

My Annual Employment Goals

Personal Agents, Service Coordinators & Providers

Overview:

- *The significance of Employment First – It's everyone's job*
- *The purpose and role of ODDS Employment Services*
- *Selecting employment providers*
- *What if I am not interested in even exploring individual, integrated employment?*

**Office of Developmental Disability Services,
Oregon Department of Human Services**

Oregon's Employment First Policy



For people who successfully achieve the goal of employment in an integrated setting, planning must focus on maintaining employment as well as the consideration of additional career or advancement opportunities.

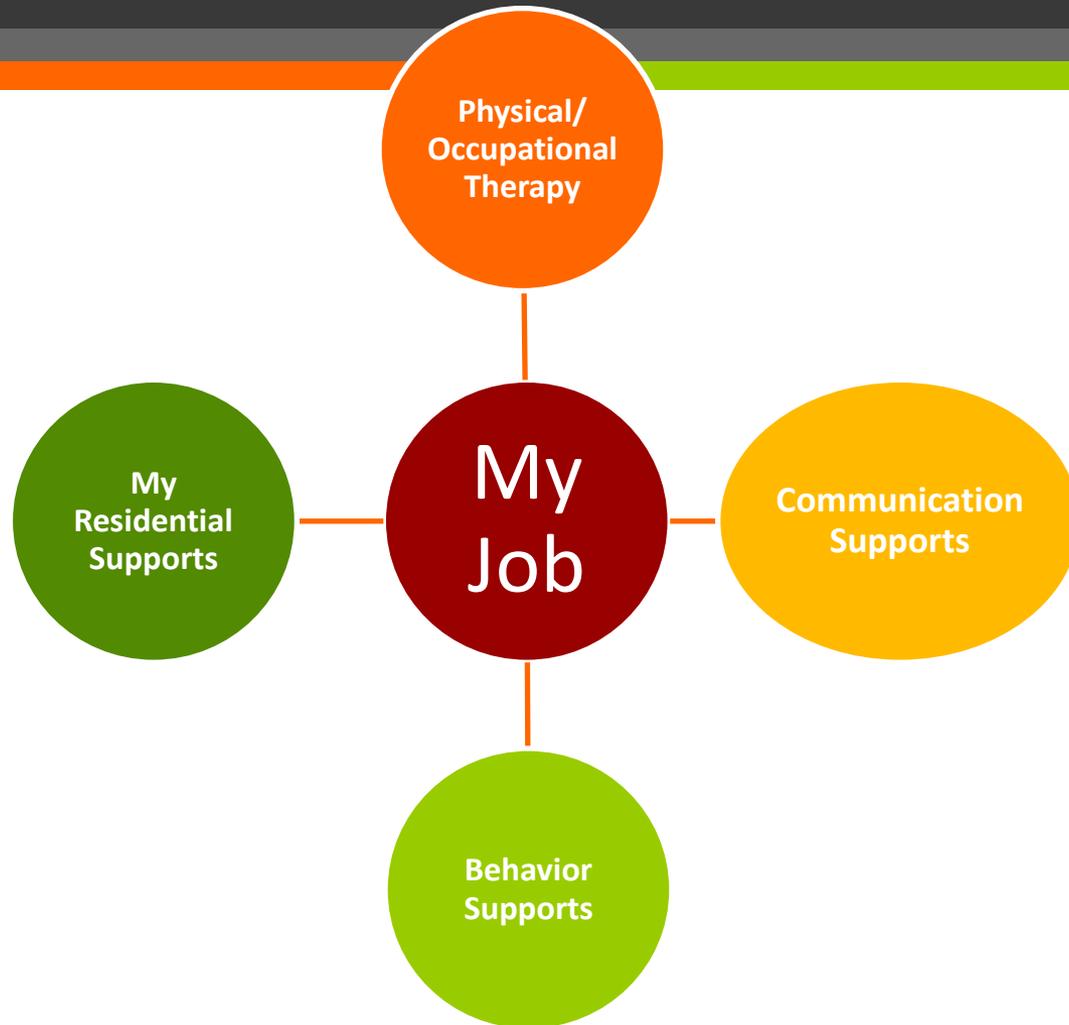
For people not yet achieving employment, annual service planning must include and reflect employment opportunities as the first and priority service option explored.

How is Integrated Employment Different Than Sheltered Work?

