

Topic:	Career Development Planning & Decision Not to Explore Employment Implementation Guide	
Date Issued/Updated:	Original: 10/9/15; Updated: 7/1/16; 9/1/17	

Overview: This guide provides:

1. Information on how and when to complete the CDP and the DNE.
2. Outlines the required components of the CDP and DNE.
3. Instruction on how to submit the DNE to the Office of Developmental Disability Services (ODDS).

CDP Implementation Instructions: The SC/PA, working with the person and their ISP Team, has the following responsibilities in relation to the CDP:

1. Ensuring all required components of a CDP are created and implemented. Throughout the year, monitor provider implementation strategies, which may include action plans.
2. Creating at least one outcome related to Competitive, Integrated Employment (Individual, Integrated Employment) for each ODDS employment service.
3. At least annually, have a discussion with people working in Competitive Integrated Employment about the number of hours they want to work per week. Have a similar discussion with people who are not working in Competitive Integrated Employment. In Oregon, the standard guidance for planning is to work 20 hours a week. The person determines how many hours a week they want to work. If a person has a goal to increase his or her hours, the goal should be documented in the CDP along with strategies to reach the goal. If a person does not have a goal to increase his or her hours, document the discussion in the PCI. See [IM-16-044](#) for more information.
4. Ensuring coordination with other systems such as VR or school. When a person needs a referral to VR, the SC/PA is expected to make the referral. This referral, as well as a date by which the referral should be complete, must be documented in the CDP. The SC/PA must document the completed referral and/or coordination with other entities in progress notes upon completion. The SC/PA should also be part of the team that coordinates and plans employment services with the VR counselor. Relevant activities and planning that have occurred or that will occur through school and/or VR or providers must inform and be incorporated as appropriate into the CDP. This will assist the person to build on, rather than duplicate, past planning efforts.
5. Ensuring that the person’s other supporters (paid and natural) are knowledgeable of the person’s employment-related goals and their roles and responsibilities in delivering paid and/or natural supports that maximize the person’s employment success. This must be done with the person’s consent. Examples of paid and natural supports include, but are not limited to: residential; occupational and/or behavior therapy; communication; transportation; and family/friends.

6. Employment is everyone's responsibility. For example, a person may need their residential provider to assist them with proper work attire, snacks or meals needed during work, etc.
7. Helping the person and their ISP Team understand employment provider options and select providers that are qualified to help the person achieve his or her employment outcomes.
8. Documenting the decision in the required CDP components, as outlined in *Workers Guide: Career Development Planning: Who is required to have a CDP or DNE?*

DNE Implementation Instructions: When a working age adult decides that he or she is not interested in even exploring Competitive Integrated Employment, the SC/ PA must document this in the DNE.¹ Please note, when a person is at least 16 years old and has exited school they are considered a "Working Age Adult" for the purposes of the CDP. The SC/PA has all of the following responsibilities when completing a DNE:

1. Documenting that the annual employment conversation took place. The documentation must capture the components of that conversation, including that the conversation was grounded in the premise that the person is capable of working in an integrated setting and wants to work. The documentation must also demonstrate that the conversation was held in the manner that was the most accessible and understandable for the person.
2. Informing the person and his or her ISP Team that this decision means that the person has elected not to receive any of the following ODDS Employment Services: Employment Path (Community /Facility), Discovery, Small Group, Job Coaching and Job Development. Document this in the DNE.
3. Documenting that the person and his or her ISP Team understands that he or she can change their employment decision at any time during their ISP year. If a person changes their mind and decides that at the very least, they want to explore Competitive Integrated Employment in the general workforce, then, replace the DNE with a CDP.
4. Submitting the PCI. The primary purpose of this is to show how employment was discussed by the person and others important to them such as family, and employment, day and residential providers.

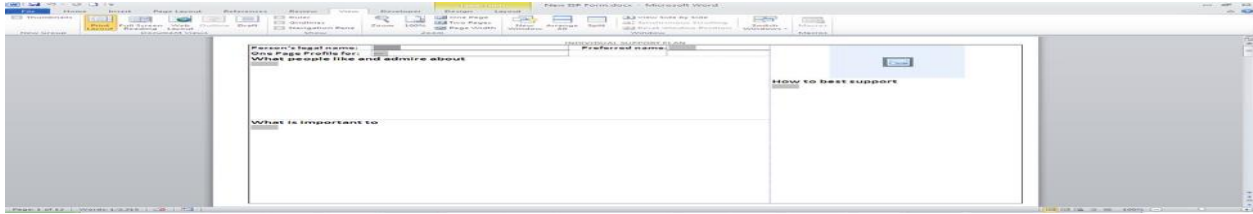
In instances where the person does not want to share their entire ISP, the CDP/DNE have been designed so that their respective components may be pulled out of the ISP and PCI. A person's CDP and necessary support documents should follow the person through the employment process. The CDP will help inform VR to create their Individual Plan for Employment (IPE) and ensure that a person's goals are achieved.

¹ The [Employment Discussion Guide](#) is a tool for having this conversation.

