

Policy Transmittal Developmental Disabilities Services



Lilia Teninty
Authorized signature

Number: APD-PT-19-002
Issue date: 1/24/2019

Topic: Developmental Disabilities

Due date: 1/25/2019

Transmitting (check the box that best applies):

- New policy
 Policy change
 Policy clarification
 Executive letter
 Administrative Rule
 Manual update
 Other:

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: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input checked="" type="checkbox"/> ODDS Children’s Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (please specify): Brokerage Directors |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Retention Payment through ODDS when not available through VR		
Policy/rule number(s):	Outline in "Retention Payment" Worker Guide	Release number:	NA
Effective date:	Beginning 1-25-2019 for those who start jobs on or after 1-25-2019	Expiration date:	NA
References:	"Retention Payment" Worker Guide		
Web address:	https://www.dhs.state.or.us/spd/tools/dd/index.htm		

Discussion/interpretation:

ODDS released the “Employment Stabilization” Worker Guide ([located here](#)) in 2017, and updated in 2018. This Worker Guide outlines the process by which an individual may access ODDS for Job Coaching supports when they did not utilize VR services.

In the event that an individual secures a job without Job Development services (either independently through job applications, or another employment service such as

Employment Path or Discovery) and is stable in that job, VR services are typically not available. This is because VR provides job placement (Job Development) and stabilization services. If an individual already has a job, and is stable in that job, those services would not be available or applicable.

For that reason, ODDS implemented the “Employment Stabilization” Worker Guide to outline the process for documenting stabilization and funding Job Coaching without seeking VR services.

Specifically, stabilization means that an individual has a job that is in alignment with their Career Development Plan (CDP) and employment goals, is a good fit, is providing the number of hours the person wants to work, and the individual is not at risk of losing the job. In the event that the job is not in alignment with their goals, is not a good fit for the person, the person wants additional hours, or is at risk of losing their job, the person needs to be referred to VR for stabilization services. These services may include finding a different job via Job Placement services.

At this time, because VR services are not available when an individual obtains competitive integrated employment without Job Development services, and is stable in that employment, ODDS has designed a process for a Case Management Entity (CME) to authorize retention payment for retention services rendered. ODDS will review all authorizations for retention payments.

Implementation/transition instructions:

Review the attached “Retention Payment” Worker Guide. When an individual obtains a job without Job Development or Job Placement services, and maintains that job for 90 days, the CME should discuss with the individual’s employment team the “Employment Stabilization” and “Retention Payment” policy/worker guides. If the individual and individual’s employment provider who delivered retention services agree, and retention services were provided as verified by the CME, the CME should authorize Job Retention (401 W9) in eXPRS and ensure the “Job Coaching Without VR” form was submitted to ODDS at oddsemployment.pathreview@state.or.us for review.

Retention services typically include:

1. Establishing links with employers, in partnership with business services, to negotiate jobs with and for specific participants to retain an individual job in a competitive integrated employment setting in the general workforce, including customized employment or self-employment.
2. Acting as the employer’s primary contact during the supported individual’s first 90 days on the job.
3. Following up with the employer and providing support to the individual during the negotiation of any additional reasonable accommodations needed or

identified after job placement.

4. Providing support for any additional job carving needed after job placement.
5. Finalizing job designs and job and task analyses, including special considerations for support. This includes the identification of core job functions and identification of the related and subtle skills necessary for a worker to be successful in the job.
6. Evaluating the type and amount of job-task and social-task supports necessary for employment success.
7. Facilitating relationships and natural supports with families, co-workers, supervisors, and other employer contacts.
8. Maintaining continued contact with the employer, supported individual, and Job Coach, until the job is stable, and the individual has maintained employment for at least 90 days. The retention outcome payment helps ensure and set the expectation that the Job Developer continues to play a role during the supported individual's initial days on the job and ensure a smooth transition to the Job Coach.

ODDS will review the authorization and form and if it is approved, approve the service in eXPRS. If ODDS does not approve, ODDS will contact the CME for additional information and clarification.

