

# THE ROLE & PURPOSE OF THE CAREER DEVELOPMENT PLAN & THE DISCOVERY/CAREER EXPLORATION SERVICE

*How The Career Development Plan & The Discovery/Career Exploration Service Operationalize Employment First*



Office of Developmental Disability Services,  
Oregon Department of Human Services

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# OREGON'S EMPLOYMENT FIRST POLICY STATEMENT

Employment opportunities in fully integrated work settings shall be the first and priority option explored in the service planning for working age adults with developmental disabilities.

# KEY TENETS OF EMPLOYMENT FIRST POLICY:

- ▶ Everyone can work and there is a job for everyone. Our job is to be creative and tenacious in providing support.
- ▶ Not working should be the exception. All individuals, schools, families and businesses must raise their expectations.
- ▶ People will be hired because of their ability not because they have a disability.
- ▶ People are healthier, safer and happiest with meaningful work.
- ▶ Everyone has something to contribute and needs to contribute.

# THE PURPOSE OF THE CDP PROCESS IS TO:

- ▶ Clearly articulate what the person's employment outcomes are.
- ▶ Plan how the person and the people who provide both paid and unpaid support will invest their time so the person can realize their employment outcomes.
- ▶ Articulate everyone's role and what they are expected to achieve, it will greatly help staff understand how to structure supports and services for the person on a daily basis.

# MY ANNUAL DECLARATION OF MY EMPLOYMENT GOALS FOR MY ISP YEAR ("MY DECLARATION")

- ▶ **Section 1:** The Funding Source for Your Current ODDS Services
- ▶ **Section 2:** Your Current Employment Status
- ▶ **Section 3:** Your Employment Goals for Your Upcoming ISP Year
- ▶ **Section 4:** People Who Were Involved in Helping Me to Create and/or Decide on My Employment Goals

# MY CDP

- ▶ **Section 1:** Selecting ODDS Employment Services
- ▶ **Section 2:** Other Documentation
- ▶ **Section 3:** Resume/Work History
- ▶ **Section 4:** Important information I want my employment providers to know
- ▶ **Section 5:** Potential barriers and/or areas that need special consideration
- ▶ **Section 6:** People who helped me to create my CDP

# THE STRUCTURE OF THE CDP:

- ▶ Each service has a place for the name of the provider - this is to emphasize choice – for instance, that the person does not have to receive all of their employment services from the same provider.
- ▶ A person can choose a service before they choose a provider. Data that can help people make decisions is at [http://www.dhs.state.or.us/dd/supp\\_emp/map.html](http://www.dhs.state.or.us/dd/supp_emp/map.html)
- ▶ On the CDP, a chart under the service provides space for the person and their Personal Agent (PA)/Service Coordinator (SC) to write their desired outcomes for each service and for the person and their employment provider to write how they will invest time to realize the outcomes. An example of this on the next slide.
  - ▶ The example is for Joe, who works on mobile crew that does landscaping. John has several employment goals in his “My Declaration” including: 1) Working more hours on the mobile crew and getting a raise; and 2) Getting an individual, integrated job either in landscaping or another field that interests him. Click here to see John’s “My Declaration” and CDP: <http://www.dhs.state.or.us/spd/tools/dd/cm/Sample%20Declaration%20and%20CDP.pdf>

# EXAMPLE

<b>You and Your SC or PA: As a result of this service, I will:</b>	<b>You and Your Provider: To achieve my goal, my job coach and I will:</b>
<p>Become quicker at spreading bark dust.</p> <p>Know how to prune and fertilize roses and small, ornamental trees.</p> <p>Be skilled at operating the riding mower.</p> <p>Make mowing a part of my job duties.</p> <p>Get more hours as a part of the landscaping mobile crew and earn a raise.</p> <p>Get an individual job (one not done as a part of an enclave or mobile crew) either in landscaping or another area of interest.</p>	<ol style="list-style-type: none"><li>1. Develop techniques/methods that will help me to be quicker.</li><li>2. When the crew needs to prune and/or fertilize roses and small, ornamental trees, I will watch, try and then explain what I learned to Gene – including talking about what was especially easy, hard or confusing. We will collaborate to address concerns. We will also find opportunities to build upon what I enjoy and/or am especially good at. (The CDP will be updated with this information.)</li><li>3. Apply the same process to mowing as we do to pruning/fertilizing. Gene and I will meet at a time when the crew is not working, so I can become familiar with the safety protocols for the mower.</li><li>4. Gene will give me weekly feedback on my performance and what I need to do to increase my hours and to earn a raise.</li></ol>



Although it is specified in the parenthesis here, this sentence applies to everything that is written in the person's CDP.

# TO RECEIVE AN EMPLOYMENT SERVICE, YOU MUST HAVE:

Employment-related goals in [your] person-centered services and supports plan; the general habilitation activities must be designed to support such employment goals.

~ CMS Informational Bulletin, September 16, 2011  
From Cindy J. Mann

# OREGON'S EMPLOYMENT FIRST POLICY STATEMENT

For people who successfully achieve the goal of employment in an integrated setting, planning must focus on maintaining employment as well as the consideration of additional career or advancement opportunities.

For people not yet achieving employment, annual service planning must include and reflect employment opportunities as the first and priority service option explored.

# THE PURPOSE AND THE ROLE OF THE CDP

- ▶ Because it serves as a roadmap for the person and the people who support them – it is a “living” document and should be continually updated to reflect progress as well any opportunities or barriers that need to be addressed.
- ▶ It keeps everyone focused on the person’s employment outcomes - understanding what their role is and how it contributes to the person realizing these outcomes.
- ▶ This applies to staff who people who provide the person with a variety of supports from residential to employment services to Day Support Activities .

# DISCOVERY/CAREER EXPLORATION

- ▶ A 3-month time period that includes work related activity to discovery strengths, interests and abilities.
- ▶ May include volunteer positions, and work-experience positions in order to identify strengths and interests.
- ▶ A person-centered, comprehensive employment planning and support service.
- ▶ The way to discover the best an individual has to offer.
- ▶ Services may include (but are not limited to) job and task analysis activities, job shadowing, informational interviewing, employment preparation (resume development) and volunteerism to assist an individual in identifying transferable skills and job or career interests.

# DISCOVERY/CAREER EXPLORATION: SC/PA ROLE

- ▶ Discovery must be authorized in the individual's ISP (via the CDP). See AR-14-042 for details:  
<http://www.dhs.state.or.us/policy/spd/transmit/ar/2014/ar14042.pdf>
- ▶ Discovery must be authorized in Plan of Care starting 9-1-14.
- ▶ Upon authorization, an individual must be referred to a Discovery provider (between now and January 1, 2015 it is highly encouraged that the Discovery Provider have gone through a Discovery training. However, beginning January 1, 2015 it is required that this training has taken place prior to the service being started).
- ▶ See PT-14-024 for details:  
<http://www.dhs.state.or.us/policy/spd/transmit/pt/2014/pt14024.pdf>
- ▶ An SC/PA should authorize Discovery, monitor the time-period, review the Discovery Profile and refer to VR.

# DISCOVERY/CAREER EXPLORATION OUTCOMES

- ▶ Discovery must result in a Discovery Profile.
- ▶ Discovery will nearly always result in a referral to VR.
- ▶ Upon referral to VR, the counselor should receive the Discovery Profile and a team meeting should ensue to discuss services.
- ▶ Discovery should not replace the CDP, ISP, Summary of Performance and other information that is relevant to an individual receiving community, integrated employment.