

Information Memorandum Transmittal Vocational Rehabilitation



Heather Lindsey, Deputy Director

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Number: VR-IM 19-13

Issue date: 11/01/19

Topic: Other

Due date: 11/01/19

Subject: 20- hour recommendation for supported employment planning and implementation for individuals with intellectual and/or developmental (I/DD) disability

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input type="checkbox"/> County DD program managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): Vocational Rehabilitation Staff |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

Oregon's goal is that all persons with I/DD who want to work in the community will be afforded an opportunity to pursue competitive integrated employment that allows them to work the maximum number of hours consistent with their unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

Guidance to VR and Employment First staff is that the recommended standard for planning and implementing Supported Employment Services is the opportunity to work 20 hours per week. Recognizing that based on individual choice, preferences, and circumstances, some people may choose to work at that level while others may not. (Lane v. Brown, US District Court Case No: 3:12-cv-0038-ST: Settlement VII(1)(a)).

Before coming to VR, Individuals with I/DD will probably already have talked with others (e.g., family members, friends, providers, case

managers, etc.) about working in the community.

An individual with I/DD who is eligible for ODDS employment services will have an annual Career Development Plan which includes a record of another discussion about employment. If the person wants to use VR services to obtain a job in the community, that plan should state a goal of number of hours a week the individual wants to work. That number is a starting point for VR counseling discussions about establishing an employment outcome and the Individualized Plan for Employment (IPE).

VR is required to assist eligible participants in acquiring information that enables them to exercise informed choice in the development of their IPE with respect to selection of:

- Employment outcome
- Specific vocational rehabilitation services needed to achieve the employment outcome
- The entity that will provide the services
- Employment setting and the settings in which the services will be provided
- Methods available for procuring the services.

34 CFR 361.52 (b)(4)

Sometimes, the experiences gained through VR cause the participant to change their mind about number of hours to work a week. VR should invite referring staff and others chosen by the participant, to the Intake meeting (or other pre-plan meeting) when the participant's IPE employment goals, including hours worked per week, are discussed.

Benefits planning information that alleviates fear of working because of loss of benefits is needed by participants who are just beginning to seek employment so they can utilize informed choice in making decisions. The participant and their VR counselor will decide if they need to be referred for benefits planning at this time. If they are already working and want to increase their hours or if they are on the point of starting a job, then full benefits planning services is best practice and a referral should be made. Referral to and receipt of benefits planning services should be documented in case notes.

A participant may choose to change their hours worked per week goal at any time in the process, depending on the experiences and information they gain through the VR process. Updates can be done through case

note but, when the participant has chosen a specific number of hours for their goal of hours worked, the VR counselor and participant must agree on a plan revision to the lower or higher number of hours. If the participant chooses a (limited) range of hours for their goal, updates can be done in a case note. It is always important to inform the PA or SC about any changes, especially when the final goal of hours worked per week is different from that in their Career Development Plan.

When the participant would like to accept a job and continue looking for another job to work the total hours in their plan, the Job Placement Services Contract should be the guide to number of placements the job developer is paid as well as the timing of the payment. To view the current contract, go directly to OWL (Contracts page) to find the link to the Job Placement Services Contract. If a job developer has questions, they can be directed to VR.contractinquiries@dhsosha.state.or.us

Reaching the hours worked goal in the IPE (or revised IPE) is a criterion for job stabilization that must be reached before transfer to DD services or natural support.

For questions about Employment First, including this IM, you can add a question to one of the quarterly calls.

2020 Employment First Q&A call schedule:

- **January 14, 2020, from 1:30-2:30 p.m.**
EF Conference line: 877-411-9748; Access Code: 5268628#
- **April 7, 2020, from 1:30-2:30 p.m.**
EF Conference line: 877-411-9748; Access Code: 5268628#
- **July 14, 2020, from 1:30-2:30 p.m.**
EF Conference line: 877-411-9748; Access Code: 5268628#
- **October 13, 2020, from 1:30-2:30 p.m.**
EF Conference line: 877-411-9748; Access Code: 5268628

If you have any questions about this information, contact:

Contact(s): VR.Policy@dhsosha.state.or.us	
Phone: 503-945-6975	Fax:
Email: VR.Policy@dhsosha.state.or.us	