

Employment Updates

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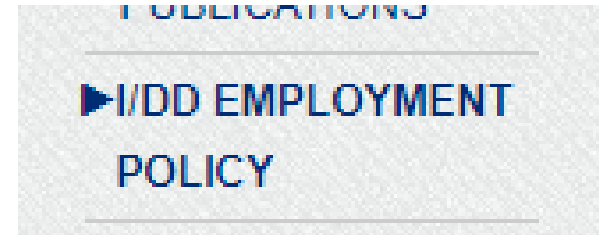


Presentation Outline

- Review of new(ish) policies and information
 - ODDS Retention Policy
 - Road2Work!
 - Statewide EF Referral & Release of Information
 - Benefits Counseling, 20 hours and expansion to transition students
 - Podcasts!
- Time for Q&A

ODDS Retention Policy

- How do I find relevant policies?
 - iworkwesucceed.org
 - I/DD Employment Policy page
 - CIE



- What policies are relevant?
 - Retention Payment
 - Stabilization

Competitive Integrated Employment

Competitive Integrated Employment is full or part-time work at minimum wage or higher, with wages and benefits similar to those without disabilities performing the same work, and fully integrated with co-workers without disabilities.

Policy Documents and Related Information

[ODDS Retention Payment and Worker Guide](#)

1/24/2019

ODDS Stabilization Worker Guide

- Started: 2017 – would the person benefit from VR services?
 - Did they find the job independently or through an ODDS service like Discovery?
 - Hours
 - Good job fit
 - In alignment with goal
 - Not at risk of losing their job
 - Are they stable on the job?
 - Do they need counseling, development or other VR services?

*If they are stable – complete “Job Coaching without VR” form

- Submit to ODDS

*If they are NOT stable, or you do not know, refer and consult with local VR



Selena (pictured right) worked for more than 7 years in a sheltered workshop until 2015, when she received job development services from Partnerships in Community Living, a recipient of a DHS transformation grant. Now Selena works in a community job at downtown Salem pottery store Create a Memory.

