

SC/PA: Career Development Plan

Core Responsibility

- Communicate that it is appropriate at every age to discuss individual, integrated employment.
- Ensure that the person understands as much as possible about what integrated employment is and what its benefits are as well as the drawbacks of not working such as poverty and isolation. It is not sufficient to document that the person does not have a concept of work, money, etc. If, after you have made a concerted effort to help the person understand, and they either don't understand or have limited understanding, consult others who may have other ideas to help the person understand. If the person still has limited understanding, document these efforts in the DNE.
- At least annually to have a conversation about employment with the person. The conversation must be grounded in the belief that every person can and wants to work. See the [Employment Discussion Guide](#) and the *Workers Guide: CDP DNE Implementation Guide* for more information as well as the *Workers Guide: Career Development Planning: Who is Required to Have a CDP or DNE*.
- Ensure that the person and their team understand that there are no required ODDS services or other pre-requisites before a person explores, pursues or obtains integrated employment, including individual integrated employment.
- Develop at least one desired employment outcome for each ODDS employment service that the person selects.
- Individual, integrated employment is the first and priority employment option explored in service planning for working age adults. This means that for people who:
 - Are employed in an integrated setting, annual service planning must focus on maintaining employment as well as considering additional career or advancement opportunities.
 - Have not yet secured employment in an integrated setting, annual service planning must include and reflect employment opportunities as a first and priority option.
 - Choose to do a DNE at their most recent ISP meeting, they must understand that they can change their mind about employment at any time. Additionally, the annual employment discussion must always begin on a positive note that everyone wants to and can work, with the appropriate supports – this applies to people whose employment choices previously resulted in a DNE.

- Apply the Career Development Plan (CDP) to every working age adult. See the “Completing the Career Development Plan” section of this document for who to include as a working age adult.
- Help people:
 - Understand that the expectation of every employment service is individual, integrated employment. This is especially critical that people participating in the following services understand this expectation: Small Group Employment, Employment Path Services-Community/Facility and Discovery.
 - Make informed decisions that are based on an understanding of what integrated employment is as well as the benefits of working.
 - Use employment data as well as interviews to select employment providers.
 - Understand that they may receive employment services from a variety of providers.
- Be pro-active with financial supports such as Benefits Planning. Both Vocational Rehabilitation (VR) and [Disability Rights Oregon](#) are resources for Benefits Planning.
- Ensure that the employment-related supports that providers will be responsible for are: 1) Discussed; 2) Written into the person’s plan; and 3) Understood by the responsible parties.
- Monitor provider implementation strategies that may include action plans. It is the responsibility of the provider to develop implementation strategies that detail how the person will reach their desired outcome(s). There must be at least one implementation strategy for each ODDS employment service. Implementation strategies must, at minimum, be monitored for correspondence to the person’s desired employment outcomes and effectiveness of implementation.

Points to Consider

- Employment success depends upon everyone who is a paid or natural support – including people who support the person at home. It is critical that everyone understands their roles in supporting the person in matters such as being to work on time, adhering to the employer’s dress code, scheduling recreational activities so they do not conflict with the person’s work schedule, etc. As an Employment First state, employment is everyone’s job.
- At this time, Employment Path services are time-limited. People and families need to be aware of this and use this time well so that it does not surprise the person or the people who support them.
- The ultimate outcome of Discovery is an individual, integrated job. VR is the expected funder of job development.

- Selecting Employment Providers:
 - For each service selected, a provider will need to be chosen. It is fine to select the service before a provider is chosen. A CDP often spurs people to consider things for the first time. After a provider is chosen, the SC/PA updates the CDP. It may help to review the ODDS employment data before selecting employment providers. The data is on the [ODDS website](#).
 - “Providers” refers to organizations that deliver employment services, it also refers to PSWs who provide employment services. This [FAQ](#) provides information about employment services.

Completing the Career Development Plan

People of working age¹ are required to have either a DNE or a CDP.

