

<b>Topic:</b>	Career Development Planning & Decision Not to Explore Employment Implementation Guide	
	<b>Date Issued/Updated:</b>	<b>Original:</b> 10/9/15; <b>Updated:</b> 7/1/16

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**Overview:** This guide provides:

1. Information on how and when to complete the CDP and the DNE.
2. Outlines the required components of the CDP and DNE.
3. Instruction on how to submit the DNE to the Office of Developmental Disability Services (ODDS).

**CDP Implementation Instructions:** The SC/PA, working with the person and their ISP Team, has the following responsibilities in relation to the CDP:

1. Ensuring all required components of a CDP are created and implemented. Throughout the year, monitor provider implementation strategies which may include action plans.
2. At least annually, have a discussion with people working in Individual Integrated Employment about the number of hours they want to work per week. Have a similar discussion with people who are unemployed or using another employment service, but have a goal of being employed in Individual Integrated Employment. In Oregon, the standard for planning is to work 20 hours a week. The person determines how many hours a week they want to work. If a person has a goal to increase his or her hours, the goal should be documented in the CDP along with strategies to reach the goal. If a person does not have a goal to increase his or her hours, then the discussion should be documented in the PCI. See [IM-16-044](#) for more information.
3. Ensuring coordination with other systems such as VR or school. When a person needs a referral to VR, the SC/PA is expected to make the referral. This referral, as well as a date by which the referral should be complete, must be documented in the CDP. The SC/PA should also be part of the team that coordinates and plans employment services with the VR counselor. The SC/PA must document the completed referral and/or coordination with other entities in progress notes upon completion. Relevant activities and planning that have occurred or will occur through school and/or VR or providers must inform and be incorporated as appropriate into the CDP. This will assist the person to build on, rather than duplicate, past planning efforts.
4. Ensuring that the person's other supporters (paid and natural) are knowledgeable of the person's employment-related goals and their roles and responsibilities in delivering paid and/or natural supports that maximize the person's employment success. This must be done with the person's consent. Examples of paid and natural supports include, but are not limited to: residential; occupational and/or behavior therapy; communication; transportation; and family/friends.
5. Employment is everyone's responsibility. For example, a person may need their residential provider to assist them with proper work attire, snacks or meals needed during work, etc.
6. Helping the person and his or her ISP Team understand employment provider options and select providers that are qualified to help the person achieve his or her employment outcomes.
7. Documenting the decision in the required CDP components, as outlined in *Workers Guide: Career Development Planning: Who is required to have a CDP or DNE*.

**DNE Implementation Instructions:** When a working age adult decides that he or she is not interested in even exploring individual integrated employment in the general workforce, the SC/ PA must document this in the DNE.<sup>1</sup> Please note, when a person is at least 18 years old and has exited school they are considered a “Working Age Adult” for the purposes of the CDP. The SC/PA has all of the following responsibilities when completing a DNE:

1. Documenting that the annual employment conversation took place. The documentation must capture the components of that conversation, including that the conversation was grounded in the premise that the person is capable of working in an integrated setting and wants to work. As described in the Employment Discussion Guide, if the person is not interested in exploring individual integrated employment in the general workforce, the questions in Path D must be documented in the Person Centered Information (PCI) form which contributes to the ISP unless the “new way” of completing the DNE is used.
2. Informing the person and his or her ISP Team that this decision means that the person has elected not to receive any of the following ODDS Employment Services: Employment Path (Community /Facility), Discovery, Small Group, Job Coaching and Job Development. Document this in the DNE.
3. Documenting that the person and his or her ISP Team understands that he or she can change their employment decision at any time during their ISP year. If a person changes their mind and decides that at the very least, they want to explore individual integrated employment in the general workforce, then, replace the DNE with a CDP.

## **Two Ways to Complete the DNE**

**New Way:** In response to stakeholder requests, the ISP Addendum now contains the questions that are on the top of page 4 of the ISP (The DNE Section) and questions that are to be answered in the PCI. Please note that the SC/PA must complete the DNE Section of the Addendum as well as page 3 of the ISP. When using the Addendum to complete the DNE, the following documents must also be submitted for the DNE to be considered to be complete:

1. The One Page Profile;
2. Page 3 of the ISP (formerly known as the “My Declaration”);
3. The PCI document - Even though the questions have been answered in the ISP Addendum, the PCI which is often completed with the perspective of others who are important to/for the person, adds context to the person’s decision not to even explore employment.

