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| **Job Coaching Without Referral to VR Documentation**  |



Please complete the following information regarding the individual who is requesting to enter straight into job coaching support without a referral to Vocational Rehabilitation. The person must be considered stable in the job, and the job must meet the requirements for competitive integrated employment. See more details regarding these requirements and where to submit this form in the [stabilization worker guide](https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Documents/wg-employment-stabilization.pdf).

This form is intended to walk case managers through the requirements for job coaching. ODDS approval is not required before authorizing job coaching. However, if there are questions about whether the setting meets requirements for competitive integrated employment, please see the stabilization worker guide, the worker guide on [competitive integrated employment](https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Documents/wg-competitive-integrated-employment-requirements.pdf), and the expenditure guidelines. Please have the provider complete a [setting assessment](http://www.surveygizmo.com/s3/1990286/ODDS-employment-and-day-service-provider-assessment) if you continue to have questions.

**Demographic Information**

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| Last Name: |       | First Name: |       |
| Prime Number: |       | Date the individual started their job: |       |
| Job Coaching Provider Name: |       |  |  |
| Name of Organization where Person will be Working: |  |  |  |

 **Job Coaching without referral to VR justification:**

Please include as much information as possible to explain the individual’s need to enter into job coaching support through ODDS without first going to VR for job development.

Is the individual working the number of hours they want to work based on prior conversations documented in the Career Development Plan, Discovery Process or Progress notes? How many hours is the individual working?

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Is the individual working in the field that they have identified as a field of interested through their CDP, Discovery process, or in another form? Please also note if the individual is satisfied with this type of work:

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Please explain why this individual is “stable in their job” (i.e., not at risk of losing their job).

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What type of job coaching supports does the individual need to be successful at work? Please describe briefly the type of support the individual will get at work, or attached the Career Development Plan to outline this support:

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How will the service be monitored going forward to help ensure the individual is stable at work and is able to be referred to VR if a problem is identified?

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Is the job at a provider site? If so, has an assessment been submitted for this setting, as required by AR-16-019, to show how this setting meets the requirements for a Competitive Integrated Employment setting?

If you do not have an assessment for this setting, please complete one here: <http://www.surveygizmo.com/s3/1990286/ODDS-employment-and-day-service-provider-assessment>. See also the related Worker’s Guide on Competitive Integrated Employment. Note that additional information may be needed.

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