

Topic:	Career Development Planning: Who is Required to Have a Career Development Plan or Decision Not to Explore Employment
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Overview: This guide provides the following information:

- 1) Who is required to have a Career Development Plan (CDP) or Decision Not to Explore Employment (DNE)
- 2) Resources for Career Development Planning
- 3) Frequently Asked Questions (FAQs)

Who is Required to Complete a CDP or DNE?

Effective June 1, 2015 all persons between the ages of 16 and 60¹ must have a CDP or DNE as part of their annual ISP. Persons who are younger than 16, who are 60 or older, or who will be 60 in their ISP year may complete a CDP if they choose, but do not have to. If a person is over the age of 60 and is employed or uses employment services, a CDP must be completed.

A Personal Agent (PA) or Service Coordinator (SC) should encourage families and youth to begin planning for employment success before their transition from high school. A person of any age may use the CDP process. Employment planning efforts must be coordinated with other supports that include, but are not limited to school, Vocational Rehabilitation (VR) and natural supports. Waiver funding may not supplant resources available through VR or the schools.

Regardless of service plan setting, it is critical to have a conversation about employment with people who are of working age. The [ISP Manual](#), [Employment Discussion Guide](#) and [Selecting Employment Providers Guide](#) may be helpful in facilitating such discussions. As the plan for achieving employment outcomes, the CDP shall be developed during the annual planning process before the authorization of services. If an individual requests services mid-plan, the CDP must be completed no later than 45 days from the date of request for a service and CDP.

For students who are still in school under IDEA, the following apply:

- If the student does not want to explore employment at this time, a DNE **does not need** to be completed. This also applies to students who are 21- 22 and still in high school. If a person is still in school under IDEA, select “Transition Age” on the Declaration.
- A full CDP must be done one year prior to exit from school; or within one year of an unexpected exit from school.

A full CDP must be completed in the following instances when the student:

- Expresses an interest in work or does want to work now
- Wants to maintain and advance in current job
- Is receiving employment supports elsewhere
- Has an IEP post-secondary goal with an employment or training focus

¹ Students in school under IDEA who choose not to work do not need a DNE.

For people ages 21-60 or for students who have exited school, the following applies:

Since the person is no longer in school under IDEA, complete the “Working Age Adults” Section. A CDP or DNE must be completed.

People who are eligible for waiver or K-Plan services, and who receive a Medicaid funded service, shall use the CDP or DNE processes (Refer to the *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation Guide*) as part of the new ISP process, regardless of whether they choose waiver-funded employment services.

People who are not eligible for waiver services, or receive case management only or State Plan Personal Care only, may use either the Annual Plan or the components of the CDP (as outlined in the *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation*) to plan their non-ODDS funded employment services and supports. It is critical to have a conversation about employment with persons who are of working age, despite service plan type, so that at least annually a person can make an informed decision about employment.

While the CDP must document how employment outcomes will be supported the DNE must document how the person decided they were not interested in pursuing or even exploring Competitive, Integrated Employment (Individual, Integrated Employment) in the general workforce. The DNE must document the discussion as well as how the person made an informed decision. See the *Workers Guide: Career Development Planning & Decision Not to Explore Employment Implementation* for guidance on who gets a CDP or DNE. The examples below illustrate why either the CDP or the DNE is critical and required.

Example 1: Bob, who is 25 years old, is supported by the Comprehensive Waiver. He is a Mechanic’s Assistant at ACME Auto Repair. He does not need or want job coaching. He does not want any of the other ODDS employment services. His co-worker, Steve, gives Bob a ride into work and also helps him stay on task at work and learn new skills. Even though Bob is not receiving any ODDS employment services, a CDP must be done. The CDP would reflect Bob’s employment goals, including things such as learning new skills, working more hours, etc. The CDP would also document the natural supports (such as Steve) that help Bob to be successful at work. In addition to being a roadmap for the upcoming year, the CDP will also play an instrumental role if any of Bob’s natural supports are no longer available. For example, if Steve moved to another town, Bob would need another way to get to his job. Additionally, he might need other supports to continue to advance in his career.

Example 2: Mary is 42 and is undergoing chemotherapy, which makes her ill. Currently, her supports are funded by the K-Plan. Even though she is eligible for the Support Services Waiver, she is not receiving supports through it. She has chosen not to work or even explore employment this year. However, once she feels better, she wants to get a job. In the meantime, she has chosen to receive some community-based activities through the K-Plan. Even though she is not receiving any waiver- funded services, a DNE must be completed. The DNE documents why and how she made her decision about employment – the effects of the chemo as well as her wish to be employed in the future.

Resources for Career Development Planning: Additional information on employment:

- [The ISP Manual](#): Focuses on the core responsibilities of Service Coordinators, Personal Agents, Employment, Residential and Foster Care providers in their respective roles regarding the ISP.

- **[The Employment Discussion Guide:](#)** The guide is structured to facilitate conversations about obtaining and advancing in an individual job in an integrated employment setting in the general workforce, before the date of the ISP meeting. A person's opportunities for employment success are exponentially strengthened when his or her SC or PA is an employment champion.
- **[The Selecting Employment Providers Guide:](#)** The guide provides information for the person and his or her ISP Team to consider when choosing employment providers.

Applicability:

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

Form(s) 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.

Frequently Asked Questions:

1. If a high school student does not want to work, does a DNE need to be done?

Because the student is choosing to avail themselves of resources available to them through IDEA, do not complete a DNE.

2. If a person only uses natural employment supports, is a CDP needed?

Yes. Even when a person only uses natural supports to be successfully employed, it is important that the CDP be done. The CDP documents the supports the person needs to secure, maintain and advance in employment. It is particularly critical when the person's paid and/or natural supporters change and/or are no longer available.

3. If a person who is of retirement age decides that they do not want to work in the community; does a DNE need to be done?

No, in this circumstance, a DNE only needs to be completed if the person wants a DNE.

4. Can a person of retirement age use an ODDS Employment Service if they do not have a goal of at least exploring Competitive, Integrated Employment?

No, everyone who uses an ODDS employment service must have a goal of at least exploring Competitive, Integrated Employment. Day Service Activities may be an option for a person who chooses to have a DNE. Please note, a person who has a DNE may change their mind about working at any time during their ISP year. However, just like anyone else, a person may want to retire after years of working. Typically, retirement is the result of thoughtful planning that begins while the person is still working. The ISP/CDP must be reflective of this type of planning when someone is in this circumstance.

5. Is it allowable to cut and paste the same answer to questions in the DNE or for an SC/PA to use standardized responses (template answers) across multiple DNEs?

No, it is not. The DNE was created to help ensure that each person only made the decision not to even explore employment after a robust discussion. DNE responses must reflect the specifics of the discussion with the person and their team.

6. If a person has a DNE one year and decides to have a DNE again, do we have to complete the DNE or can we just keep the previous answers?

You must create a new DNE. The DNE was created to help ensure that each person only made the decision not to even explore employment after a robust discussion. It documents that the discussion began on a positive premise every year and how the person made the decision.

7. May an SC/PA use standardized employment outcomes?

No, the CDP is a person-centered and individualized plan that must be tailored to the person's interest, skills, and short and long-term goals.

8. What must employment path outcomes do?

They must demonstrate how they will support a person to achieve their goals related to obtaining or exploring Competitive Integrated Employment. Outcomes must be specific, measurable, achievable, relatable, and time limited.

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