Training/communication plan:

Training should occur between a CDDP Manager/Brokerage Director and Services Coordinators/Personal Agents. The process is not significantly different from the original request to fund Job Coaching services without VR services, and only requires the additional step of authorizing Retention Services in eXPRS when an individual has maintained a job for 90 or more days. A joint VR/DD stakeholder call will be hosted January 29, 2019 from 1:30-2:30 and quarterly throughout 2019. This topic will be discussed at the upcoming call. Ongoing technical assistance is available by the Regional Employment Specialists, contact info here: [Regional Employment Specialists](#).

Field/stakeholder review: Yes No

If yes, reviewed by: Innovation and Engagement Website/Stakeholders

Filing instructions: NA

If you have any questions about this policy, contact:

Contact(s): Acacia McGuire Anderson	
Phone: 503.947.5099	Fax:
Email: acacia.mcguireanderson@state.or.us	

Topic:	ODDS Job Development – 90 Day Job Retention Payment	
	Date Issued/Updated:	January 25, 2019

Overview

This worker's guide outlines circumstances under which ODDS may fund the job development 90-day job retention payment if a person obtains a job without using VR-funded services.

Procedures

I. REQUIREMENTS

ODDS may fund a single job development 90-day job retention payment (also just known as the "90-day job retention payment") if:

1. A person obtains a job without using VR¹-funded services;
2. The job meets requirements outlined in the [ODDS Worker's Guide on Competitive Integrated Employment](#);
3. The person's job is stable, consistent with the [ODDS Stabilization Worker Guide](#);
4. The person has retained the job for 90 days or more; and
5. The service is not available through VR.

VR Job Development services are generally "not available" if the person obtains a job without an open VR file and the person's job is stable.

Generally, a job is considered stable if the following are true:

- The person's employment goals have been achieved.
- The person is working the number of hours they want to work.
- The person is performing well on the job.
- Ongoing services are available (e.g. Job Coaching is available through ODDS and Medicaid-funded HCBS).
- The job is a good fit, which may include that the person's disability and/or medical-related needs are being met through natural or paid supports.

¹ VR funded services may also be Oregon Commission for the Blind funded services. Both are authorized as VR services under the Rehabilitation Act of 1973.

Again, see the stabilization worker's guide for more information.

Example:

The person might use ODDS and Medicaid-funded HCBS for pre-employment supports (Employment Path or Discovery) to explore employment or develop employment skills. During these services, the provider might support the person to find an internship or other community work experience. The time-limited work experience or internship itself may turn into a job that meets requirements for Competitive Integrated Employment. In this case, the provider would be eligible for the 90-day job retention payment through ODDS if VR services are not available because VR has not been engaged, a VR file is not open, and the person is considered to be stable (i.e. the job matches the person's goals, the person is performing well, ODDS Job Coaching continues to be available, etc.)

II. BACKGROUND INFORMATION

Retention services typically include:

1. Establishing links with employers, in partnership with business services, to negotiate jobs with and for specific participants to retain an individual job in a competitive integrated employment setting in the general workforce, including customized employment or self-employment.
2. Acting as the employer's primary contact during the supported individual's first 90 days on the job.
3. Following up with the employer and providing support to the individual during the negotiation of any additional reasonable accommodations needed or identified after job placement.
4. Providing support for any additional job carving needed after job placement.
5. Finalizing job designs and job and task analyses, including special considerations for support. This includes the identification of core job functions and identification of the related and subtle skills necessary for a worker to be successful in the job.
6. Evaluating the type and amount of job-task and social-task supports necessary for employment success.
7. Facilitating relationships and natural supports with families, co-workers, supervisors, and other employer contacts.
8. Maintaining continued contact with the employer, supported individual, and job coach, until the job is stable, and the individual has maintained employment for at least 90 days. The retention outcome payment helps

ensure and set the expectation that the Job Developer continues to play a role during the supported individual's initial days on the job and ensure a smooth transition to the Job Coach.

