

**Action Request Transmittal  
Developmental Disabilities Services**



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**Number:** DD-AR-21-018

**Issue date:** 03/26/2021

**Topic:** Developmental Disabilities

**Due date:** 9-1-2021

**Subject:** Discovery Changes

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                              | <input type="checkbox"/> County Mental Health Directors   |
| <input type="checkbox"/> Area Agencies on Aging: {Select type}          | <input type="checkbox"/> Health Services  |
| <input type="checkbox"/> Aging and People with Disabilities             | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services (ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                      | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services  |
| <input checked="" type="checkbox"/> County DD Program Managers          | <input type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): ODDS Employment Agencies and Discovery Independent Providers |
| <input type="checkbox"/> ODDS Children's Residential Services           |   |
| <input type="checkbox"/> Child Welfare Programs                         |   |

**Reason for action:**

In 2014, ODDS added Discovery as an outcome-based employment service for Oregonians with Intellectual and Developmental Disabilities (I/DD). In 2017, ODDS convened a stakeholder group that consisted of self-advocates, ODDS employment providers, VR Counselors (VRCs), Services Coordinators/Personal Agents (SC/PAs) and education professionals to discuss what we had learned since implementing this service and to make program improvements. The group which met from 2017-2019, recommended program improvements such as:

1. Implementing a single, ODDS approved profile;
2. Generating career themes to assist with future job development;
3. Ensuring there are individualized employment experiences;
4. Ensuring the process and profile result in new information; and
5. Ensuring the person and team are involved early in the process and agree upon the desired outcome before the service begins.

Once the new profile and policy were developed, it was posted on the Innovation and

Engagement page frequently during 2018 and 2019. In addition to these opportunities for public comment, ODDS also managed a pilot project to gather feedback and input. After a significant amount of time and effort from many stakeholders, and based on a variety of input, ODDS is releasing its new profile and policy to begin September 1, 2021. This delayed implementation is to allow providers, SC/PAs, VRCs, and anyone else who would like to, time to take the new Discovery trainings, review the policy and being to use the new profile tool.

**Action required:**

All Discovery services authorized on or after September 1, 2021 must:

1. Utilize the new [ODDS Discovery Profile](#);
2. Meet the requirements as outlined in the new Discovery policy including the ODDS Discovery Profile, and the ODDS Worker's Guides: The Discovery Guidelines for Services Coordinators/Personal Agents and Discovery Providers, and The Experiential Components of Discovery (attached).

In addition to the current Discovery training requirements all Employment Specialists who deliver Discovery (including Independent Contractors/Providers) must take the four new Discovery Trainings, which are available free and on-demand. Detailed training requirements are in the Workers Guide: Discovery Guidelines for Service Coordinators/Personal Agents and Discovery Providers. This training counts as part of the required 12 hours of on-going Continuing Education for employment specialists.

The modules include:

- Module 1: Introduction to Discovery <https://go.usa.gov/xsBsD>
- Module 2: Community Based Experiences <https://go.usa.gov/xsBsX>
- Module 3: Approval Criteria <https://go.usa.gov/xsBsv>
- Module 4: The Career Development Plan and Individual Plan for Employment <https://go.usa.gov/xsBs6>

ODDS strongly recommends that Services Coordinators and Personal Agents take the new Discovery training before September 1, 2021. This training does count towards the required on-going Continuing Education for Services Coordinators and Personal Agents.

Additional resources include:

1. [Pre-Referral Discovery Checklist](#);
2. [The Discovery Profile](#)
3. [ODDS Workers Guide: The Experiential Components of Discovery](#)
4. [ODDS Worker's Guide: Discovery Guidelines for Service Coordinators/Personal Agents & Discovery Providers](#)
5. [Sample Employment Tour Prompts & Ideas](#)
6. [Home Visit Questions](#)

This transmittal supersedes PT 14-029 and IM 14-047. This also supersedes AR 14-042, which includes a link to the current ODDS Discovery Profile.

**Communication/training:**

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call [971-277-2343](tel:971-277-2343) using conference ID: 403 980 561# to hear only the audio portion of the meeting. Please send questions in advance to [ODDS.INFO@state.or.us](mailto:ODDS.INFO@state.or.us).

**Field/stakeholder review:**     Yes     No

Posted on I&E page for multiple months in 2018 and

**If yes, reviewed by:**    2019

*If you have any questions about this action request, contact:*

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