

Vocational Rehabilitation

**Action Request
Transmittal**

Authorized signature: Pete Karpa,
Deputy Director

Number: VR-AR-16-02

Issue: date: 5/13/16

Topic: Supported Employment

Due Date: 6/30/16

Subject: Maximizing client goal of hours worked and recognizing the recommended standard of 20 hours a week

Applies to (*check all that apply*):

<input checked="" type="checkbox"/>	Vocational Rehabilitation – All Staff
<input type="checkbox"/>	Vocational Rehabilitation – Executive Team
<input type="checkbox"/>	Vocational Rehabilitation - Administration
<input type="checkbox"/>	Vocational Rehabilitation – Branch Managers
<input checked="" type="checkbox"/>	Other ODDS Employment Unit Staff, for dissemination

Rationale

Nationally, the Rehabilitation Act of 1973 as amended by the Workforce Innovations and Opportunity Act (2014), seeks to empower individuals with disabilities to maximize employment and economic self-sufficiency.

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 employment that allows them to work the maximum number of hours consistent with their abilities and preferences. The recommended standard for planning and implementing Supported Employment Services is the opportunity to work at least 20 hours per week. 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)).

Reason for Action

VR follows federal and state mandates to maximize opportunity for all participants with disabilities including I/DD to pursue competitive integrated employment at the hours they choose to work.

Action Required

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 goal of hours worked should be recorded in the first fillable box of the IPE that directs staff to, "Discuss transferable skills, individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, informed choice and other factors that were used to determine the employment goal."

When the participant chooses to change their goal of hours worked, the VR counselor and participant should agree on a plan revision to the lower or higher number of hours and inform the PA or SC. Some participants choose to

change this goal during job development; others choose to take a job with higher or lower hours than the original IPE goal. Reaching the hours worked goal in the IPE (or revised IPE) is one of the criteria for job stabilization that must be reached before transfer to DD services or natural support.

Some participants choose to increase their working hours over time, after they are employed and their VR case file is closed; with potential assistance from their long-term job coach. In that case, their IPE goal of hours worked may be lower than their long term goal and should be thought of as a final goal for the VR plan but an interim goal for the participant. The IPE goal and long range plans should be documented in case notes. Pertinent sections of the IPE should be provided to the PA or SC to inform the long-term job coach about the participant's long term plans.

Participants, who want to increase their hours after starting a part time job, may choose to develop a plan to find additional employment to supplement the original job. A participant may choose to seek supplemental employment before the VR case file is closed to meet their IPE goal. Other participants choose to seek supplemental employment after their VR file is closed, either on their own or through the use of other workforce programs.

Training requirement

Branch Managers review this transmittal at an all-staff meeting, keep a record of the meeting notes and forward a copy of the notes to the contact person listed below.

Policy and Resources

- Workforce Incentive and Opportunities Act (WIOA), 2014
- Lane v. Brown, US District Court Case No: 3:12-cv-0038-ST: Settlement
- Oregon Policy: 3.14 Supported Employment Policy
- VR-IM-15-01 Job Stabilization

Acronyms

- I/DD is Intellectual and/or Developmental Disability
- IPE is a VR Participant's Individualized Plan for Employment
- PA is a Personal Agent
- SC is a Services Coordinator
- VR is Vocational Rehabilitation

If you have any questions about this information, contact:

Contact(s):	Ann Balzell		
Phone:	503-945-6975	Fax:	503-947-5025
Email:	Ann.balzell@state.or.us		