Employment planning efforts must be coordinated with other supports that include, but are not limited to school, Vocational Rehabilitation (VR) and natural supports. Waiver funding may not supplant resources available through VR or the schools.

Regardless of service plan setting, it is critical to have a conversation about employment with people who are of working age. The [ISP Manual](#), [Employment Discussion Guide](#) and [Selecting Employment Providers Guide](#) may be helpful in facilitating such discussions. As the plan for achieving employment outcomes, the CDP shall be developed during the annual planning process before the authorization of services. If an individual requests services mid-plan, the CDP must be completed no later than 45 days from the date of request for a service and CDP.

For students who are still in school under IDEA, the following apply:

- If the student does not want to explore employment at this time, a DNE **does not need** to be completed. This also applies to students who are 21- 22 and still in high school. If a person is still in school under IDEA, select “Transition Age” on the Declaration.
- A full CDP must be done one year prior to exit from school; or within one year of an unexpected exit from school.

A full CDP must be completed in the following instances when the student:

- Expresses an interest in work or does want to work now
- Wants to maintain and advance in current job
- Is receiving employment supports elsewhere
- Has an IEP post-secondary goal with an employment or training focus

¹ Students in school under IDEA who choose not to work do not need a DNE.

For people ages 21-60 or for students who have exited school, the following applies:

Since the person is no longer in school under IDEA, complete the “Working Age Adults” Section. A CDP or DNE must be completed.

People who are eligible for waiver or K-Plan services, and who receive a Medicaid funded service, shall use the CDP or DNE processes (Refer to the *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation Guide*) as part of the new ISP process, regardless of whether they choose waiver-funded employment services.

People who are not eligible for waiver services, or receive case management only or State Plan Personal Care only, may use either the Annual Plan or the components of the CDP (as outlined in the *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation*) to plan their non-ODDS funded employment services and supports. It is critical to have a conversation about employment with persons who are of working age, despite service plan type, so that at least annually a person can make an informed decision about employment.

While the CDP must document how employment outcomes will be supported the DNE must document how the person decided they were not interested in pursuing or even exploring Competitive, Integrated Employment (Individual, Integrated Employment) in the general workforce. The DNE must document the discussion as well as how the person made an informed decision. See the *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation* for guidance on who gets a CDP or DNE. The examples below illustrate why either the CDP or the DNE is critical and required.

Example 1: Bob, who is 25 years old, is supported by the Comprehensive Waiver. He is a Mechanic’s Assistant at ACME Auto Repair. He does not need or want job coaching. He does not want any of the other ODDS employment services. His co-worker, Steve, gives Bob a ride into work and also helps him stay on task at work and learn new skills. Even though Bob is not receiving any ODDS employment services, a CDP must be done. The CDP would reflect Bob’s employment goals, including things such as learning new skills, working more hours, etc. The CDP would also document the natural supports (such as Steve) that help Bob to be successful at work. In addition to being a roadmap for the upcoming year, the CDP will also play an instrumental role if any of Bob’s natural supports are no longer available. For example, if Steve moved to another town, Bob would need another way to get to his job. Additionally, he might need other supports to continue to advance in his career.

Example 2: Mary is 42 and is undergoing chemotherapy, which makes her ill. Currently, her supports are funded by the K-Plan. Even though she is eligible for the Support Services Waiver, she is not receiving supports through it. She has chosen not to work or even explore employment this year. However, once she feels better, she wants to get a job. In the meantime, she has chosen to receive some community-based activities through the K-Plan. Even though she is not receiving any waiver- funded services, a DNE must be completed. The DNE documents why and how she made her decision about employment – the effects of the chemo as well as her wish to be employed in the future.

Resources for Career Development Planning: Additional information on employment:

- [The ISP Manual:](#) Focuses on the core responsibilities of Service Coordinators, Personal Agents, Employment, Residential and Foster Care providers in their respective roles regarding the ISP.

- **[The Employment Discussion Guide:](#)** The guide is structured to facilitate conversations about obtaining and advancing in an individual job in an integrated employment setting in the general workforce, before the date of the ISP meeting. A person's opportunities for employment success are exponentially strengthened when his or her SC or PA is an employment champion.
- **[The Selecting Employment Providers Guide:](#)** The guide provides information for the person and his or her ISP Team to consider when choosing employment providers.

