

October 4, 2019

**To: Employment First stakeholders**

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

**Re: Employment First: Reminder about Rules and Requirements for Providers**

(Please forward to your local partners & stakeholders)

During the past few years, many areas of Oregon had new providers join in the Employment First initiative. We are excited about the new providers. As a result of this growth, I thought it would be a good time to provide some references for resources.

As a reminder, you can find a wealth of information, including success stories, a training calendar, provider resources, and our I/DD policy page, on the Employment First website, <http://iworkwesucceed.org>.

That website also has a [map](#) and contact information for the ODDS regional employment specialists, who can provide targeted training and technical assistance to local providers. **Please seek out your local regional specialist when you have questions or need assistance.**

Here are some important parts of the [Oregon Administrative Rules for Employment Services for Individuals with Intellectual or Developmental Disabilities](#) that providers should keep in mind:

- If a provider agency reduces, transfers, or exits more than 10 individuals involuntarily, the provider agency must provide written notice 60 days in advance to the person (and their legal representative, if applicable), ODDS, and the person's case manager. At least 30 days advance written notice to the person is required if a provider involuntarily reduces or ends services for fewer than 10 individuals. Written notice must be given on the ODDS-approved form.
- Employment and Day Support Activity (DSA) provider agencies are required to keep risk mitigation strategies for people in their services. The case manager is responsible for developing the risk management plan based on the risk identification tool. The case manager lists how (and where) each risk is addressed in either the Risk Management Plan section of the ISP, or in the Service Agreement. The provider is responsible for making sure risk mitigation strategies are in place and relevant to each service setting.

- A draft worker's guide regarding supporting health and safety needs in employment service settings is on the [ODDS engagement and innovation website](#) for public comment. Additional employment specific training materials will be forthcoming. More general training is on the [Oregon ISP website](#).
- A provider self-assessment is required every time a provider opens a new facility or changes the location (county) for an existing facility. See the [Provider Site Assessment](#) web page for more information.

The requirements mentioned in this message, however, are essential to helping maintain health and safety in employment settings, and to ensuring services are person-centered. Again, if you have questions regarding rules, you can always reach out to your ODDS regional employment specialist or email [employment.first@state.or.us](mailto:employment.first@state.or.us)

Thanks as always for your support in serving people with intellectual and developmental disabilities in Oregon.

Acacia