

Lilia Teninty

Authorized Signature

Number: APD-PT-14-029
Issue Date: 9/12/2014

Topic: Developmental Disabilities

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 | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Children, Adults and Families | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Brokerage Directors, SCs, PAs, Employment Service Providers |
| <input checked="" type="checkbox"/> County DD Program Managers | |

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|------------------------|-------------------------|-------------|--|
| Policy/rule title: | Discovery Qualification | | |
| Policy/rule number(s): | 411-345 | Release no: | |
| Effective date: | 07-01-14 | Expiration: | |
| References: | | | |
| Web Address: | | | |

Amended Policy Transmittal. This transmittal supersedes other transmittals relating to Discovery Qualifications including the transmittal initially released on June 20, 2014. Amendments are in italics below.

TOPIC: Qualifications for Discovery Service Providers Effective July 1, 2014.

BACKGROUND: Implementation of Oregon’s Department of Human Services (DHS) Employment First policy, Executive Order 13-04, and best practices, requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are qualified and trained under competency-based training standards. As a step to meeting this requirement the DHS adopted Core

Competencies and Training Standards for Supported Employment Professionals. The Core Competencies and Training Standards adopted on 1/1/14 can be viewed at:

<http://www.oregon.gov/dhs/employment/employment-first/Documents/Core%20Competencies%20and%20Training%20Standards%20for%200%20Supported%20Employment%20Professionals.pdf>

Starting 7/1/14, DHS's Office of Developmental Disability Services (ODDS) will be offering a new employment service called "Discovery." Providers of this new service will be required to meet certain initial and ongoing qualifications established by the DHS/ODDS, as outlined in OAR 411-345. Additionally, *employment specialists who provide Discovery* must complete training as outlined in this transmittal prior to January 1, 2015. Requirements apply to the *employment specialist* or supported employment professional directly providing the service whether that person is an individual, independent provider or staff of a certified/endorsed provider entity.

POLICY: After July 1, 2014, *all employment specialists who are independent providers must complete an ODDS approved training before providing the Discovery service. All other employment specialists who provide Discovery services* are strongly encouraged to complete an ODDS approved Discovery training prior to delivering the service.

All employment specialists who provide Discovery must complete an ODDS approved training by January 1, 2015.

The training should meet the following requirements:

- The training topic/curriculum should directly relate to conducting and documenting, through the use of developing a Discovery Profile, the Discovery process. While the titles of these trainings may vary, the content addresses the concept of discovery, person centered employment planning approaches, community-based assessments, and career exploration.
- Training may be obtained online or in person sessions. The supported employment professional delivering the direct services should be the recipient of the training.
- Training should be provided by an instructor/entity using a curriculum consistent with the core competencies and standards for Discovery established by DHS.

Approved instructors/entities include, but are not necessarily, limited to the following:

- Washington Initiative for Supported Employment (WiSE). This includes the training provided as part of the Oregon Employment Learning Network (OELN).
- Oregon Technical Assistance Corporation (OTAC).
- Cary Griffin or other associates of Griffin-Hammis Associates
- Michael Callahan or associates of Marc Gold and Associates
- Associates of the Training Resource Network (TRN).

- Training or courses by Highline Community College through its Employment Professional Certification program.
- Training or courses by Virginia Commonwealth University through its Supported Employment Web-Based Certificate Series.
- Training or courses by the Institute for Community Inclusion (ICI) at the University of Massachusetts – Boston, College of Employment Services.
- Any training that covers Discovery by a trainer with a curriculum endorsed by the Association of Community Rehabilitation Educators (ACRE).
- Individuals achieving certification by the following entities will be considered qualified as a provider for Discovery services:
 - ACRE Basic Employment or Professional Employment Certificate.
 - Association of Persons Supporting Employment first (APSE) Certified Employment Support Professional.

DHS believes that through recent efforts in Oregon such as the OELN and other state sponsored trainings and conferences there are a number of supported employment professionals that meet the qualifications outlined in this transmittal. However, it is also recognized that providers have initiated or arranged training on their own that may meet the required standards. If you believe you have been qualified to conduct Discovery services through a means that is not apparent via this transmittal, you may contact ODDS to obtain verification of qualification.

SERVICE AUTHORIZATION: Effective July 1, 2014, Service Coordinators/Personal Agents *should*, as part of their standard practices, request verification of a selected *employment specialist's* training qualifications that are consistent with this transmittal when authorizing Discovery services in an individual's ISP. *Verification of an independent provider's professional's training, however, is required for authorization effective July 1, 2014.*

After January 1, 2015, verification of an employment specialist's training for all provider types is required for authorization.

FUTURE ACTIONS: The DHS is planning additional trainings and actions to expand capacity of qualified providers for Discovery. These opportunities will be announced in separate communications. It is anticipated the qualifications outlined in this transmittal will be expanded in the subsequent months as the DHS continues to implement competency-based standards for the provision of employment services. These additional requirements will also be announced in separate communications.

ODDS is currently working on completing a list of provider organizations who have staff which have met the qualifications and participated in trainings regarding Discovery. Upon completion of these trainings, please contact ODDS to be added to this list.

Field/stakeholder review: Yes No

If yes, reviewed by: Employment First, Vocational Rehabilitation

Filing Instructions:

If you have any questions about this policy, contact:

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|--------------------|--|-------------|--|
| Contact(s): | Allison Enriquez | | |
| Phone: | (503) 569-1710 | Fax: | |
| E-mail: | allison.enriquez@state.or.us | | |