Applicability:

Service Coordinators and Personal Agents will use this policy in the creation and monitoring of CDPs and DNEs. Employment providers and others who support people served by ODDS.

Form(s) that apply:

Refer to the ISP, PCI and One-Page Profile documents for applicable procedures. These documents are at www.oregonisp.org. Information is also available under "Employment Tools" on the [Brokerage](#) or [CDDP](#) web pages.

Frequently Asked Questions:

1. If a high school student does not want to work, does a DNE need to be done?

Because the student is choosing to avail themselves of resources available to them through IDEA, do not complete a DNE.

2. If a person only uses natural employment supports, is a CDP needed?

Yes. Even when a person only uses natural supports to be successfully employed, it is important that the CDP be done. The CDP documents the supports the person needs to secure, maintain and advance in employment. It is particularly critical when the person's paid and/or natural supporters change and/or are no longer available.

3. If a person who is of retirement age decides that they do not want to work in the community; does a DNE need to be done?

No, in this circumstance, a DNE only needs to be completed if the person wants a DNE.

4. Can a person of retirement age use an ODDS Employment Service if they do not have a goal of at least exploring Competitive, Integrated Employment?

No, everyone who uses an ODDS employment service must have a goal of at least exploring Competitive, Integrated Employment. Day Service Activities may be an option for a person who chooses to have a DNE. Please note, a person who has a DNE may change their mind about working at any time during their ISP year. However, just like anyone else, a person may want to retire after years of working. Typically, retirement is the result of thoughtful planning that begins while the person is still working. The ISP/CDP must be reflective of this type of planning when someone is in this circumstance.

5. Is it allowable to cut and paste the same answer to questions in the DNE or for an SC/PA to use standardized responses (template answers) across multiple DNEs?

No, it is not. The DNE was created to help ensure that each person only made the decision not to even explore employment after a robust discussion. DNE responses must reflect the specifics of the discussion with the person and their team.

6. If a person has a DNE one year and decides to have a DNE again, do we have to complete the DNE or can we just keep the previous answers?

You must create a new DNE. The DNE was created to help ensure that each person only made the decision not to even explore employment after a robust discussion. It documents that the discussion began on a positive premise every year and how the person made the decision.

7. May a SC/PA use standardized employment outcomes?

No, the CDP is a person-centered and individualized plan that must be tailored to the person's interest, skills, and short and long-term goals.

8. What must employment path outcomes do?

They must demonstrate how they will support a person to achieve their goals related to obtaining or exploring Competitive Integrated Employment. Outcomes must be specific, measurable, achievable, relatable, and time limited.

Please remember that per OAR 411-345: Employment path services that occur at a provider site or facility must be used in combination with a service component that is in a non-disability specific setting in the general community and away from the provider site.

Contact(s): Name: Julie Huber; Phone: (503) 945-9787; Email: julie.l.huber@state.or.us

SC/PA: Career Development Plan

Core Responsibility

- Communicate that it is appropriate at every age to discuss Competitive, Integrated Employment (Individual, Integrated employment). It does not occur in Small Group Employment or in a sheltered workshop.
- Ensure that the person understands as much as possible about what Competitive, Integrated Employment is and what its benefits are as well as the drawbacks of not working such as poverty and isolation. It is not sufficient to document that the person does not have a concept of work, money, etc. If, after you have made a concerted effort to help the person understand, and the person either doesn't understand or has limited understanding, consult others who may have other ideas to help the person understand. If the person still has limited understanding, document these efforts in the DNE.
- At least annually discuss Competitive, Integrated Employment with the person. The conversation must be grounded in the belief that every person can and wants to work. See the [Employment Discussion Guide](#) and the *Workers Guide: CDP DNE Implementation Guide* for more information as well as the *Workers Guide: Career Development Planning: Who is Required to Have a CDP or DNE*.
- Ensure that the person and their team understand that there are no required ODDS services or other pre-requisites before exploring, pursuing or obtaining Competitive, Integrated Employment.
- Develop at least one desired outcome related to Competitive, Integrated Employment for each ODDS employment service that the person selects.
- Competitive, Integrated Employment is the first and priority employment option explored in service planning for working age adults. This means that for people who:
 - o Are employed in an integrated setting, annual service planning must focus on maintaining employment as well as considering additional career or advancement opportunities.
 - o Have not yet secured employment in an integrated setting, annual service planning must include and reflect employment opportunities as a first and priority option.
 - o Choose to do a DNE at their most recent ISP meeting, the person must understand that they can change their mind about employment at any time. Additionally, the annual employment discussion must always begin on a positive note that everyone wants to and can work, with the appropriate supports – this is especially important to people whose employment choices previously resulted in a DNE.

