Information Memorandum
Transmittal

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Topic: Developmental Disabilities

Update to Worker Guides:
--Career Development Planning: Who is Required to Have a Career Development Plan or Decision Not to Explore Employment
--Career Development Planning & Decision Not to Explore Employment

Subject: Implementation Guide

Applies to (check all that apply):
- All DHS employees
- Area Agencies on Aging
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD Program Managers
- ODDS Children’s Residential Services
- Child Welfare Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive In Home Services
- Stabilization and Crisis Unit (SACU)
- Other (please specify): Brokerages

Message: These two Worker Guides have been updated. The revision date is July 1, 2016. The updates to the two Worker Guides include:

1. Policy regarding that the standard for employment planning is working 20 hours a week.
2. Clarification on the Decision Not to Explore Employment (DNE), including how the ISP Attachment may be used in the creation of a DNE.

Both guides are under “Employment Tools” on the Staff Tools pages for the Counties or Brokerages

If you have any questions about this information, contact:

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