

Lilia Teninty
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Number: APD-AR-16-027
Issue date: 4/15/2016

Topic: Developmental Disabilities

Due date: 6/17/2016

Subject: CDP Collection

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 | <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 type="checkbox"/> ODDS Children’s Residential Services | <input checked="" type="checkbox"/> Other (<i>please specify</i>): CDDP Service Coordinators; Brokerage Directors and Personal Agents |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

The Oregon Administrative Rules, which went into in effect on July 1, 2014 require that Career Development Plans (CDPs) be completed for anyone using services in a Sheltered Workshop setting (see OAR 411-345; see also Action Request transmittal 14-042 and 14-043). This requirement is also outlined in Executive Order 13-04 and 15-01 as well as in the *Lane v. Brown* Settlement Agreement which states:

“Consistent with ODDS policy and administrative rules, all individuals in the Executive Order 15-01’s ODDS/VR Target Population Section III (1)(a) [Sheltered workshop workers: working age individuals with I/DD found eligible for ODDS employment services and who can reasonably be determined to have worked in a Sheltered Workshop on or after January 25, 2012] shall receive a CDP by July 1, 2015. DHS shall determine whether all such CDPs have been developed...”

Since July 1, 2014 the requirement to complete a CDP has been expanded to include everyone of working age using ODDS employment services who is eligible for either of Oregon’s Support or Comprehensive Services1915(c) Waivers (for details refer to Policy Transmittal 15-034 and accompanying Worker Guides).

Action required:

Career Development Plans (CDPs) developed since July 1, 2014 for people who are currently in a Sheltered Workshop setting or individuals who can reasonably be determined to have worked in a Sheltered Workshop on or after January 25, 2012 must be submitted to ODDS for review on or before June 17, 2016.

In order to simplify this request, within 5 business days of the issue date of this Action Request, ODDS will send each CDDP Manager or Brokerage Director a list of everyone we are requesting a CDP for.

A "Decision not to Explore Employment" (DNE) should not be completed for a person using services in a Sheltered Workshop setting. If you have sent in a "My Decision not to be Employed" (MDE) or a "Decision not to Explore Employment" (DNE) for a person using services in a Sheltered Workshop setting, and have already received technical assistance and support to complete and submit the Career Development Plan to ODDS, then you do not need to send ODDS additional information for that person. It will be indicated on the spreadsheet ODDS sends if ODDS has already received a CDP and a new one is not required for an individual or group. If you did not submit the CDP, it must be submitted.

Due to the volume of email, ODDS will not accept secure email from outside email systems. Prior to sending documentation to ODDS, please send a request for a secure email with the subject line "CDP for Person in Target Population" to ODDS.CareerDevelopmentPlan@state.or.us.

If you are sending the MDE or the earlier version of the CDP (before the one ISP), please include the person's prime number in the body of the email. Because the DNE and the new CDP (part of the one ISP) do not contain the same information as the earlier versions, please include the following in the body of the email:

1. The person's name, prime number and date of birth (MM/DD/YY).
2. Provide the name of the Personal Agent or Service Coordinator.
3. Provide the date the DNE or CDP was done (MM/DD/YY).

CDPs may also be uploaded into eXPRS. However, you must send an email to ODDS.CareerDevelopmentPlan@state.or.us notifying us of this. The email must contain the information outlined in 1-3 above, or include the spreadsheet from ODDS indicating which individuals' CDPs will be uploaded into eXPRS. Some CDDPs/Brokerages have indicated that they upload the entire ISP for all of the individuals they serve into POC. If that is the case that could also be indicated in a return e-mail to ODDS.

Field/stakeholder review: Yes No

If yes, reviewed by: CDDPs and Brokerages

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

Contact(s):	Julie Huber		
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Email:	Julie.l.huber@state.or.us		

OBSOLETE