- Help people:
 - Understand that the expectation of every employment service is Competitive, Integrated Employment. This is especially critical that people participating in the following services understand this expectation: Small Group Employment, Employment Path Services-Community/Facility and Discovery.
 - Make informed decisions that are based on an understanding of what Competitive, Integrated Employment is as well as the benefits of working. It is a requirement that this conversation is held in a manner and with a mode of communication that is tailored to the person.
 - Use employment data as well as interviews to select employment providers.
 - Understand that they may receive employment services from a variety of providers.
- Be pro-active with financial supports such as Benefits Planning. Both Vocational Rehabilitation (VR) and [Disability Rights Oregon](#) are resources for Benefits Planning.
- Ensure that the employment-related supports that providers will be responsible for are: 1) Discussed; 2) Written into the person's plan; and 3) Understood by the responsible parties.
- For a person receiving employment services, the case manager must: (A) Assess the progress of the person toward Competitive, Integrated Employment; and (B) When a person is receiving facility based employment path services, visit each setting at least twice per plan year, while the person is present, to verify and document the progress being made to support the person to achieve employment goals documented in the CDP. Visits must occur no less than once every six months.
- Monitor provider implementation strategies that may include action plans. It is the responsibility of the provider to develop implementation strategies (which may include action plans) that detail how the person will reach their desired outcome(s). There must be at least one implementation strategy for each ODDS employment service. Implementation strategies must, at minimum, be monitored for correspondence to the person's desired employment outcomes and effectiveness of implementation. Implementation strategies must show progress. In the event that progress is not being made, the ISP team must evaluate why progress is not being made, including discussing the training method, the strength of the action plan and the skill of the staff in delivering the service. Based on these discussions, the CDP and corresponding documents such as action plans must be created/updated within a reasonable amount of time.

Points to Consider

- Employment success depends upon everyone who is a paid or natural support – including people who support the person at home. It is critical that everyone understands their roles in supporting the person in matters such as being to work on time, adhering to the employer’s dress code, scheduling recreational activities so they do not conflict with the person’s work schedule, etc. In Oregon, an Employment First state, employment is everyone’s job.
- At this time, Employment Path services are time-limited. People and families need to be aware of this and use this time well so that it does not surprise the person or the people who support them.
- The ultimate and expected outcome of Discovery is Competitive, Integrated Employment. VR is the expected funder of job development.
- Selecting Employment Providers:
 - For each service selected, a provider will need to be chosen. It is fine to select the service before a provider is chosen. A CDP often spurs people to consider things for the first time. After a provider is chosen, the SC/PA updates the CDP. It may help to review the ODDS employment data before selecting employment providers. The data is on the [ODDS website](#).
 - “Providers” refers to organizations that deliver employment services, it also refers to PSWs who provide employment services. This [FAQ](#) provides information about employment services.

Completing the Career Development Plan

Ideally, the person will have experiences tailored to their skills and interests as the basis for their decision about Competitive, Integrated Employment. However, at a minimum, we would encourage you to meet with the person and any other people they would like to invite and using the Employment Discussion Guide, facilitate a discussion about employment. Document the outcome of that discussion on the Person-Centered Information document.

Transition Age: If, after selecting “Transition Age, to describe their current status, a student selects any of the first three choices on the third page of the ISP, regardless of whether they will use ODDS-funded employment services, create a CDP that will support the student to reach their goals. If the student selects any of the remaining choices, although the elements of the CDP are not required to be completed, it may benefit the person to have employment outcomes and/or discuss how they will have opportunities to at the very least explore Competitive, Integrated Employment through other resources such as their family, the school, and VR.