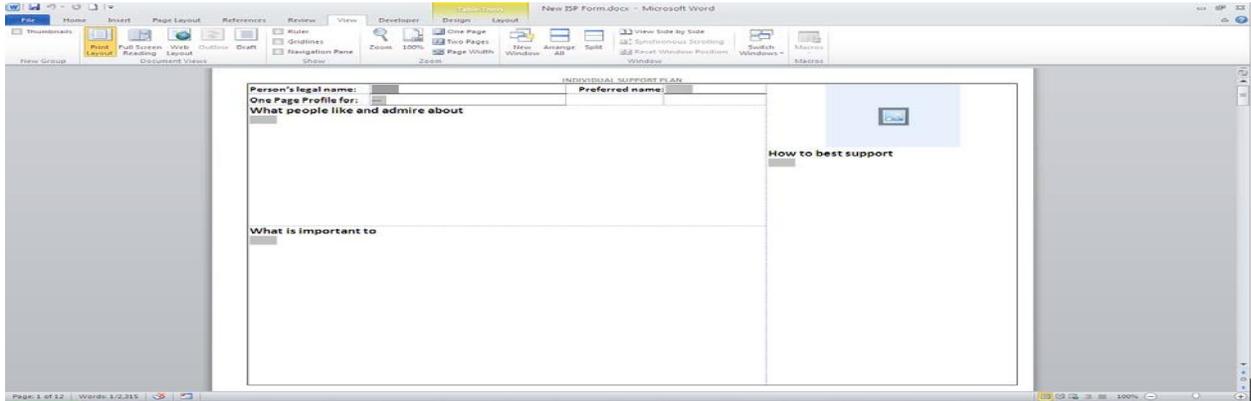
**Traditional Way:** The “traditional way,” means doing the DNE without using the DNE portion of the ISP Addendum. The traditional way of completing the DNE is outlined in the section below.

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<sup>1</sup> The [Employment Discussion Guide](#) is a tool for having this conversation.

# When Using the New ISP, the Following Sections Must be Finished for the CDP or DNE to be Complete:

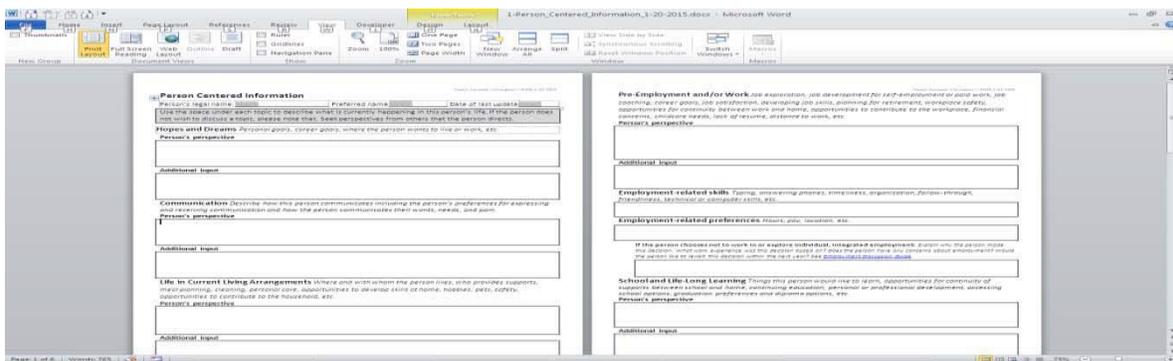
1. The One Page Profile; and



2. The Person Centered Information (PCI).<sup>3</sup> The person and his or her team must review the entire PCI for the purpose of understanding and documenting either potential opportunities to support the person's employment-related goals and/or potential obstacles to address. Employment success depends not only on employment providers; it also depends on other supports such as education, residential, behavioral, occupational and physical therapy.