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. Provider Implementation Strategies which may include Action Plans
6. 20 Hour Question on the ISP Addendum

Ideally, the person will have experiences tailored to their skills and interests as the basis for their decision about individual, integrated employment. However, 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. On the CDP page, after selecting the education level the person has completed, indicate the person’s employment choices.

In “Status with VR,” **(Example 1)**, select the box that represents the person’s status with VR. Complete this box for students and working age adults. If selecting “Other/Not Applicable,” explain the reason.

Example 1:

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

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

The section “Students” **(Example 2)** applies to students who are 16-20 and who are still in school. If a student selects any of the first three choices, regardless of whether they will use ODDS-funded employment services, create a CDP that will support them to reach their goals. If the student selects the

¹ To understand who is included in “working age” please see the directions of the “Career Development Plan” page of the ISP. Please remember that people who are 60 or over may choose to have a CDP or a DNE. Students in school under IDEA and who choose not to work do not need a DNE.

fourth choice, although the elements of the CDP are not required to be completed, it may benefit the person to discuss how they will have opportunities to at the very least explore individual, integrated employment through other resources such as their family, the school, and VR. If a student currently has an individual, integrated job that they want to maintain or advance in, select “Attending school and wants to work now.”

Example 2:

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.**

Working age adults must choose from the applicable statements in **Example 3:**

Example 3:

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*
- 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.*

Employed in integrated employment setting and chooses to: If chosen, then select the applicable sub-choice (s). The person can make multiple selections of the sub-choices. For all choices in this section, with the exception of “Retire,” and “No longer continue in integrated employment at this time,” develop Employment Outcomes. Document Employment Outcomes on the “Desired Employment Outcomes” section of the CDP.

Remember, support from others such as the person’s family or the residential provider often play a pivotal role in helping people reach their desired employment outcomes. Examples of such support include but are not limited to helping the person to be prepared for work by having clean clothes, waking up in time to get ready for work, and, as much as possible ensuring that other activities are scheduled to not conflict with the person’s work schedule.

When a person is receiving employment services they must, at a minimum, have a goal to explore integrated employment. The specific outcomes regarding this exploration must be documented in the “Desired Employment Outcomes” section, or in an outside document such as a Job Description. Each ODDS Employment Service must have at least one Desired Employment Outcome.

An employment service is not an outcome – an employment service is time a person has chosen to use to reach an outcome. Remember, services are resources people can use – not tests they have to pass. For example, if someone had an outcome of being ten minutes early for appointments, they do not have to achieve that outcome before pursuing employment.

Not an Outcome: John will use his time in employment path to work on being on time.

An Outcome: John will be ten minutes early to his appointments.

Not an Outcome: Sue will explore different jobs in her community.

An Outcome: Sue will know about at least 3 different types of jobs in her community that interest her.

At a minimum, the specific outcome, as well as what support is required to reach the outcome must be indicated, as well as how it will be monitored. If an outside document is used to document the more in-depth employment related outcomes, check the box in the “Desired Employment Outcomes” section which indicates that there are other written strategies and the title of the document must be written in. This document must be maintained with the CDP.

People who are not currently working in integrated employment and chooses to: If chosen, then select the applicable sub-choice (s). The person can make multiple selections of the sub-choices. For all choices in this section, with the exception of “Retire,” and “No longer continue in integrated employment at this time,” develop Employment Outcomes.

Discussion About Hours: At least annually, the SC/PA must have a discussion with each person who is working in Individual Integrated Employment about the number of hours they want to work per week. The SC/PA must have a similar conversation 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 20 hours a week. The person determines how many hours a week they want to work. A person may choose to work full time, part time, or another individually determined amount. See [The Employment Discussion Guide](#) and [IM-16-044](#) .

The CDP should document either an outcome related to increasing hours or decreasing hours worked as well as provider strategies to achieve this outcome.

Completing the Decision Not to Explore Employment

The primary purpose of the DNE is to demonstrate how the person made an informed choice about not working. It is not sufficient to note that a person does not understand the concept of terms like “work” or “money” – we have an obligation to do our utmost to help people understand. Additionally, it is not uncommon to find that people have had negative or frustrating experiences with working or with activities such as being in a sheltered workshop. Often, people have struggled to perform many “entry level” jobs such as restaurant work, cleaning or assembly. If the person has had one job after another that has been frustrating, they may become discouraged and think employment is not for them.