Employment is Everyone’s Job: Remember, support from others such as the person’s family or the residential provider often play a pivotal role in helping people reach their desired employment outcomes. Examples of such support include but are not limited to helping the person to be prepared for work by having clean clothes, waking up in time to get ready for work, and, as much as possible ensuring that other activities are scheduled to not conflict with the person’s work schedule.

Discussion about Hours: At least annually, the SC/PA must have a discussion with each person who is working in Competitive, Integrated Employment about the number of hours they want to work per week. The SC/PA must have a similar conversation with people who are unemployed, or using another employment service, but have a goal of being employed in Competitive, Integrated Employment.

In Oregon, the standard for planning is 20 hours a week. The person determines how many hours a week they want to work. A person may choose to work full time, part time, or another individually determined amount. See *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation Guide*; [The Employment Discussion Guide](#) and [IM-16-044](#) .

Completing the Decision Not to Explore Employment

The DNE's purpose is to demonstrate how the person made an informed choice about not working. It is not sufficient to note that a person does not understand the concept of terms like "work" or "money" – we have an obligation to do our utmost to help people understand. Additionally, it is not uncommon to find that people have had negative or frustrating experiences with working or with activities such as being in a sheltered workshop. Often, people have struggled to perform many "entry level" jobs such as restaurant work, cleaning or assembly. If the person has had one job after another that has been frustrating, they may become discouraged and think employment is not for them.

Historically, working has been the exception and not the norm for people with disabilities - Oregon is trying to change that. The annual employment discussion ensures that the person makes the decision in a manner that is free from influences that may even unintentionally sway their decision. That discussion must always be grounded in the positive assumption that everyone wants to work and, with the right supports that everyone can work – even when and especially when the person has had had a DNE.

As discussed previously in these instructions, before a person makes the decision to complete a DNE, ideally, they will have experiences tailored to their skills and interests as the basis for their decision about Competitive, Integrated Employment. However, at a minimum, when you meet with the person and others they have invited, we would encourage you to use the Employment Discussion Guide to facilitate the employment discussion. The DNE documents how the person was supported to make an informed decision about employment. A DNE reflects a point in time and must never be viewed as someone's "forever" response to employment. Additionally, the SC/PA must inform the person that they can change their mind about work at any time.

Documentation must demonstrate that the PA/SC made robust attempts to help the person understand what work is and the difference it could have on the person's choices. For example, if Joe is an avid traveler, a salary could greatly assist him in pursuing this interest.

The discussion should focus on solutions and strategies that could assist the person to secure, maintain and advance in Competitive, Integrated Employment. Please remind the person that by choosing to have a DNE, they will not be able to receive any of the ODDS-funded employment services in **Example 1**.

Example 1:

Initial Job Coaching	Ongoing Job Coaching
Discovery	Small Group Employment
Employment Path Services-Community	Employment Path Services-Facility

The person may change his/her mind about working at any time. If a person who has chosen not to explore integrated employment changes their mind and decides that they are interested in exploring, pursuing or securing integrated employment, amend their CDP accordingly and develop Employment Outcomes. All changes to the ISP are documented using a Change Form. The CDP is part of the ISP, so any changes to the CDP are documented on a Change Form. One single Change Form can include multiple changes, such as amending the CDP and adding Employment Outcomes. The Change Form includes space to note who gives approval for the change(s) being made.

For each person, identify and address potential barriers in **Example 2**. Update this section with important developments – for example, when a possible solution has been tried and has not worked – or the best scenario – when a solution has been developed.

Example 2:

Potential barriers to working in an individualized, integrated job	How will this obstacle be addressed?
<input type="text"/>	<input type="text"/>

Employment Outcomes

When creating outcomes, provide as much detail as possible about what the person wants to accomplish. **Every ODDS employment service must have at least one Desired Employment Outcome.** This will be critical when the person decides how time in their selected service (s) will be invested to help them to reach their goal. Remember, Small Group Employment and Employment Path Services are time-limited services, so it is crucial that the person’s time is invested wisely.

An employment service is not an outcome – an employment service is time a person has chosen to use to reach an outcome. Remember, services are resources people can use – not tests they have to pass. For example, if someone had an outcome of being ten minutes early for appointments, they do not have to achieve that outcome before pursuing employment.

Not an Outcome: John will use his time in employment path to work on being on time.