Between job placement and 90-day retention, the Job Coach focuses on the direct support needs of the individual and has duties that may include, but are not limited to the following:

1. Providing training, systematic instruction, planning, and other workplace support services that enable the individual to be successful and integrated into the job setting. This might include, but is not limited to, training and systematic instruction regarding job related time management (punctuality, task speed), hygiene, organization (detail orientation, sorting/categorizing), self-advocacy, and disclosure.
2. Supporting the maintenance of relationships and natural supports with families, co-workers, supervisors, and other employer contacts.
3. Providing instruction and support to co-workers as needed (ie: augmented communication).
4. Developing and implementing techniques and strategies to fade supports as much as possible.
5. Supporting individuals using this service to assume full responsibilities for their jobs.

For this reason, Job Coaching is considered a separate service from retention, and initial Job Coaching may be billed during the first 6 months, as outlined in the Job Coach Worker Guide, the Expenditure Guidelines, and as outlined above.

III. APPROVAL AND BILLING

Upon the completion of the initial 90 days of work, and receiving retention services, the case manager must work with the provider to submit the following to ODDS for approval:

- [Job Coaching Without VR Placement Form](#) to include the following information:
 - Documentation that the job meets the requirements outlined in the ODDS worker's guide on [Competitive Integrated Employment](#).
 - Documentation regarding the number of hours the person is working and that the person is working the number of hours they want to work.
 - Documentation that the job is stable.

- Documentation that long-term supports are available.
- Documentation that the person has retained the job for 90 days or more.

Upon submitting this form, the case management entity should enter Job Development – 90+ Days Job Retention (OR 401 W9) into eXPRS. This authorization will pend for approval. Upon review and approval of the Job Coaching Without VR Placement Form, ODDS will authorize for payment.

The form should be submitted to ODDSEmployment.PathReview@state.or.us just as the other Job Coaching Without VR Placement Forms currently are.

This retention payment is not available for any jobs at an Oregon Medicaid-funded provider site, or that are part of a Qualified Rehabilitation Facility contract.

Authorization Code and Rate

	Category 1	Category 2	Category 3	Category 4
Job Development – 90+ Days Job Retention (OR 401 W9)	\$1,235.75	\$1,482.90	\$1,977.20	Exceptional support needs are addressed on a case-by-case basis. There are no set rates for Category 4.

*See the expenditure guidelines for more information.

Form(s) that apply:

Job Coaching without VR Form:

https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/Job%20Coaching_Without_VR_Placement_Form.docx

Reference(s):

Expenditure Guidelines: <http://www.dhs.state.or.us/spd/tools/dd/cm/ODDS-Expenditure-Guidelines.pdf>

OAR 411-345-0025(c): https://www.dhs.state.or.us/policy/spd/rules/411_345.pdf

ODDS/VR Collaborative Agreement:

<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Collaborative-Agreement-VR-ODDS-2018.pdf>

Frequently Asked Questions:

1. Question:

If the provider who was providing employment services when the individual started Competitive Integrated Employment is not the same provider who was working with the individual when the individual had been working on the job for 90 days or longer, who receives the payment?

Answer:

In order to receive the retention payment, retention services (as defined above) must be provided. Typically, the provider who receives the payment should be the provider who worked with the individual for the initial 90 days on the job. In the event that there is a provider change, and a different provider is working with the individual at 90 days retention, an exception request could be made if it can be demonstrated that the current provider is the one who ensured retention occurred and delivered retention services. This should occur for at least 90 days, even if it goes beyond the 90th day a person works on a job.

Contact(s):

Name: Acacia McGuire Anderson; **Phone:** 503.947.5099; **Email:** acacia.mcguireanderson@state.or.us

Individual obtains job independently (through Discovery, Emp Path, applications, etc.)

Are they Stable?
Working hrs they want?
Good job fit?
Aligned with goals?
Not at risk of job loss?

Yes

No

Authorize Job Coaching, complete "Job coaching without VR form"

Authorize Job Coaching for 30 days, refer to VR with note that team feels individual is not stable

Individual is stable on the job for 90 days

VR intake complete within 30 days?

Yes

No

Yes

No

Authorize 401 – Retention in eXPRS, update and submit "Job Coaching Without VR form" to ODDSEmployment.pathreview@state.or.us for approval

Refer to VR for Counseling & Job Development Services

Follow VR process (attend intake, coordinate with VRC, authorize ODDS emp services as needed)

Request exception for extended job coaching until VR can schedule intake