ODDS Retention/Payment Worker Guide

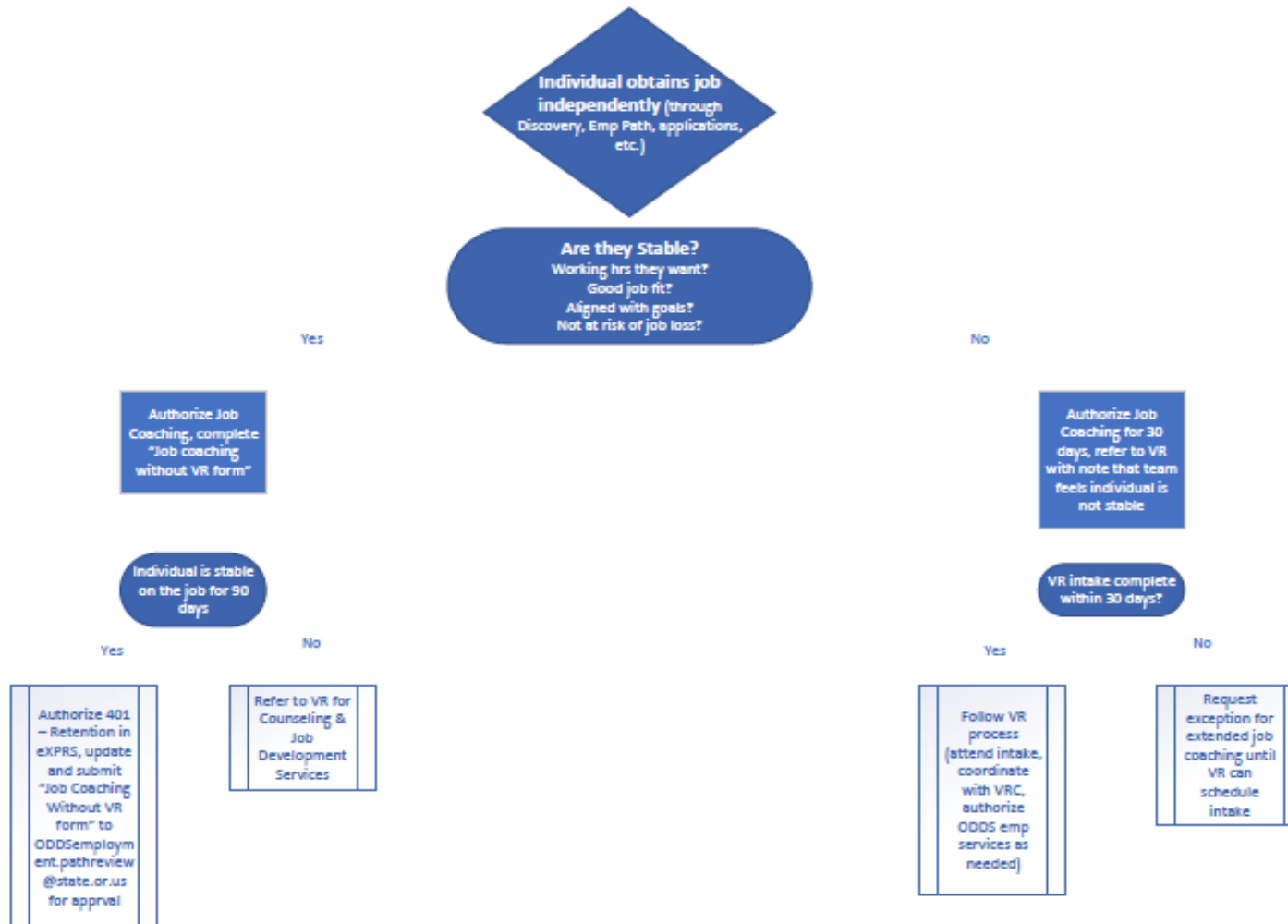
- Started: 2019
- Designed to fund retention services
 - Working with the employer
 - Preventing job loss
 - Providing accommodations, etc. as needed
- If someone is on the job for 90 days, and would not benefit from VR (they were stable), can authorize in POC