An Outcome: John will be ten minutes early to his appointments.

Not an Outcome: Sue will explore different jobs in her community.

An Outcome: Sue will know about at least 3 different types of jobs in her community that interest her. At a minimum, the specific outcome, as well as what support is required to reach the outcome must be indicated, as well as how it will be monitored.

The person does not have to receive any employment services before deciding that they want to work. If they want to work, they may proceed directly to VR for job development (help finding a job) or may decide to find a job on their own (without paid assistance through ODDS or VR to find the job.)

Discovery/Career Exploration: The optimal and expected outcomes are:

- 1) A Discovery Profile and any other documentation required by ODDS; and
- 2) A referral to VR. Note, SCs and PAs can and should make referrals to VR if a person indicates that they want to seek Competitive, Integrated Employment.

After the creation of the Discovery Profile, the SC or PA will collaborate with the person's provider of Discovery/Career Exploration to make the referral to VR.¹

Employment Path Services: Remember, to be eligible for any ODDS employment service, including path services, a person must have outcomes related to Competitive, Integrated Employment. Like all ODDS Employment Services, Employment Path Services are tools people can choose to avail themselves of – not tests they have to pass before pursuing Competitive, Integrated Employment. Employment First in Oregon means that everyone is “ready” to work – no one has to achieve all or even part of their outcomes in a service before deciding that they want to immediately pursue Competitive, Integrated Employment and/or Small Group Employment.

See *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation Guide* for more information on Employment Path Services.

Path Services are primarily directed at teaching non-job task specific skills that will lead to greater opportunities for Competitive, Integrated Employment and career advancement at or above the state's minimum wage but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by people without disabilities. There are two types of Employment Path Services:

Employment Path Community: EPC must be designed to provide opportunities to explore interests in Competitive, Integrated Employment through activities such as: job shadows, work experiences, volunteering, business tours, and informational interviews. The number of opportunities should be based on a person's level of comfort, but should steadily increase in number throughout the ISP year.

Employment Path Facility: To participate in this time-limited service, the person **must** have employment-related goals. The service is delivered in a facility. This path service focuses on teaching people soft skills that will help them to succeed in community employment. The goals should be specific, measurable, and need to include a training component. Examples include: communication, focusing on tasks, completion of tasks, following instructions, being on time for work, improving attendance, etc.

¹ Referral to VR may also occur while the person is participating in Discovery. An application to VR is not needed if the person is going to find a job without using funding from ODDS or VR.

Small Group Employment: Like all ODDS employment services, Small Group Employment has an optimal and expected outcome of Competitive, Integrated Employment. Small Group Employment consists of services and training activities provided in regular business, industry and community settings for groups of two (2) to eight (8) people with disabilities. Examples include mobile crews and other business-based workgroups. Services and training activities must be provided in a manner that promotes integration into the workplace and interaction with people without disabilities in those workplaces.

All ODDS funded services require at least one Desired Outcome and implementation strategy. Even though the person has a job in Small Group, desired outcomes need to focus not only on helping the person achieve their goals in that job but in building transferrable skills that will assist them in securing Competitive, Integrated Employment. Small Group does not occur in a sheltered workshop.

Job Coaching: This service is support for Competitive, Integrated Employment. The mantra of a successful job coach is “the less I am needed the more I have succeeded.” Research shows that the constant presence of a job coach has a negative impact on a person’s ability to be as independent, productive and included as possible. ²

The Desired Outcome for Job Coaching is always to make the person as independent as people. This strategy needs to be embedded in the outcomes related to Job Coaching as well as the Action Plans/Implementation Strategies. Outcomes, Action Plans/Implementation Strategies are designed to create, identify and implement solutions that will allow the person to be as independent as possible. The CDP must be updated as the person’s outcomes, support needs and skill level changes. The person, the job coach and SC or PA must work together to update the CDP. A CDP is important because it records what is needed – this is especially important if there is a change in job coaches or a new SC or PA.

Job Development: The service of helping someone to find Competitive, Integrated Employment. People must be referred to VR for job development. ODDS funded job development is only available after VR has denied a person services.

² Demystifying Job Development: Field-Based Approaches to Job Development for People with Disabilities (Hoff, Gandolfo, Gold, & Jordan, ICI, 2001)