

8-11-17

**To: Employment First stakeholders**

**From: Acacia McGuire Anderson, Statewide Employment First Coordinator**

**Re: [Employment First](#): Obtaining a job without VR placement**

(Please forward to your local partners & stakeholders)

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This is an important message to Service Coordinators, Personal Agents, Vocational Rehabilitation (VR) counselors and employment providers. Notification must be sent to the Office of Developmental Disabilities Services (ODDS) for review and tracking anytime an individual with an intellectual and developmental disability (I/DD) goes straight into ODDS job coaching without VR job development services. This is important to ensure we are meeting the requirements in the Lane v. Brown Settlement Agreement, as well as for other tracking purposes.

In March 2017, the ODDS issued policy guidance and a [worker's guide](#) on employment stabilization. One important part of this policy is the protocol for the rare cases when an individual finds a job on his or her own or through an Employment Path/Discovery service and is stable at that job and therefore opts to skip Vocational Rehabilitation services and go straight into ODDS-funded job coaching services. This part of the policy is in section VIII of the [Employment Stabilization Worker Guide](#).

In the rare case that a person obtains a job without VR services and is stable in that job but needs job coaching to maintain or advance in the job, then ODDS may fund job coaching without requiring the individual to go to VR.

The individual should not skip VR unless it is clear that their job is stable, meaning:

- The individual is working the preferred number of hours identified in their Career Development Plan or in other documentation
- The individual is working in their preferred career field and is satisfied with the job
- The individual is not at risk of losing the job; and
- The individual and their entire team agrees that the individual is stable and that it is best to skip VR to keep the person in the competitive integrated job.

If all of the above is true, policy requires that the Service Coordinator or Personal Agent submit the "Job Coaching without VR placement" form to

[maintenancejobcoaching.request@state.or.us](mailto:maintenancejobcoaching.request@state.or.us) within 30 days of the person beginning the job. That form is on the new I/DD Employment Policy web page under “Employment Stabilization and Competitive Integrated Employment” online at: <http://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Pages/policy.aspx>

I would like to highlight this requirement because ODDS has received very few notifications, but has heard that many people are bypassing VR because they have a job that the team agrees is stable. This form is important for several reasons. For instance, when ODDS started this policy, some stakeholders expressed concern that individuals who skip VR job services may be less stable or have less satisfactory outcomes. ODDS committed to track any individuals in competitive integrated employment that skipped VR services to ensure those people still receive quality services and outcomes.

Additionally, ODDS and VR have several requirements in the Lane v. Brown Settlement Agreement to ensure individuals receive employment services and, ultimately, get jobs. This documentation helps verify these services and jobs. For these reasons, it is critical that anytime an individual goes straight into ODDS job coaching without VR job development services, notification is sent to ODDS.

At this time ODDS is working with stakeholders to gather information. ODDS will not be able to maintain this policy if submitting notification does not become common practice.

Please help us to continue allowing this policy by submitting notification to: [maintenancejobcoaching.request@state.or.us](mailto:maintenancejobcoaching.request@state.or.us).

If you have any questions, please let me know. Thank you.

~ Acacia