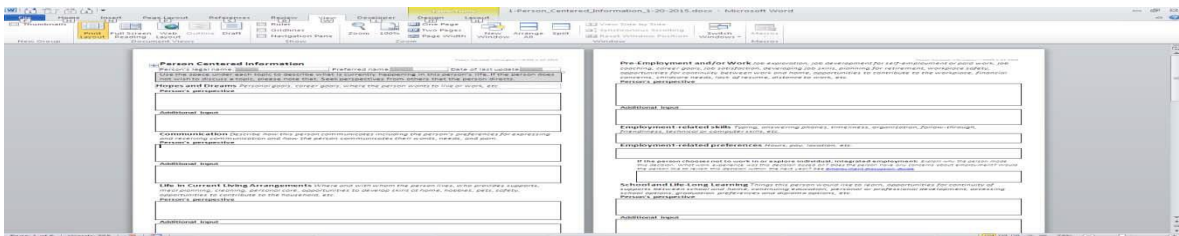
When Using the New ISP, the Following Sections Must be Finished for the CDP or DNE to be Complete:

Per [AR-17-048](#), the new ISP must be used to complete the CDP/DNE on or after September 1, 2017 for plans that are due in November 2017 and for ISP planning for people who are new to services.

1. The One Page Profile; and



2. The Person Centered Information (PCI.)³ The person and his or her team must review the entire PCI for the purpose of understanding and documenting either potential opportunities to support the person's employment-related goals and/or potential obstacles to address. Employment success depends not only on employment providers; it also depends on other supports such as education, residential, behavioral, and occupational and physical therapy. Even though the PCI may be completed by people other than the SC/PA, it provides valuable insight into the context of how the person made their employment decision. Please refer to #3 in "**CDP Implementation Instructions**" in this transmittal re the 20 hour discussion, the one time when the SC/PA must contribute to the employment section of the PCI.



3. Page 3 of the ISP; and (Just part of the page is shown)

Career Development Plan (CDP)

Show only CDP section

Show all ISP pages

Oregon is an "Employment First" state: Oregon believes with the right supports, everyone can work and there is a job for everyone. Everyone has the right to work in the community. See the "Employment Discussion Guide" for ideas about the employment conversation, which must occur at least annually.

Employment services are not tests people have to pass but resources people can choose. **To receive an employment service, a person must have a goal of at least exploring competitive integrated employment, also known as individual, integrated employment.**

Choose one: No career development plan Transition age Working-age adults

- **No career development plan:** Only use this choice for people who are not required to have a Career Development Plan.
- **Transition age:** Those who are still in school under IDEA and are 14–22 years old. This section may be completed for those younger than age 14 who are in transition planning, and **must** be completed for those aged 16–22 who are still in school.
- **Working-age adults:** People who have exited school services. Although it should be rare, those as young as 16 may fall under this category. Typically, working age adults are at least 18 years old.

³ Please note, for formatting purposes, only the first page of the PCI is shown here, but the entire PCI is required.

- FOR THE CDP ONLY:** The Desired Employment Outcomes Section. Each ODDS employment service must have at least one outcome related to Competitive, Integrated Employment.

Desired employment outcomes

Reminders to SC/PAs:

- Discuss employment issues annually with the person. An [Employment Discussion Guide](#) is available. The guide includes specific examples of advantages of working, disadvantages of not working and strategies to overcome common barriers to obtaining employment. Information regarding the definitions of integrated employment can be found here too.
- When writing desired employment outcomes in the ISP, be as specific as possible. Include elements such as, but not limited to, the number of hours the person wants to work per week, desired hourly wage, type of job the person wants and job location. The outcomes should incorporate employment-related information from the "Pre-employment and/or work" section of the PCI.
- Each employment service must have at least one desired employment outcome. Employment providers **must** create implementation strategies for each **desired employment outcome**.

Desired employment outcome:					
Key step/goal	What supports this outcome?	Who is responsible?	Timelines	Where to record progress	Additional implementation strategies expected?
	(Choose one or type in)				
	(Choose one or type in)				
	(Choose one or type in)				
- Remove the desired employment outcome section (above)					
+ Add another desired employment outcome section					

- FOR THE CDP ONLY:** For each ODDS employment outcome, providers must develop implementation strategies which may include action plans.
- FOR THE DNE ONLY:** All of the questions in the DNE section (just part of the page is shown)

Decision not to explore employment **Not applicable**

Not required for students who are still in school under IDEA or for people who are aged 60 or older or who will be 60 in the current ISP year.

Complete this section only if the person chooses not to work in or even explore an integrated employment setting now and does not want a waiver-funded employment service at this time.

Describe the person's employment-related **skills** (examples include organized, enjoys working as part of a team, never forgets a name, friendliness, follow-through, punctual, etc.):

This is a summary of the requirements:

The Required Components of a CDP are:

- The One-Page Profile
- The entire PCI document.
- Page 3 of the ISP (formerly known as the "My Declaration,")
- Desired Employment Outcomes (at least one outcome for each ODDS employment service)
- For each ODDS employment outcome, the provider must develop implementation strategies which may include action plans.

The Required Components of a DNE are:

- The One-Page Profile
- The entire PCI document
- Page 3 of the ISP (formerly known as the "My Declaration,")
- DNE Section. The answers in the DNE must be substantiated by the narrative in the PCI.

When a DNE is done, at minimum, the documents above must be sent via secure email within one calendar month to ODDS.CareerDevelopmentPlan@state.or.us. **Please send the documents as MS Word documents.** To request a secure email link, email the previous email address requesting one.

When submitting a DNE:

- Specify "DNE" in the email subject line.
- In the email, include the person's name, prime number and date of birth (MM/DD/YY).
- Provide the name of the Personal Agent or Service Coordinator
- Provide the date the DNE was done (MM/DD/YY).

Applicability: Service Coordinators and Personal Agents will use this policy in the creation and monitoring of CDPs and DNEs. This policy also applies to Employment providers and others who support people served by ODDS.

Forms that Apply: Refer to the ISP, PCI and One-Page Profile documents for applicable procedures. These documents are at www.oregonisp.org. Information is also available under “Employment Tools” on the [Brokerage](#) or [CDDP](#) web pages.

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