

# Policy Transmittal Developmental Disabilities Services



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**Number: DD-PT-22-031**

**Issue date: 3/10/2022**

**Topic:** Developmental Disabilities

**Due date:** N/A

**Transmitting (check the box that best applies):**

- New policy   
  Policy change   
  Policy clarification   
  Executive letter  
 Administrative Rule   
  Manual update   
  Other:

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

- |   |  |
|---|--|
| <input type="checkbox"/> All ODHS 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 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 (please specify): Employment Services, VR      |
| <input type="checkbox"/> ODDS Children’s Residential Services           |  |
| <input type="checkbox"/> Child Welfare Programs                         |  |

<b>Policy/rule title:</b>	ODDS Worker's Guides Impacting Job Coaching		
<b>Policy/rule number(s):</b>		<b>Release number:</b>	
<b>Effective date:</b>	3/14/2022	<b>Expiration date:</b>	N/A
<b>References:</b>			
<b>Web address:</b>	<a href="https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/ODDS-Worker-Guide-Job-Coaching-Without-VR.pdf">https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/ODDS-Worker-Guide-Job-Coaching-Without-VR.pdf</a>		

**Discussion/interpretation:**

**I. Job Coaching without Vocational Rehabilitation (VR)**

ODDS is updating its guidance on ODDS Job Coaching when a person gets a job on their own and is not connected to Vocational Rehabilitation (VR). The guidance is being moved from ODDS Worker’s Guide on Stabilization and moved into its own

separate stand-alone guide on “ODDS Job Coaching when a Person is not Connected to VR” found here: <https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/ODDS-Worker-Guide-Job-Coaching-Without-VR.pdf>

ODDS gathered extensive input from stakeholders over the last year to clarify existing guidance previously outlined in the ODDS “stabilization” guide, develop this new guide, and develop a related on-demand training module.

Substantive changes include:

1. Case managers now have discretion to authorize up to 120 days of ODDS Job Coaching if a person obtains a job and is not connected to VR.
2. If a person obtains a job on their own and is not connected to VR, the team will need to meet and evaluate criteria outlined in the required form to determine whether a referral to VR is needed.
3. An ODDS-approved exception is required if a person is being referred to VR, and job coaching is needed beyond 120 days.

## **II. Non-substantive changes**

This clarification also required the following non-substantive changes:

1. Removing the guidance on “Job Coaching without VR” from the guide on Stabilization to its own stand-alone Worker’s Guide.
2. Clarifying that “stabilization” means “job stabilization” in alignment with VR guidance updates.
3. Directing people to submit questions and requests to [employment.first@dhsosha.state.or.us](mailto:employment.first@dhsosha.state.or.us) and phasing out the following email boxes: [maintenancejobcoaching.request@dhsosha.state.or.us](mailto:maintenancejobcoaching.request@dhsosha.state.or.us) and [oddsemployment.pathreview@dhsosha.state.or.us](mailto:oddsemployment.pathreview@dhsosha.state.or.us).
4. Publication of a “Table of Contents” for the ODDS Worker’s Guides regarding ODDS Employment Services. The intent of this is to better organize the employment-related worker’s guides. This new “Table of Contents” can now be found here: <https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/ODDS-Worker-Guide-Employment-Table-Contents.pdf>
5. Guides that impact ODDS Job Coaching are being updated to specify their designated section as outlined in the Table of Contents.

**Non-substantive changes required updates to the following guides and related documents:**

1. Job Coaching Requirements Guide:

<https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/Job-Coaching-Worker-Guide.pdf>

2. Maintenance Request Form:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Documents/Maintenance%20Job%20Coaching%20Request%20Form.doc>

3. Competitive Integrated Employment:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Documents/Worker-Guide-Competitive-Integrated-Employment-Requirements.pdf>

4. ODDS Retention Payments:

<https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/ODDS-Worker-Guide-Retention-Payments-Job-Placement.pdf>

5. Retention Form: <https://forms.office.com/g/wpyKsetX7i>

6. VR and Employment Stabilization:

<https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/Documents/Worker-Guide-Employment-Stabilization.pdf>

**Training/communication plan:**

This transmittal will be discussed during the next Monthly Transmittal Review. Please send questions in advance to [ODDS.Questions@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.state.or.us)

The Monthly Transmittal Reviews are held the second Wednesday of every month at 2 pm using the Zoom platform. Please register in advance for these meetings:

<https://www.zoomgov.com/meeting/register/vJlscqvqD8iGURx5OQk8TAdIS6Arg9ZAf4>

After registering, you will receive a confirmation email containing an appointment and information about joining the meeting. American Sign Language (ASL) and live captioning will be provided. To request other accommodations or languages, please send an email to [ODDS.Questions@dhsosha.state.or.us](mailto:ODDS.Questions@dhsosha.state.or.us) at least three business days prior to the meeting.

**Local/branch action required:**

**Central office action required:**

**Field/stakeholder review:**  Yes  No

**If yes, reviewed by:** ODDS engagement and innovation website; Multiple  
Employment First Stakeholder meetings

**Filing instructions:**

*If you have any questions about this policy, contact:*

Contact(s): ODDS Regional Employment Specialists:  
<https://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/Map-ODDS-Regional-Employment-Specialists.pdf>

Phone:

Fax:

Email: