

Lilia Teninty  
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**Number:** APD-AR-16-080  
**Issue date:** 11/28/2016

**Topic:** Developmental Disabilities

**Due date:** 11/28/2016

**Subject:** Extension for Maintenance Job Coaching Request

**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 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 (please specify): Brokerage Directors, Employment Provider Agencies |
| <input type="checkbox"/> Child Welfare Programs                |   |

**Reason for Action:** Action Request 16-066 "Maintenance Job Coaching Request" was released 9-16-16 which required that individuals who had received 18 months of On-Going Job Coaching since 9-1-2014 or who would receive 18 months of On-Going Job Coaching by of 2-1-2017 must request Maintenance Job Coaching through their Services Coordinator (SC) or Personal Agent (PA) by 12-1-2016 in order to continue in job coaching services. Since, ODDS has released information regarding who may have received 18 months of On-Going Job Coaching service by 2-1-2017 and has been working with CDDPs and Brokerages to ensure Maintenance Job Coaching is requested as directed by the individual and his or her employment team.

Recently, ODDS has received several requests to extend the deadline for submitting Maintenance Job Coaching requests past 12-1-2016 due to the holiday season and in order to give employment teams (including the individual, case manager, and job coach) time to gather and discuss the information related to a potential request for Maintenance Job Coaching.

Given that ODDS wants to ensure everyone who needs continued job coaching is able to make this request, the deadline is being extended from 12-1-2016 to 12-23-2016. If there is a question about whether someone may need or benefit from Maintenance Job

Coaching, ODDS is formally advising that the request for Maintenance Job Coaching be made. The intent of Maintenance Job Coaching is to ensure that individuals who continue to need job coaching to be successful in their job receive this service. ODDS would prefer to review a Maintenance Job Coaching request than have an individual lose a job because the service was not requested when it was needed. If there is a question about whether the request should be made, please do not hesitate to contact your Regional Employment Specialist or other ODDS staff.

Note, even if the individual does not require Maintenance Job Coaching they may require some ADL/IADL support which can be authorized to ensure the individual continues to receive needed supports.

ODDS is reviewing these requests and will ensure that everyone has received an approval letter or formal denial by 2-1-2017. Until the approval or denial is issued/received, individuals should continue in On-Going Job Coaching. ODDS anticipates these letters will start being received in early December.

**Action Request:** If an individual has or will receive On-Going Job Coaching for 18 months on or before 2/1/2017, and continues to need Job Coaching to be successful at their job, Maintenance Job Coaching must be requested by 12-23-2016. This is an extension past the original deadline of 12/1/2016 in AR 16-066.

### **Procedure for Requesting the Maintenance Rate:**

To request the Maintenance Job Coaching rate the Services Coordinator or Personal Agent should authorize Maintenance Job Coaching in POC. The authorization will pend for ODDS approval, similar to Employment Path Facility. After authorization in Plan of Care, the Services Coordinator or Personal Agent must submit the individual's Career Development Plan and justification to:

[MaintenanceJobCoaching.Request@state.or.us](mailto:MaintenanceJobCoaching.Request@state.or.us) The justification must include:

- The name and prime of the individual;
- The name of the provider;
- How long the individual has been supported in their current job;
- Information regarding how job coaching has been stepped down and/or the job coach has faded (or attempted to fade) and the result (for instance, if fading had been attempted in the past and not successful, explain why, or if step down has started but is not yet complete, explain how that process has worked);
- A description of the coaching supports the individual still needs to continue to be successful at work (and how this varies from ADL/IADL support);
- How long the Maintenance Job Coaching rate is being requested (may be up to one year);
- The proposed plan (such as a Desired outcome with associated key steps,

- provider implementation strategy, or description) for the job coach to provide supports and implement skills/natural supports to allow the job coach to fade;
- A description of the job coach’s needed communication with the individual at work including the individual’s supervisor and if applicable, key co-workers; and
- How the service will be monitored.

Much of this information will need to be discussed with the employment team, including the individual’s provider and job coach.

See AR 16-066 for additional information.

**Field/stakeholder review:**     Yes     No

**If yes, reviewed by:** The original was reviewed by CDDPs/Brokerages/Provider Agencies, the extension was a request and not reviewed.

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

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