

Office of Developmental Disabilities Services

Employment Path Facility Monitoring

When an individual is using Employment Path Facility, the case manager must:
Visit each Employment Path Facility setting being used at least twice per plan year.
Visits must occur no less than once every six months.
Must be while the individual is present.
The case manager must document the progress being made to support the individual to achieve employment goals documented in the Career Development Plan (CDP) (working towards competitive integrated employment).

The case manager must review the CDP, the provider implementation strategies, progress notes, and speak with the person to verify the progress being made to support the person to achieve the person's goals related to competitive integrated employment in the general workforce.

Plans to transition from Sheltered Work Settings

Case managers must coordinate with providers and ISP teams to ensure those using services have an effective plan in place that documents how the person will explore and/or obtain employment in the general workforce, and, ultimately, transition to an alternative setting.

Some providers operating sheltered work settings are requesting additional time to transformation as outlined in the related [ODDS worker's guide](#). This additional time is intended to ensure those using services in the setting have an opportunity to transition to integrated community settings in a manner that is collaborative, transparent, and timely.

As part of a provider's variance request, for anyone who will continue working in a sheltered work setting, beyond March 15, 2019, individual level information had to be submitted as part of the variance. The individual level information must be aligned with the person's ISP and CDP.

Plans should address the following information and subsequently monitored:

- ▶ How is the person going to explore types of work he or she is interested in, or whether to pursue employment in the general workforce?
- ▶ What type of community work experiences will the person participate in to make an informed choice about the type of work he or she is interested in? (Internships, job shadowing, informational interviews, job development, VR referral, etc.)
- ▶ When will a referral to VR be made (if it has not already occurred)?
- ▶ Does the person need benefits counseling?
- ▶ Does the person need peer counseling/mentoring?
- ▶ Has the person identified a provider or other supports that may be needed for support to obtain a job in the general workforce?
- ▶ What is the estimated timeframe for each of these things, and when does the sheltered work setting anticipate it will close?
- ▶ Is there anything else the person needs to make an informed decision about pursuing employment?