Authorization Code and Rate

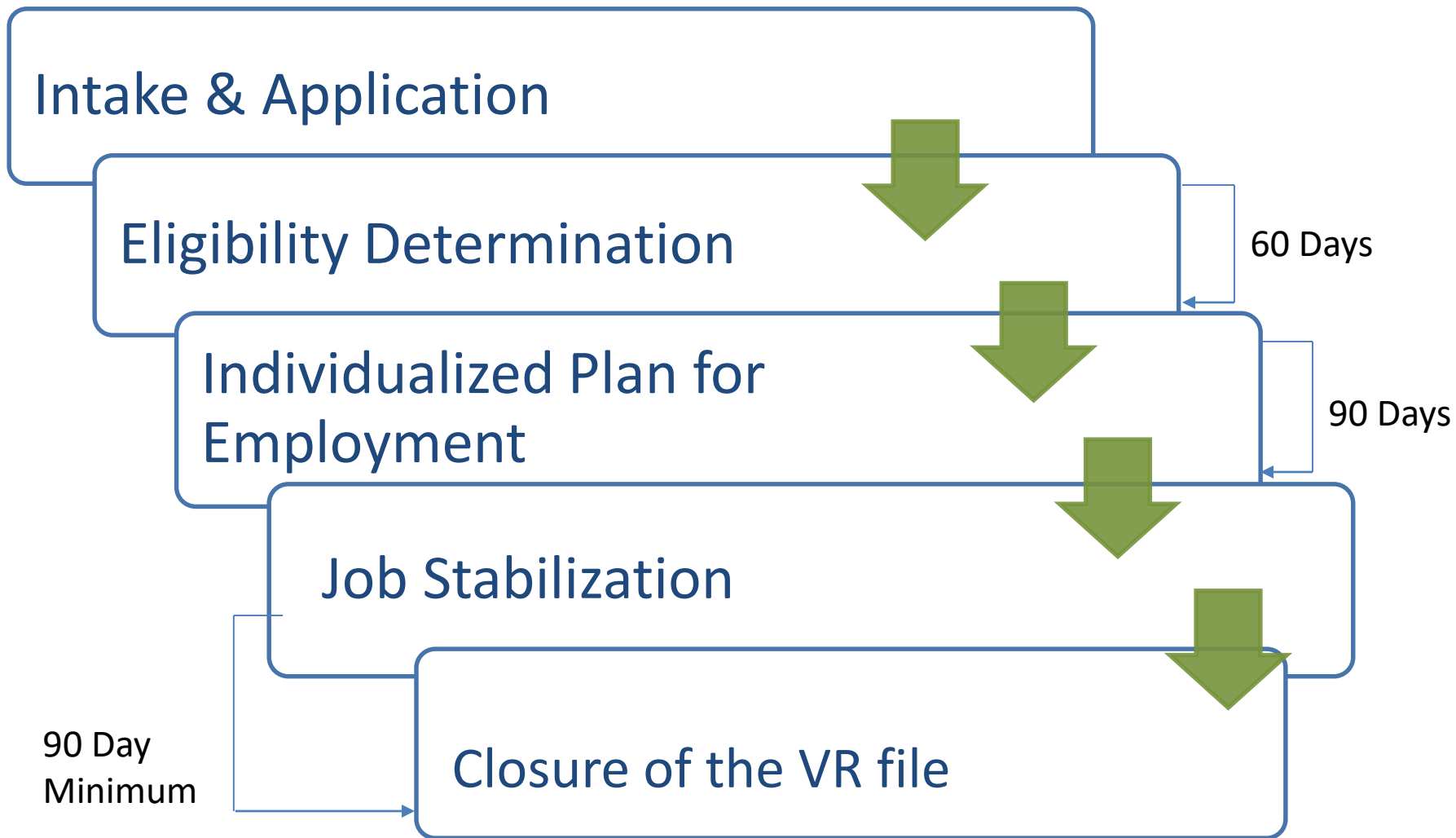
	Category 1	Category 2	Category 3	Category 4
Job Development – 90+ Days Job Retention (OR 401 W9)	\$1,235.75	\$1,482.90	\$1,977.20	Exceptional support needs are addressed on a case-by-case basis. There are no set rates for Category 4.

*See the expenditure guidelines for more information.


Process Flow



Vocational Rehabilitation Process



Statewide EF Referral & Release of Information

 **Authorization for Disclosure, Sharing and Use of Individual Information**

Save As | Reset | Print
 Show instruction pages
 Hide instruction pages

The purpose of this form includes referring, coordinating and monitoring your services with providers, as described below:

Legal last name of individual:	First name:	MI:	Date of birth:
Other names used by individual:			10/1/2019
Address:	City:	State:	ZIP:
Phone:	Email address:		
Identification type: Choose one			
Legal last name of representative (if any):	First name:	MI:	
Relationship to individual:	City:	State:	ZIP:
Address:			
Phone:	Email address:		

By signing this form, I authorize the named record holder(s) to disclose the following specific confidential information about me. Whenever "mutual exchange" is checked, those named agencies will be able to share information back and forth to better provide services to me.

REQUESTING AGENCY, BUSINESS, ORGANIZATION OR INDIVIDUAL

Purpose of the requested disclosure, sharing and use:

Entity name: DHS — Vocational Rehabilitation (VR) Delete

Specific information to be disclosed: Choose one
 Add another document

Date of records: Choose one

Contact person:

City, state and ZIP:

Phone number:

Expiration date or event:

Are you requesting special health information to be released? Yes No

Is there any specific information not to be released? Yes No

RELEASING AGENCY(IES), BUSINESS(ES), ORGANIZATION(S) OR INDIVIDUAL(S)

Purpose of the requested disclosure, sharing and use:

Entity name: Choose one

Date of records: Choose one

Contact person:

City, state and ZIP:


Phone number:

Address:

Email address:

Page 1 of 2 MSC 3010 (P1st, 12.21.2018)

Not valid without signature page.

