

Information Memorandum Transmittal Developmental Disabilities Services



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Number: APD-IM-18-085
Issue date: 11/2/2018

Topic: Developmental Disabilities

Due date:

Subject: Discovery Pilot

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 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 (<i>please specify</i>): Brokerages, Vocational Rehabilitation, ODDS Employment Providers |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

ODDS will launch a pilot from November 2018 to March 28, 2019, regarding our proposed Discovery Profile and the accompanying policy. The profile and proposed policy are posted on our Engagement and Innovation website, for your convenience, we are providing a direct link to the proposed profile.

- [Draft Proposed Discovery Profile](#)

The Framework of the Pilot

Because we want to develop a profile and policy that are thoroughly vetted, each time a profile is completed, in addition to sending it as usual to the SC/PA, the provider will also email a copy to Julie Huber. The SC/PA will approve or deny the profile as they normally would, using current criteria (not the draft pilot criteria) for approval or denial of payment.

After the completion of the profile, the provider will complete a brief questionnaire on what worked and what did not work. ODDS will also provide the VR Counselor (VRC) and the

Services Coordinator /Personal Agent (SC/PA) with a similar survey. Although survey results may be topics of discussion, ODDS will not attribute survey comments to specific people, as comments will be focused on the proposed Discovery Profile and policy, not pilot participants.

ODDS will convene a small stakeholder group to review and discuss each profile. ODDS will redact the name of the person who participated in Discovery as well as the name of the Discovery Provider. Stakeholder group members will be recruited from the Discovery Stakeholder Group that developed the proposed profile. Discovery Providers who participate in the pilot will also be invited to be on the Stakeholder group.

The purpose of this structure is to:

1. Understand how the process is working/not working for all stakeholders
2. Ensure requirements (policy) are interpreted the same by all stakeholders
3. To clarify standards for SC/PAs to approve or deny a profile

Significant Proposed Changes

Some of the more significant proposed changes are:

1. Required documentation of how it was determined that the person wanted and needed Discovery (**see sample Pre-Discovery Checklist**).
2. The development of a plan within the first 30 days of the service (**see Discovery Profile**).
3. The person has at least six community experiences (**see Discovery Profile and proposed Discovery Worker Guides**).
4. At the completion of the service, the provider writes an Executive Summary which details the experiences as well as recommendations (**see Discovery Profile**).
5. ODDS will no longer pay for profiles that conclude that a person cannot work (**see proposed Discovery Worker Guides**).

Collaboration is Key

“The Worker Guide: Draft Discovery Guidelines for Service Coordinators and Personal Agents” emphasizes the importance of early and ongoing collaboration between all partners, including VR and, if applicable, the school. The Discovery Plan (**see Profile**) must outline the timelines and roles for involving systemic partners. To deliver services in a timely manner, the authorization of Discovery and the referral to VR need to coincide.

Due to the collaborative nature of the pilot, teams may want to use the draft Employment Services Referral and Release of Information. While the release and proposed policy are posted on our Engagement and Innovation website, for your convenience, that information is below:

Summary: The multi-agency referral and release of information for employment services was

developed with stakeholders from Oregon's Employment First agencies (VR, ODDS, and Education). These referral and release tools, as well as the related training tools, are intended to help streamline the delivery of employment services for people with intellectual and developmental disabilities in Oregon, and ensure individuals have an opportunity to make an informed choice about sharing important information that is relevant to the delivery of employment services.

- [Draft Worker Guide Model Referral Release UPDATED](#) (Draft)
- [Draft Employment Referral Tool UPDATED**](#)
- [Draft Release Tool UPDATED**](#)
- [DRAFT Pilot Referral Tracking Tool NEW](#)

To submit comments, questions or suggestions about either the Discovery Profile and/or the Referral and Release and the accompanying policies for each, visit <https://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Pages/engagement-innovation.aspx> The deadline for commenting on Discovery is March 28, 2019. The deadline for commenting on the Referral and Release is December 31, 2018.

If you have questions about the Discovery Pilot, email julie.l.huber@state.or.us or call 503-945-9787. For questions about the Referral and Release Pilot, email allison.enriquez@state.or.us or call 503-945-5827.

If you have any questions about this information, contact:

Contact(s): Julie Huber	
Phone: 503-945-9787	Fax:
Email: julie.l.huber@state.or.us	