- In a typical community business or organization; and
- The person earns at least minimum wage; and
- Does not have the effect of isolating individuals receiving waiver services from the broader community of individuals not receiving waiver services.*

* Source: Fact Sheet: Summary of Key Provisions of the Home and Community-Based Services (HCBS) Settings Final Rule (CMS 2249-F/2296-F), January 10, 2014, p.2

Everything Supports Employment



Key Points

- Individual, integrated employment is the goal of all ODDS employment services.
- There are no tests to pass or services a person must have before exploring, pursuing and/or obtaining individual, integrated employment.
- Use resources to make decisions about selecting employment providers such as the data at <http://www.oregon.gov/DHS/dd/Pages/index.aspx>
- If someone does not want to explore integrated employment, efforts should be made to understand why and how people of working age arrive at the decision not to explore, pursue, obtain, maintain or advance in individual, integrated employment. The Employment Discussion Guide is one tool that may play a instrumental role in gaining such insight.

Key Points

- We start with the belief that the person can work.
- Supporting a person to be successful in their employment goals is everyone's job – from job coaches to residential staff to their Service Coordinator (SC) or Personal Agent (PA). This expectation must be ingrained into the entire ISP – not just the employment sections.
- Many ODDS employment services are time-limited so it is important that the person's time is invested to realize their employment-related goals.
- People and families need to understand the array of ODDS employment services that they are eligible for. This is part of Choice Advising.

A Brief Overview of ODDS Employment Services

- **Job Coaching:** Individual, integrated employment and **earns at least minimum wage**. Do not select this service for job coaching provided in Small Group Employment.
- **Small Group Employment:** Works with a group of 2-8 people with disabilities in an integrated employment setting. **Earns at least minimum wage.**
- **Discovery/Career Exploration:** An opportunity to explore the person's employment-related interests. The outcome is a Discovery Profile.
- **Job Development:** Help finding a job. Typically funded by VR.
- **Employment Path Community:** Learning and work experiences to develop skills to realize employment goals. May earn a wage.
- **Employment Path Facility:** Same as above, except in a facility setting.

The Role of the Career Development Plan (CDP) is to:

Clearly communicate what someone wants to happen in regard to employment for their ISP year.

It is critical that the person understands that what they select will be the basis for their employment -related supports for the upcoming ISP year. ***A person is free to change their mind and career development goals/plan at any time.***

Making Good Decisions Requires Time & Understanding

The best decisions are grounded in **recent experiences** that are tailored to the interests, skills and abilities of the person – *This is especially critical for people who decide not to explore, pursue, obtain, maintain or advance in individual, integrated employment.*

The Role of the Employment Discussion Guide

- To facilitate conversations about individual, integrated employment before the date of the ISP meeting. Opportunities for employment success are exponentially strengthened when a Service Coordinator (SC) or Personal Agent (PA) is an employment champion.
- Conversations do not substitute for experiences – especially for people who are perceived to have the most significant barriers to employment – including communication, behavioral or medical challenges. Those experiences must be tailored to the STRENGTHS of the person.

Context Matters:

- The guide is only a starting point. To have an impact, conversations and experiences must be tailored to the needs, interests and circumstances of each person. Supplement the guide with other tools that fit each person. Consider the other tools might you use when a person has:
 - Communication Challenges
 - Behavior Challenges
 - Physical Challenges
- Experiences must be tailored to the unique talents, strengths, abilities and interests of the person. For example, someone who has challenges with hand eye coordination would probably be discouraged and frustrated by an experience assembling small parts.

Context Matters:

- The Employment Discussion Guide has four employment paths:
 - **Path A:** Working in integrated employment.
 - **Path B:** Not working in integrated employment but are interested in exploring it.
 - **Path C:** Not working in integrated employment and are unsure about pursuing or exploring it.
 - **Path D:** Do not want to work in integrated employment now.
- Because we begin with a positive assumption – that the person wants individual, integrated employment – we start the process with Paths B & C in the Employment Discussion Guide, even for people who initially might be inclined to select Path D.
- Even when a person has selected Path D, it is important to keep in mind that it is never too late for a person to change their mind.

Some Ways a PA or a SC Can Be an Employment Champion

- Describing some of the different jobs the people you support have
- Discussing the reasons why employment is important
- Being knowledgeable about the employment track record of providers that serve my community
- Connecting the person with resources such as benefits planning or other supports that could play a crucial role in their decision about integrated employment.

Declaring My Plans for My ISP Year

Career Development Plan (CDP)

Education level completed: –Choose one–

Students (age 16-20) Expected date of exit from school:

Date by which CDP will be completed:

- Attending school and wants to work now.
- Attending school and receiving employment supports elsewhere.
- Has an IEP Post-Secondary Goal with employment or training focus.
- Attending school and not receiving any employment supports.

