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. 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.

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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). 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)

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3 Please note, for formatting purposes, only the first page of the PCI is shown here, but the entire PCI is required.
4. **FOR THE CDP ONLY:** The Desired Employment Outcomes Section. Each ODDS employment service must have at least one outcome related to Competitive, Integrated Employment.

5. **FOR THE CDP ONLY:** For each ODDS employment outcome, providers must develop implementation strategies which may include action plans.

6. **FOR THE DNE ONLY:** All of the questions in the DNE section (just part of the page is shown)

This is a summary of the requirements:

The Required Components of a CDP are:

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

The Required Components of a DNE are:

1. The One-Page Profile
2. The entire PCI document
3. Page 3 of the ISP (formerly known as the “My Declaration,”)
4. 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:

1. Specify “DNE” in the email subject line.
2. In the email, include the person’s name, prime number and date of birth (MM/DD/YY).
3. Provide the name of the Personal Agent or Service Coordinator
4. 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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