



Maintenance Job Coaching Request

I. Instructions:

- ODDS-funded Job Coaching may be needed to meet a person's support needs beyond 18 months. If so, this support needs and efforts to fade must be documented and updated at least annually using this form.
- The form and supporting documentation must be submitted to the person's file in plan of care. Also attach supporting documentation (e.g. person's ISP/CDP, Provider Implementation Strategies, fading plan, etc).
- See more information here:
 - [ODDS Worker Guide regarding Job Coaching Requirements and request for Maintenance Job Coaching](#)
 - [ODDS Expenditure Guidelines](#)
- For questions/concerns please contact your regional employment specialist:
<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>

Commented [EA1]: Updating Worker's Guide too

II. Request Information

Last Name of Individual:	First Name:
Prime Number:	
Anticipated start date for Maintenance Job Coaching:	
Job Coaching Provider Name:	
Employer Name:	
Does the provider pay the wages? (yes/no)	
Description of Job Duties:	
County of Service:	
Current ISP Year:	

SC/PA contact information (name, email and phone):

Email:
Phone:

1. **Maintenance Job Coaching is needed** because *(Please include as much information as possible to explain the need to continue Maintenance Job Coaching. For example, the person started a new job on X date; the person started new job duties on X date; specify the specific job coaching supports that continue to be needed. This should include information discussed with the person and their Employment Team):*

2. What type of job coaching supports does the individual need to continue to be successful at work (please see Job Coaching Worker Guide, OAR 411-345 and expenditure guidelines for additional information on approved job coaching supports)?
 - a. Please also explain why Job Coaching is the primary support needed rather than ADL/IADL:
 - b. Please give a description of the Job Coach's communication with the individual at work, including the individual's supervisor, and if applicable key-coworkers:

3. How long has the person been supported in their current job:
4. How long are you requesting Maintenance Job Coaching for? (Note: may be for up to one year at a time):
5. Fading Plan.
 - a. How has job coaching been stepped down or faded out (for instance, has the team or provider attempted to subsequently provide less job coaching over time? What were the results?) Please explain how the process has worked and if attempted, why it was not completed:

 - b. What is the proposed plan for how the job coach will implement skills or build natural supports to allow the job coach to fade? This may include documentation in a Desired Outcome with associated key steps, provider implementation strategies, or other form or description.

6. How will the service be monitored going forward?