Historically, working has been the exception and not the norm for people with disabilities - Oregon is trying to change that. At least annually, every person who is 16-60 has the employment discussion with their PA/SC. This ensures that the person makes the decision in a manner that is free from influences that may even unintentionally sway the person’s decision. That discussion must always be grounded in the positive assumption that everyone wants to work and, with the right supports that everyone can work – even if the person has had a DNE.

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 the questions that are to be answered in the PCI. Please note that the Addendum as well as page 3 of the ISP, must be completed by the SC/PA. 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, the PCI adds context to the person’s decision not to even explore employment.

Traditional Way: This means doing the DNE without using the DNE portion of the ISP Addendum.

The Required Components of a DNE 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. DNE Section 4 of the ISP

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.

Additionally, in this box, at minimum, three questions must be answered.

If the person chooses not to work in or explore individual, integrated employment: *Explain why the person made this decision. What work experience was this decision based on? Does the person have any concerns about employment? Would the person like to revisit this decision within the next year? See [Employment Discussion Guide](#).*

The three questions are:

1. Describe the discussion about the benefits of working in integrated employment would have for the person.

Some examples are:

- Contributing to your community	- Structure to your day
- Making friends and interacting with people	- Income (vacations, housing, transportation)
- Better quality of life: self-esteem, sense of belonging, improved health	

2. Describe the discussion about the drawbacks of choosing not to work in integrated employment.

Some examples are:

- Isolation	- Lack of structure to your day
- Fewer opportunities to meet new people	- Not pushing your boundaries/learning
- Lack of steady paycheck reduces choice and control about things such as where to live, eat and vacation	

3. Why are you unsure about pursuing and/or exploring integrated employment?
 - a. If it is due to limited or no exposure to integrated employment, what is the plan to address this?
 - b. Concern about loss of benefits? If yes, what is the plan to get work incentive information/benefits counseling? (example is assistance from Disability Rights Oregon or VR)
 - c. Reluctant to change routine or it is difficult to re-structure supports? (For example, the following supports would need to be altered or added, transportation, residential support, etc.)
 - d. No supports for work? If yes, what is the plan to explore the supports the person needs? ___
 - e. Discouraged by family? If so, is there a plan to overcome this issue? ___
 - f. Discouraged with VR process or found ineligible by VR? If so, is there a plan to overcome this issue? ___
 - g. Discouraged by health issue or disability? If so, is there a plan to overcome this issue? ___

Overview of How to Complete the DNE: Regardless of if the DNE is done with the ISP Addendum or the traditional way, it must adhere to the following instructions. The narrative must substantiate the selected reason(s) shown in **Example 4**.

Example 4: 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):

As discussed previously in these instructions, before a person makes the decision to complete a DNE, ideally, they will have experiences tailored to their skills and interests as the basis for their decision about individual, integrated employment. However, 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. The primary purpose of the DNE is to document the discussion and how the person was supported to make an informed decision about employment.

This discussion should focus on solutions and strategies that could assist the person to secure, maintain and advance in individual, integrated employment. Please remind the person that by making this selection, they will not be able to receive ODDS-funded employment services in **Example 5**.

Example 5:

Employment Path Services-Facility	Employment Path Services-Community
Discovery	Small Group Employment
Initial Job Coaching	Ongoing Job Coaching

The person may change his/her mind about working at any time. If a person who has chosen not to explore integrated employment changes their mind and decides that they are interested in exploring, pursuing or securing integrated employment, amend their CDP accordingly and develop Employment Outcomes. All changes to the ISP are documented using a Change Form. The CDP is part of the ISP, so any changes to the CDP get documented on a Change Form. One single Change Form can include multiple changes, such as amending the CDP and adding Employment Outcomes. The Change Form includes space to note who gives approval for the change(s) being made.

For each person, identify and address potential barriers in **Example 6**. Update this section with important developments – for example, when a possible solution has been tried and has not worked – or the best scenario – when a solution has been developed.

