

Entry to Sheltered Workshops: Policy Changes for July 1, 2015

*Frequently Asked Questions (F.A.Q.)
for Providers, CDDPs, and Brokerages*

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Office of Developmental Disability Services
Employment First

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Note: A previous F.A.Q. for individuals and families on this policy, including background information on the July 1 sheltered workshop policy, is available at: <http://www.oregon.gov/dhs/employment/employment-first/Documents/FAQ%20Sheltered%20Workshops.pdf>

QUESTION #1: Can a person who is receiving services in a sheltered workshop prior to July 1, 2015 return to a sheltered workshop if they leave to explore other employment opportunities?

Answer: Yes, after July 1, 2015, a person who leaves a sheltered workshop may return to the sheltered workshop if she or he has not been gone for more than one calendar year (12 months). Before the person leaves the sheltered workshop, the Career Development Plan (CDP) should be updated to include the person's new work setting and goals.

Anytime a person chooses a different service or is making a change, the current Individual Service Plan (ISP) or CDP should be reviewed and updated. Any concerns about the change should be documented in the ISP/CDP, and there should be identified strategies to overcome these concerns.

Some examples of situations you may encounter:

- If a person is concerned that the job or new employment service will not be the best fit, or may not work out, a back-up plan should be identified in the ISP/CDP. The back-up plan should identify what the person's current goals are and other ways (such as employment services or day services) that these goals can be met. This plan can be done as part of the CDP, or as a discussion guide. If the person is leaving to start an individual, integrated job, they will work with Vocational Rehabilitation (VR). VR will not close the case until the person is stable in their new job.
- If they start a job and it is not a good fit, they can choose to use the Discovery service to learn more about their strengths, skills and interests. They can also work with VR to find another job that is a better fit.
- If a person is not working enough hours to fill their day, there are multiple options. For example, if someone is working in an integrated job for 10 hours a week, he or she might continue to work with VR to find a second job, or use other employment services or Day Support Activities (DSA) services to participate in other activities in the community.

While the person may return to a sheltered workshop within one calendar year after they leave, service planning must always be tailored to the person and should consider all of the service options available. This planning must keep in mind that “Employment Path” is a time-limited service and must promote the goal of individual integrated employment.

QUESTION #2: If a person is currently in a sheltered workshop and they want to transfer to a different sheltered workshop, are they able to do so?

Answer: Yes. A person may choose a different service provider. However, if a person is interested in making a change, this would be a great time to discuss the other employment service options that are available. Other service options might include “Employment Path Community,” “Discovery,” “Small Group Employment Support” and “Individual Employment Support — Job Coaching.”

As with any service or provider change, this must be documented in the person’s ISP and Career Development Plan (CDP). In order to receive employment services in a sheltered workshop, the person must be interested, at a minimum, in exploring integrated employment. Integrated employment should be discussed when the ISP and CDP is updated (at minimum annually). The ISP and CDP should also document how services will help the person achieve their employment goals.

QUESTION #3: If a provider offers multiple services in one location, will the entire location be prohibited from receiving new referrals, or only prohibited from referrals to services in its sheltered workshop setting?

Answer: The provider is only prohibited from referrals to use services in the provider’s sheltered workshop setting, or from using sheltered workshop services. If the provider also provides other services, such as “Day Support Activities” (DSA), in the same location as a sheltered workshop, the Service Coordinator (SC) or Personal Agent (PA) may refer and authorize individuals for these other services. It should be very clear in the person’s ISP what services they are to receive from the provider.

However, SCs and PAs may not authorize any ODDS services in a provider’s sheltered workshop for newly eligible people or for people who are not already receiving employment services in a sheltered workshop setting as of June 30, 2015.

People who are already using “Employment Path Facility” services in a sheltered workshop setting as of June 30, 2015 may request to transfer to another sheltered workshop. After July 1, 2015, a provider of “Employment Path” services in a sheltered workshop may receive transfer referrals only from another sheltered workshop.

QUESTION #4: If, as of June 30, 2015, the person is using other services (such as day services) in a provider’s setting that isn’t its sheltered workshop, can he or she begin to use services within the sheltered workshop setting after July 1, 2015?

Answer: No. However, when questions such as this come up, this is an opportunity to discuss other employment services available and the person’s employment goals.

QUESTION #5: What outcomes are expected for people who are using “Employment Path” services in a sheltered workshop setting? What type of goals must the person have in order to use Employment Path services for support to work in a sheltered workshop setting?

Answer: ODDS-funded “Employment Path” services may only be used to explore employment and develop skills for use in an individual, integrated job. The expected outcome of this service, and all other ODDS-funded employment services, is individual integrated employment.

People using services in sheltered workshop settings must have an employment goal identified in their Career Development Plan. The stated employment goal cannot be to remain in a sheltered workshop. The plan should include measurable objectives and specific steps towards reaching community employment goals.

If DSA service is used, the person’s goals would be related to general skills and attendant care supports in order to meet Activities of Daily Living (ADL) or Instrumental Activities of Daily Living (IADL) needs, such as socialization and participation in the community. As a reminder, people may not use “Day Support Activities”, “Attendant Care”, or any other ODDS service besides “Employment Path Facility” in order to work for pay in a segregated setting.



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