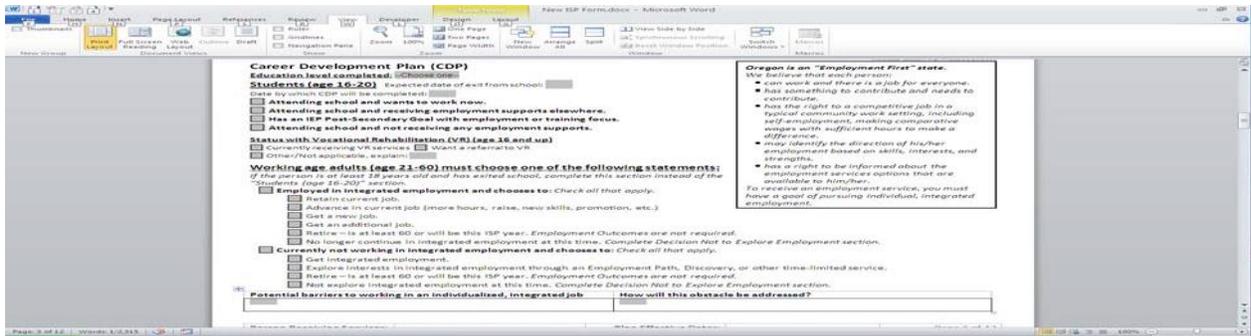
When the person chooses not work, the SC or PA is required to complete the “Pre-Employment and/or Work” sections with the person. The completion of all the components in this section helps to demonstrate the positive premise of the conversation.

Please refer to the instructions on the first page of the PCI for general directions on how to complete the PCI; and



<sup>3</sup> Please note, for formatting purposes, only the first page of the PCI is shown here, but the entire PCI is required.

3. Page 3 of the ISP; and



4. **FOR THE CDP ONLY:** The Desired Employment Outcomes (p. 4 of the new ISP); and

Desired Employment Outcomes		Is there a paid service that supports this outcome? If so, what is it?	Who is responsible?	Timelines Frequency or by when?	Where to record progress	Note if written implementation strategies are expected
Desired Outcome What is the desired result?	Key steps to work toward the outcome					
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5. **FOR THE CDP ONLY:** Providers develop implementations strategies which may include action plans

6. **FOR THE CDP ONLY:** The questions about how many hours the person is working and would like to work in the ISP Addendum. See [IM -16-044](#), the related worker guide on “How to Plan Supported Employment Services with the Standard of Working at Least 20 Hours a Week,” and the Employment Discussion Guide and/or the ISP Manual for more information.

7. **FOR THE DNE ONLY:** All of the questions in the DNE section (p. 4 of the new ISP).

**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 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.

- Does the person want to work now in integrated employment? **Choose one**—
- 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 to work now and/or in the future: \_\_\_\_\_
- 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: \_\_\_\_\_
- Share any additional information about this decision here: \_\_\_\_\_
- 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**—

This is a summary of the requirements:

**The Required Components of a CDP are:**

1. The One-Page Profile
2. Review the entire PCI document. The results of the review must be documented on the PCI.
3. Page 3 of the ISP
4. Desired Employment Outcomes on page 4 of the ISP
5. Hours Worked Section of the ISP/CDP Addendum
6. Provider implementation strategies which may include action plans.

### **The Required Components of a Traditional DNE Are:**

1. The One-Page Profile
2. Review of the entire PCI document. The results of the review must be documented on the PCI
3. Page 3 of the ISP (formerly known as the “My Declaration,”) )
4. Decision not to Explore Employment (DNE) on page 4 of the ISP. The answers in the DNE must be substantiated by the narrative in the PCI.

Regardless if the DNE is done the new way or the traditional way, when a DNE is done, at minimum, the documents above must be sent via secure email within one calendar month to [ODDS.CareerDevelopmentPlan@state.or.us](mailto:ODDS.CareerDevelopmentPlan@state.or.us). Please send the documents as MS Word documents. For a secure email link, send an email to the previous email address requesting one.

### **When submitting a DNE:**

1. Specify “DNE” in the email subject line.
2. In the email, include the person’s name, prime number and date of birth (MM/DD/YY).
3. Provide the name of the Personal Agent or Service Coordinator
4. Provide the date the DNE was done (MM/DD/YY).

**Applicability:** Service Coordinators and Personal Agents will use this policy in the creation and monitoring of CDPs and DNEs. This policy also applies to Employment providers and others who support people served by ODDS.

**Forms that Apply:** Refer to the ISP, PCI and One-Page Profile documents for applicable procedures. These documents are at [www.oregonisp.org](http://www.oregonisp.org). Information is also available under “Employment Tools” on the [Brokerage](#) or [CDDP](#) web pages.

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