Example 6:

Potential barriers to working in an individualized, integrated job	How will this obstacle be addressed?

Employment Outcomes

When creating outcomes, provide as much detail as possible about what the person wants to accomplish. Every ODDS employment service must have at least one Desired Employment Outcome. This will be critical when the person decides how time in their selected service (s) will be invested to help them to reach their goal. Remember, Small Group Employment and Employment Path Services are time-limited services, so it is crucial that the person's time is invested wisely.

The person does not have to receive any of these services before deciding that they want to work. If they want to work, they may proceed directly to VR for job development (help finding a job) or may decide to find a job on their own (without paid assistance through ODDS or VR to find the job.)

Discovery/Career Exploration: The optimal and expected outcomes are:

- 1) A Discovery Profile; and
- 2) A referral to VR. Note, SCs and PAs can and should make referrals to VR if an individual indicates that they want to seek individual, integrated employment.

After the creation of the Discovery Profile, the SC or PA will collaborate with the person's provider of Discovery/Career Exploration to make the referral to VR.²

Employment Path Services: To select an Employment Path Service, a person must have a goal of exploring, pursuing, obtaining or advancing in community employment. The optimal and expected outcomes is Individual, integrated employment.

A person may select one or both of the Path Services. Both Path Services are primarily directed at teaching non-job task specific skills that will lead to greater opportunities for competitive, integrated employment and career advancement at or above the state's minimum wage but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. There are two types of Employment Path Services:

Employment Path Community: To participate in this time-limited service, the individual must have employment-related goals. The service is delivered in the community.

Employment Path Facility: Same as Community, except that the service occurs in a facility.

The following are examples of goals for Employment Path Facility **and** Employment Path Community:

- To develop my skills to communicate effectively with supervisors, co-workers and/or customers
- To become knowledgeable of generally accepted workplace conduct and dress
- To gain greater mobility skills by receiving mobility skills training

The following sample goals are options only for Employment Path Community:

- To volunteer at a community organization³

² An application to VR is not needed if the individual is going to find a job without using funding from ODDS or VR.

³ Volunteering is not to be at organizations that provide the individual with ODDS-funded services.

- To participate in services provided by my local career center
- To take tours of local businesses to learn about employment opportunities

Small Group Employment

The ODDS waiver definition of Small Group Employment states:

Small Group Employment is services and training activities provided in regular business, industry and community settings for groups of two (2) to eight (8) individuals with disabilities. Examples include mobile crews and other business-based workgroups. Services and training activities must be provided in a manner that promotes integration into the workplace and interaction with people without disabilities in those workplaces.

The optimal and expected outcome of this service is sustained paid employment and work experience leading to further career development and **individual, integrated employment** for which an individual is compensated at or above the state's minimum wage, with a goal of not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. These services and supports should be designed to support successful employment outcomes consistent with the individual's personal and career goals.

Job Coaching: This service is support for an individual, integrated job. The mantra of a successful job coach is “the less I am needed the more I have succeeded.” Research shows that the constant presence of a job coach has a negative impact on a person’s ability to be as independent, productive and included as possible. ⁴

This section is not designed to specify a staffing level – for example, “I will need a job coach with me all the time.” However, this is the place to explain what the person will need and why. Often, what we think we will need changes once we get a job. If the person’s actual job coaching needs differ from anticipated needs, the job coach and SC or PA must work together to update the CDP. A CDP is important because it records what is needed – this is especially important if there is a change in job coaches or a new SC or PA.

Job Development Individual Employment: Job development is the service of helping someone to find a job. People must be referred to VR for job development. ODDS funded job development is only available after VR has denied a person services. Job Development⁵ is Support to obtain a job in an integrated employment setting in the general workforce for which an individual is compensated at or above the minimum wage, but ideally not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities.

⁴ Demystifying Job Development: Field-Based Approaches to Job Development for People with Disabilities (Hoff, Gandolfo, Gold, & Jordan, ICI, 2001)

⁵ From June 2014 ODDS Waiver submission to CMS