Referral Tool for Employment Services 

Section 1: Purpose of the referral tool

This form may be used to make a referral to Vocational Rehabilitation (VR), Developmental Disabilities Services (DD), or both agencies, for employment services. It is used in combination with the Statewide Release of Information. As part of requesting employment services:

- You agree to let agencies and their representatives talk to one another.
- Agencies will share information about you that is important for the delivery of employment services.
- Information shared includes:
 - Existing information known at the time of this referral and
 - Other information developed during employment services (e.g. discovery profile, information regarding outcome from employment path work experience, etc.).

Section 2: Person being referred

Full name (last, first, MI):

Aliases:

ID number (prime number, SSN, etc.):

Street address:

City:

Phone:

State:

Apartment or unit number:

Date of referral:

Date of birth:

Email:

ZIP:

Section 3: Information about person completing referral

Full name (last, first, MI):

Organization name:

Organization type: Choose one or type in

Phone:

Email:

Section 4: Scope of request for services (e.g. VR and ODDS employment services)

Section 5: Catalog of employment information

We may share all information listed below as part of your employment services. This includes any information listed below that we receive later. Check off all information we have now. Also, check off information as soon as it becomes available. We may update this document with new information during the delivery of employment services.

Check all documents that currently exist.

- DD documents:
- VR documents:
- School documents:
- Other documentation:

Page 1 of 2

Key features:

- Great for multidisciplinary teams (e.g. VR, Education, DD) working to support a client on a common goal (i.e. employment!)
- Get people connected to services earlier.
- Ensure individuals don't get "lost" in system.
- Help ensure individuals don't have to duplicate documentation or services before getting a job.
- Identifies documents from each employment first agency.
- Allows a simultaneous referral to VR, ODDS, or both agencies simultaneously.

Authorization for Disclosure, Sharing and Use of Individual Information

The purpose of this form includes referring, coordinating and monitoring your services with providers, as described below.

Legal last name of individual: _____ First name: _____ MI: _____ Date of birth: _____ (MM/DD/YY)

Other names used by individual: _____ Address: _____ Phone: _____ City: _____ State: _____ ZIP: _____

Identification type: Choose one _____ Email address: _____

Legal last name of representative (if any): _____ First name: _____ Relationship to individual: _____ Address: _____ MI: _____ Phone: _____ City: _____ State: _____ ZIP: _____

By signing this form, I authorize the named record holder(s) to disclose the following specific confidential information about me. Whenever "mutual exchange" is checked, those named agencies will be able to share information back and forth to better provide services to me.

REQUESTING AGENCY: BUSINESS, ORGANIZATION OR INDIVIDUAL

Purpose of the requested disclosure, sharing and use: _____

Entity name: DHS — Vocational Rehabilitation (VR) _____

Specific information to be disclosed: Choose one _____

Date of records: Choose one _____ Add another document _____ Delete _____

Contact person: _____ City, state and ZIP: _____ Address: _____ Phone number: _____

Expiration date or event: _____ Email address: _____

Are you requesting special health information to be released? Yes No

Is there any specific information not to release? Yes No

RELEASING AGENCY(IES), BUSINESS(ES), ORGANIZATION(S) OR INDIVIDUAL(S)

Purpose of the requested disclosure, sharing and use: _____

Entity name: Choose one _____ Date of records: Choose one _____

Contact person: _____ City, state and ZIP: _____ Address: _____ Phone number: _____

Referral Tool for Employment Services

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- You agree to let agencies and their representatives talk to one another for the delivery of employment services.
- Agencies will share information about you that is important for the delivery of employment services.
- Information shared includes:
 - Existing information known at the time of this referral and
 - Existing information developed during employment services (e.g. discovery profile, information regarding outcome from employment path work experience, etc).

