

Developmental Disabilities Worker's Guide

Office of Developmental Disabilities Services

Topic:	Employment Services II.b. ODDS Exception for Job Coaching when a Person is Not Connected to VR
Date Issued/Updated:	08/01/2021

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Overview

The purpose of this worker's guide is to outline requirements for ODDS Job Coaching when a person is not connected to Vocational Rehabilitation (VR). This might happen, for example, when a person gets a job on their own, or during Employment Path or Discovery services.

Background

Federal and State policy requires that ODDS and Medicaid-Funded employment services only be used when VR services are not available. This Worker's Guide outlines circumstances under which ODDS may approve Job Coaching because VR services are not available, and the process for authorizing ODDS Job Coaching when VR is not available.

VR is the agency generally responsible for supporting a person with a disability to find a job. ODDS funds long term supports after a person is stable on the job. VR has mechanisms, services, and requirements designed to ensure individuals have successful employment outcomes in integrated community settings, while ODDS and Medicaid-funded services are designed to meet long-term employment needs or pre-employment needs. This policy is also designed to ensure supports are streamlined and not duplicative, and ensure systems do not rely on segregated employment options for people with barriers to employment.

Procedure(s) that apply:

The following describes steps for requesting ODDS job coaching when a person has obtained a job and is not connected to VR (For example, the person has found a job on their own, during ODDS Employment Path or Discovery services, etc.).

- 1. If a person obtains a job and is not in plan with VR, then the case manager may authorize 120 days of ODDS Initial Job Coaching without ODDS approval.**
- 2. The ISP team must meet as soon as possible (but at least within the person's first 30 days on the job) to determine whether a referral to VR is needed. The team will use the form titled: "[Job Coaching without VR](#)", to evaluate the criteria below.**
 - a. Is the person stable?**
 - i. The person's job is not at risk with (or without) a Job Coach in place, as identified by the individual and the Employment Team.
 - ii. A long term job coach is in place if needed?
 - iii. Everyone agrees person is performing well on the job?

b. The job meets the person's goals?

- i. Type of job the person wants?
- ii. Is the person working in the field identified in the CDP, through the Discovery process or in another form or documentation, and upon review is satisfied with the job?
- iii. Number of hours the person wants? Is the person working the preferred number of hours identified in their CDP, through the Discovery process or in another form or documentation?

c. Does the person want to work in the job while also looking for a different job, a second job, or more hours in the current job? If so, authorize ODDS Job Coaching while also making a referral to VR for support to find another job.

d. Does the job meet requirements for competitive integrated employment?

Note that if the work is in a provider owned, operated, or controlled setting, then a separate exception must also be completed and a provider self-assessment. The provider must also complete the assessment found at the link here:

<https://www.surveymoz.com/s3/4521621/Oregon-Office-of-Developmental-Disabilities-Non-residential-Provider-Assessment>

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A job at a provider site is presumed to be Employment Path. However, if additional information demonstrates the position meets requirements to be considered "Competitive Integrated Employment," then Job Coaching may be the right service. Providers need to submit additional information to ODDS, via the assessment tool, in order to overcome the presumption that services at a provider site are Employment Path.

3. Summary

a. Referral to VR

If it is determined the above criteria have **not** been met, then refer to VR as soon as possible. If unsure, then consult with VR. The case manager still has discretion to authorize up to 120 days of ODDS-funded job coaching.

b. Request for ODDS Job Coaching

If the team determines VR is not needed and all the above criteria have been met, then, between 60 and 90 days on the job, the case manager may submit the "Job Coaching without VR" form to ODDS for review and approval.

- i. ODDS may approve an exception for Job Coaching and/or the ODDS 90-day retention payment.
- ii. When submitting the exception, the case manager should also authorize the service(s) in the billing system, for ODDS to approve with the request.
- iii. In most instances, ODDS will review the request, and approve or deny it shortly after 90 days on the job.
- iv. Note that the 90-day retention payment is not available for any jobs at an Oregon Medicaid-funded provider site, or that are part of the Oregon Forward Program, or any contract that mandates a ratio of workers who have a disability.
- v. Submit the ODDS request here:
maintenancejobcoaching.request@state.or.us

Requesting ODDS-Funded Job Coaching without VR

This process for requesting ODDS-funded job coaching when a person has obtained a job without VR (i.e. not in plan with VR).

This may happen if the person finds a job on their own, or obtains a job during Employment Path or Discovery.

If a person obtains a job and is not connected to VR, the case manager may authorize up to 120 days of initial job coaching. The ISP team must then meet as soon as possible (no later than 30 days on the job) to evaluate whether referral to VR needed.

The Team will use the "Job coaching without VR" form as a tool to evaluate:

1. Is the person stable (person performing well with (or without) long term job coach in place?)
2. Does the job meet the person's goals? (hours, type of job, etc)
3. Does the job meet requirements for competitive integrated employment? (If it's work at a provider site, or a provider held contract, then the provider must complete an assessment for the site).
4. All needs are covered, and no additional needs can be supported through VR (e.g. adaptive equipment)

If **Yes** to all the above:

Between 60 and 90 days on the job, the team may request ODDS approval for "Job Coaching without VR" by submitting the form to: maintenancejobcoaching.request@state.or.us

Consult with VR if unsure whether criteria have been met. Refer to VR if the job ever becomes unstable.

If **No** to any of the above criteria:

Send referral to VR as soon as possible.

The case manager has discretion to authorize up to 120 days of initial job coaching without VR.

May also request ODDS exception for job coaching if more than 120 days is needed while waiting for VR intake.

Timeline			
Days on the job	Event		ODDS Approval Required?
Before person starts	Person obtains job	Case manager has discretion to authorize up to 120 days of initial job coaching without VR.	No
0-30	ASAP (but no later than 30 days on the Job).	ISP Team Meet to Determine Whether VR Referral Required. (If person is not stable, would benefit from VR, etc.) Submit VR referral ASAP if required. Consult with VR if unsure.	No
60-90		If VR referral not required, then submit "Job Coach without VR" form to ODDS between 60 and 90 days on the job.	No
90 days		ODDS will review exception request for Job Coaching and 90-day retention.	No

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Form(s) that apply:

Job Coaching without VR form: https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/Job%20Coaching_Without_VR_Placement_Form.docx

Other Resources:

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Contact(s):

Regional Employment Specialist:

<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>