Status with Vocational Rehabilitation (VR) (age 16 and up)

- Currently receiving VR services Want a referral to VR
- Other/Not applicable, explain:

Working age adults (age 21-60) must choose one of the following statements:

if the person is at least 18 years old and has exited school, complete this section instead of the "Students (age 16-20)" section.

- Employed in integrated employment and chooses to:** *Check all that apply.*
 - Retain current job.
 - Advance in current job (more hours, raise, new skills, promotion, etc.)
 - Get a new job.
 - Get an additional job.
 - Retire – is at least 60 or will be this ISP year. *Employment Outcomes are not required.*
 - No longer continue in integrated employment at this time. *Complete Decision Not to Explore Employment section.*
- Currently not working in integrated employment and chooses to:** *Check all that apply.*
 - Get integrated employment.
 - Explore interests in integrated employment through an Employment Path, Discovery, or other time-limited service.
 - Retire – is at least 60 or will be this ISP year. *Employment Outcomes are not required.*
 - Not explore integrated employment at this time. *Complete Decision Not to Explore Employment section.*

Oregon is an "Employment First" state.

We believe that each person:

- *can work and there is a job for everyone.*
- *has something to contribute and needs to contribute.*
- *has the right to a competitive job in a typical community work setting, including self-employment, making comparative wages with sufficient hours to make a difference.*
- *may identify the direction of his/her employment based on skills, interests and strengths.*
- *has a right to be informed about the employment services options that are available to him/her.*

To receive an employment service, you must have a goal of pursuing individual, integrated employment.

Potential barriers to working in an individualized, integrated job

How will this obstacle be addressed?

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Declaring My Plans for My ISP Year

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Desired Employment Outcomes

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| | |
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Desired Employment Outcomes

➤ For each ODDS employment service selected, the person must choose a provider. It is fine to select the service before choosing the provider. A CDP often spurs people to consider things for the first time. After selecting a provider, the SC or PA will update the CDP. Reviewing the ODDS employment data before selecting a provider (s) may be helpful.* The data is at <http://www.oregon.gov/DHS/dd/Pages/index.aspx>

➤ Examples of how to use this data are in “The Employment Discussion Guide”

➤ If a person has employment-related goals but only uses natural supports, use the “Desired Employment Outcomes” section to clearly describe and plan how such supports will help the person to realize their goals.

* “Provider” refers to organizations that deliver employment services. It also extends to PSWs who provide employment services

Desired Employment Outcomes

➤ **Who is Responsible:** By being as specific as possible, you will increase the person's chances for success. At the minimum, list the name of an ODDS provider when ODDS-funded supports are used.

➤ **Timelines or Frequency:** Specify how often this needs to be done and/or a date by which it will be accomplished.

➤ **Record Progress:** A provider may keep more detailed information in a related document but it needs to be available so the SC or PA can monitor it. Examples of such documents are action plans, and service agreements.

➤ **Written Implementation Strategies (Action Plan):** While this information may be in another document, it needs to be available so the SC or PA can monitor it.

* "Provider" refers to organizations that deliver employment services. It also extends to PSWs who provide employment services

Desired Employment Outcomes

| Not an Employment Outcome | An Employment Outcome |
|--|---|
| Sue will participate in Employment Path Community. | Sue will become knowledgeable about in-demand occupations in her community by meeting with the local American Job Center staff. |
| John will participate in Small Group Employment. | John will be skilled at using the riding lawn mower. |

ODDS Employment Data

100 Total individuals served *

300 Duplicated Count of Services Provided **

50.00% of individuals are in integrated employment

100.00% survey completion rate

| Employment Programs at a glance | Integrated Employment | | Path to Integrated Employment | | | Day Supports and Activities | |
|---------------------------------|---------------------------------|----------------------------|-------------------------------|---------------------------|--------------------------|-----------------------------|--------------------|
| | Individual Supported Employment | Group Supported Employment | Discovery | Employment Path Community | Employment Path Facility | Non-Work Facility | Non-Work Community |
| Number of Individuals Served: | 30 | 20 | 0 | | 10 | 90 | 80 |
| Average Hours per Month | 25 | 30 | 0 | | 8 | 70 | 25 |
| Average Wage per Hour | \$9.50 | \$5.30 | NA | | NA | NA | NA |

Sample Questions to Ask When Interviewing Employment Providers

1. What percentage of the people you support have their own, individual, integrated community job? (Do not include people working for the provider, another ODDS provider or a provider-affiliated entity.)
2. Can you name some of the employers people work for?
3. Can you give me a list of job titles?
4. Of the people in #1, what is the average:
 - Time it took to find the job
 - Length of time on the job
 - Average hourly wage
 - Average number of hours worked per week

What if the Person Does Not Want to Even Explore Employment?