Section 2: Person being referred

Full name (last, first, MI) _____ Date of referral: _____

Aliases: _____ Apartment or unit number: _____

ID number (prime number, SSN, etc.): _____ State: _____ ZIP: _____

Street address: _____ City: _____ Email: _____

Phone: _____

Section 3: Information about person completing referral

Full name (last, first, MI) _____

Organization name: _____ Email: _____

Organization type: Choose one or type in _____

Phone: _____

Section 4: Scope of request for services (e.g. VR and ODDS employment services)

Section 5: Catalog of employment information

We may share all information listed below as part of your employment services. This includes any information listed below that we receive later. Check off all information we have now. Also, check off information as soon as it becomes available. We may update this document with new information during the delivery of employment services.

Check all documents that currently exist.

- DD documents:
- VR documents:
- School documents:
- Other documentation:

Page 1 of 2

DHS 4130 (04/19)

DHS | Oregon Department of Human Services

Statewide EF Referral & Release of Information

- **Available for statewide use effective April 1, 2018.**
 - Soft rollout to allow time for additional feedback as tools roll out for statewide use.
 - Most entities incorporating into processes as soon as possible.
- **ODDS Information Memoranda regarding the Statewide Release of Information**
 - IM 19-019 (regarding application for employment services)
 - IM 19-018 (regarding applicability for all other services)
- **DHS forms:**
 - DHS form 3010 (Statewide ROI for social service agencies; expected to ultimately replace the 2099)
 - DHS form 4130 (Statewide Employment First Referral)

For more information...

- ODDS I/DD Employment Policy Website


Referral & Release of Information

[Statewide Employment First Referral – Form 4130](#)

[Worker Guide Statewide Employment First Referral and Release of Information](#)

[Referral and Release Training Video](#)

[Statewide Release of Information – Form 3010](#)



The screenshot shows a YouTube video player with a search bar at the top. The video content is a presentation slide titled "Oregon's Employment First Statewide Referral & Release of Information" presented by Allison Enriquez, ODDS. The slide features three circular icons: "Referral & Release Tools" (green), "Common Questions" (red), and "Where to Access More Information" (blue). Logos for "I WORK WE SUCCEED" and "DHS Oregon Department of Human Services" are visible at the bottom of the slide.

Employment First Worker's Guide

Topic:	Statewide Employment First Referral and Release of Information
Date Issued/Updated:	April 1, 2019

Overview

Description:
This guide outlines information related to Oregon's Statewide Employment First Referral (DHS form 4130) and the Statewide Authorization for Sharing Individual Information (Form 3010, commonly referred to as the Statewide Release of Information). These tools were developed jointly by Oregon's Employment First agencies, including Vocational Rehabilitation (VR), the Office of Developmental Disabilities Services (ODDS), and Oregon Department of Education (ODE).

Purpose/Rationale:

The purpose of the tools and related training is to:

- Help facilitate a coordinated delivery of employment service, particularly as a person is simultaneously served by multiple state agencies.
- Expedite delivery of employment services by documenting what

- Request TA from regionally based employment specialist

ODDS Benefits Counseling Services

- A Medicaid-funded Employment Path Community Service
- Includes two levels of services
 - Level 1: Information and Referral
 - Intent of Level 1 service is to inform people using basic information that they CAN work while with benefits
 - Level 2: Benefits Counseling Report
 - Work Incentive Summary
 - Benefits Summary and Analysis

Level 1 Service

- Inform people using basic information that they CAN work while with benefits
- Reduce anxiety and confusion about being able to work while receiving benefits
- Basic facts are provided about SSI and/or SSDI work rules via fact sheets and other materials
- Other barriers to employment are also considered and appropriate referrals are made

Level 1 Service

- This service can typically happen in one meeting
 - It is recommended that the entire support team, including Representative Payees attend this meeting
- Service outcome includes a written advisement that outlines the information discussed with the benefits counselor
- Decision tree is used to help determine if the person can benefit from Level 2 service
- Person's benefits have not necessarily been verified at this level

Level 2 Service

- Development of a report that considers ALL benefits a person is receiving not just SSI/SSDI
 - SNAP, HUD, Medicaid, Medicare, K-Plan, Waivers and other benefit programs
- Report cannot be written unless all benefits have been verified

