

Patricia Baxter

Authorized Signature

Number: APD-AR-14-042

Issue Date: 7/8/2014

CORRECTED

Topic: Developmental Disabilities

Due Date: 7/1/2014

Subject: Discovery/Career Development

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

Reason for Action: Beginning July 1, 2014 Discovery/Career Exploration, a new employment service, will be offered through the Office of Developmental Disability Services (ODDS). Discovery/Career Exploration is for individuals 18 years or older who are eligible for Developmental Disability (DD) services; who want to engage in integrated employment; and are eligible for the Comprehensive Services Waiver or the Support Services Waiver. The purpose of Discovery/Career Exploration is to provide meaningful information to the individual seeking integrated employment options, facilitate informed decisions, develop specific information about the individual's strengths and interests, and to begin active pursuit of integrated employment.

Action Required:

NEW SERVICE AUTHORIZATION:

Effective July 1, 2014, Community Developmental Disability Program (CDDP) Services Coordinators (SCs) and Brokerage Personal Agent's (PAs) may authorize Discovery/Career Exploration services.

The Discovery/Career Exploration service is a focused, time limited, individualized service, engaging a participant in identifying their strengths, needs and interests, which is used as a foundation for the employment plan and path to integrated employment at or above minimum wage. Discovery/Career exploration is a person-centered, comprehensive employment planning and support service that provides assistance for

individuals to obtain, maintain or advance in a competitive, customized or self-employment setting. This service is limited to a three month period. Discovery/Career Exploration includes activities to discover strengths, interests and abilities, including volunteer positions, and work-experience positions. Services may include (but are not limited to) job and task analysis activities, assessment for use of assistive technology to promote increased independence in the workplace, job shadowing, informational interviewing, employment preparation (resume development), and volunteerism to assist an individual in identifying transferable skills and job or career interests.

In order to authorize Discovery/Career Exploration services, an individual should have a goal of integrated employment reflected in his/her Career Development Plan (CDP), and have selected Discovery/Career Exploration service-in the CDP. The CDP can be found: <http://www.dhs.state.or.us/spd/tools/dd/cm/> under "Employment Tools." For questions regarding this service, please contact ODDS.

PROVIDER QUALIFICATIONS:

Independent providers and certified providers under OAR Chapter 411, division 345 or through OAR Chapter 411, division 340 who are currently eligible to provide employment services may provide Discovery/Career Exploration. By January 1, 2015, a Discovery/Career Exploration Provider must have completed a DHS approved Discovery/Career Exploration training. See "Qualifications for Discovery/Career Exploration Service Providers" Policy Transmittal for further information.

SERVICE OUTCOME:

Discovery is an outcome based service and must, at a minimum, include a Discovery Profile. This service should result in a referral to Vocational Rehabilitation or some other immediate action to pursue individual integrated employment. There is a Discovery Profile template available through ODDS and can be found: <http://www.oregon.gov/dhs/spd/provtools/dd/Individual%20Employment%20Discovery%20Profile.pdf> under "Employment Tools."

Many other organizations have created Discovery Profiles which may be used upon ODDS approval. A provider agency may also create their own Discovery Profile as long as it is approved by ODDS. If an agency would like to use or create a different Discovery Profile, please contact ODDS for approval prior to implementing/utilizing the provider developed template. If an SC/PA receives a Discovery Profile and they are not sure if it is an ODDS approved profile, the SC/PA should contact ODDS for further guidance.

DURATION OF SERVICE:

Discovery/Career Exploration may last up to 3 months. A 3 month extension may be requested, if required. However, this extension must be agreed upon by the individual receiving the service. During that time, the SC/PA who authorized this service should monitor the service to ensure that it is completed. Upon completion, the SC/PA will

review the Discovery Profile to ensure that it is complete, ensure there is new, detailed information that will inform job development which accurately describes the individual, and to determine the next action steps required to pursue individual integrated employment. In the event that Discovery Profile is not completed within 3 months (or if an extension is requested, 6 months), or the Discovery Profile is not accurate, please contact ODDS for further instructions.

Field/Stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s):	Julie Huber		
Phone:	503-945-9787	Fax:	503-947-4245
E-mail:	Julie.I.huber@state.or.us		