- The person and their team need to begin to consider their annual employment goals **BEFORE** the annual ISP is written.
 - Typically done through experiences tailored to the person.
 - At a minimum, we would encourage you to meet with the person and any other people they would like to invite. Using the Employment Discussion Guide, facilitate a discussion about employment. Document the outcome of that discussion on the Person-Centered Information document.
- When an adult of working age decides not to explore, pursue, obtain, maintain or advance in individual, integrated employment, this must, at minimum be documented in:
 - Page 3 of the ISP (formerly known as the “My Declaration”); and
 - The Person-Centered Information Document; and
 - The One Page Profile; and
 - The “Decision not to Explore Employment” section of the ISP
 - The four documents described above will be referred to as the “Decision not to Explore Employment” (DNE)

The DNE

Individual Support Plan – 1.20.2015

Decision Not To Explore Employment Complete this section only if the person chooses not to work in an integrated employment setting now and does not want, at a minimum, a waiver-funded employment service at this time. **Check at least one reason:** Discouraged by previous employment experiences Discouraged by others

- Transportation concerns Reluctant to change routine Behavior challenges Unable to find a job that matches his/her skills, interests and abilities
- Concern that he/she will lose his/her Social Security Disability and/or Medicaid benefit Significant health problems and/or health-related needs
- Does not want to work Does not believe he/she is able to work Other (describe):

Answer these questions: These answers must support the selections made above and must demonstrate how the decision was made. Ideally, these answers will provide a positive foundation for approaching employment in the future. Please ensure that the person and his/her supporters understand that he/she may change his/her mind at any time.

1. Does the person want to work now in integrated employment? --Choose one--
2. Does the person want to work in integrated employment in the future? --Choose one--
 - If the answer was "no" to #1 and/or #2, please explain why the person does not want work now and/or in the future:
3. Has the person had an opportunity to experience integrated employment that meets his/her skills and interests? --Choose one--
 - If "yes," please briefly describe his/her integrated employment experience:
 - If "no," please describe why he/she has not had this opportunity and if there is a plan to remedy this situation:
4. Share any additional information about this decision here:
5. Does the person understand that he/she can change his/her mind at any time during the next twelve months and decide to pursue, explore or obtain individual, integrated employment? --Choose one--

The Purpose of the DNE is To:

- Ensure that the person has had an opportunity to make an informed choice about not working – including discussion about employment as well as employment-related experiences that may lead the person to decide to complete a CDP instead of an DNE.
- Identify barriers that are keeping the person from working – with the purpose of generating discussion about solutions and, by doing so, creating an opportunity for the person to consider integrated employment.
- Document why and how the individual and, if the individual chooses, their ISP team made the decision to complete the DNE rather than the CDP.

The DNE:

- Is designed to address issues related to transportation to and from work, skills, interests and/or abilities, Social Security, behavior, health issues and change in routine. Each category has suggested solutions that may be discussed or implemented now or in the future.
- Remember, if the person selects any choices that are underlined in the “Potential Strategies for People Considering Path D” grid in “The Employment Discussion Guide,” stop filling out the DNE, instead complete a CDP.

DNE DATA & INFO COLLECTION

When the DNE is completed, within one calendar month, send the following via secure email to ODDS.CareerDevelopmentPlan@state.or.us Specify “DNE” in the subject line and include the person’s prime number and date of birth (MM/DD/YY) in the body of the secure email.*

- The One Page Profile; and
- The entire Person Centered Information Document; and
- Page 3 of the ISP (formerly known as “My Declaration);” and
- The ISP Section titled “Decision not to Explore Employment” – Remember the answers here must be substantiated (backed up) by the narrative answers in the PCI.

* If you need a secure email, send an email to this email address requesting one.

What if the Person Does Not Want to Even Explore Employment?

None of the waiver-funded employment services would be requested. The person may want to consider these K-Plan services:

1. **Day Support Activities Community** – Also referred to as “Non-Work Community”
2. **Day Support Activities Facility** – Also referred to as “Non-Work Facility”

Thank You

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