Level 2 Reports

- **Work Incentive Summary**
 - Designed for individuals who do not have a job goal
 - Summarizes the work incentives for each benefit program the person is utilizing
- **Benefits Summary and Analysis**
 - Designed for individuals who are working or have a specific employment/earning goal
 - More detail can be provided about how work incentives can be utilized to increase earnings potential

Authorizing Benefits Counseling Services

- Case manager may authorize if it is anticipated benefits counseling will be needed within the upcoming ISP year
 - ISP change of service form may be used if changes occur during the ISP year
- Level 1 Service
 - OR541
 - Up to three hours per plan year
 - Additional hours must be approved by case manager
- Level 2 Service
 - OR541
 - Up to 12 hours per plan year
 - Additional hours must be approved by case manager

20 Hour Standard Policy

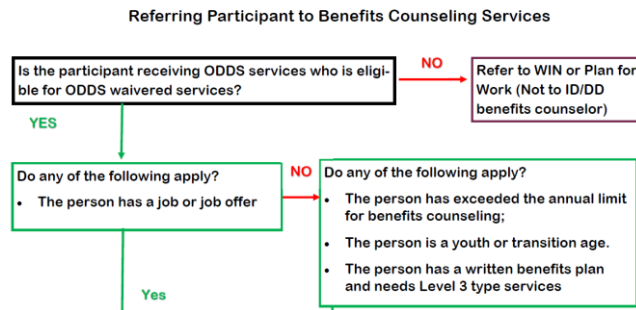
- ODDS/VR policy:
Working 20 hours per week is the standard for planning
- Based on individual choice
- Pays to work
 - It is unlikely that employment will cause a person to lose Medicare or Medicaid



Robert works 20-25 hours per week at the Safeway in Baker City. He loves his job, especially stocking eggs. Robert was previously in a sheltered workshop for many years, but now has competitive integrated employment.

Common Question #1:

When is ODDS/Waiver funding for Benefits Counseling available versus when refer to WIN/WIPA?



If a person is eligible for ODDS and Medicaid-funded Home and Community-Based Services (HCBS), then ODDS can generally fund Level One and Level Two Benefits Counseling.

A referral to WIN or WIPA should be made if:

- Benefits Counseling services are readily available through these programs (i.e. the person has a job and is connected to VR).
- The person has exceeded the annual limit for ODDS Benefits Counseling.
- The person has a written benefits plan and needs Level 3 type services.

Common Question #2:

Where can I find information regarding benefits counselors who are qualified to provide ODDS-funded benefits counseling?

Benefits Counseling

Benefits and Work Incentive Counseling services help people work incentives to achieve their employment goals.

Policy Documents and Related Information

[ODDS Approved Benefits Counselors](#)

[Worker Guide ODDS Benefits Counseling](#)

[Benefits Counseling Referral Process Flow Chart](#)

[SSDI and Minimum Wage Fact Sheet](#)

[SSI and Minimum Wage Fact Sheet](#)

[SSI and Employment Video](#)

[SSDI and Employment Video](#)

FAO Benefits Counseling 2018

- See list of approved benefits counselors on I/DD Employment Policy website.
- Approved benefits counselors have a certification through WIN or another ODDS-approved certification program (e.g. Cornell Certification; VCU/Social Security Administration Certification).

Common Question #3:

Can youth and transition-age students access Benefits Counseling?



Yes!

Youth and transition-age students **can** access ODDS-funded Benefits Counseling.

This was clarified in following ODDS Worker's Guides (both updated on 03/08/19):

- Benefits Counseling for Employment Path Services
- ODDS Employment Services for Transition-age Individuals and Youth while Special Education and Related Services Remain Available under IDEA

Revisions published as part of [APD-PT-19-011](#) (03/08/19)

Podcasts!

- Employment First Podcast:

<https://feeds.blubrry.com/feeds/oregondhs.xml>

- Transition Podcast:

<https://oregontransitionpodcast.podbean.com/>



Contact Information

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<https://www.facebook.com/ORemploymentfirst>

