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Authorized Signature

Number: APD-PT-15-034

Issue date: 10/12/2015

Topic: Developmental Disabilities

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 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 checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other (please specify): Brokerages |
| <input type="checkbox"/> Child Welfare Programs | |

Policy/rule title:	Career Development Plans & Decision not to Explore Employment		
Policy/rule number(s):		Release no:	
Effective date:	10/9/2015	Expiration:	None
References:			
Web address:			

Discussion/interpretation:

This transmittal replaces APD AR-14-067 and APD PT-13-027.

The Department of Human Services (DHS) is issuing two Workers' Guides:

Worker's Guide "Who Gets a Career Development Plan or Decision not to Explore Employment":

1. Clarifies when and how to use the new Career Development Plan (CDP) and/or Decision not to Explore Employment (DNE), which are incorporated into the new Individual Support Plan (ISP); specifically that:
 - a. Beginning 6/1/15, every new ISP will use the new ISP form, which incorporates

the CDP and DNE.

- b. By 7/1/15, per Executive Order 15-01, every person of working age (21-60) who is in a sheltered workshop must have a CDP or a DNE.¹
- c. By 7/1/15, per Executive Order 15-01, every person who uses school and transition related services available under IDEA must complete a CDP or DNE within one year after using these services.

2. Provides Resources for Career Development Plan.

3. Contains answers to Frequently Asked Questions.

Worker's Guide "CDP & DNE Implementation":

1. Provides information on how and when to complete the career Development Plan (CDP) and Decision not to Explore Employment (DNE).
2. Outlines the required components of the CDP and DNE.
3. Provides instruction on how to submit the DNE to ODDS.

Purpose/Rationale:

The Department of Human Services (DHS) recognizes that career planning is an essential component to successfully implementing Oregon's Employment First Policy. Executive Order 15-01 "Providing Employment Services to Individuals with Intellectual and Developmental Disabilities", defines it as:

. . . part of an ISP or Annual Plan regarding ODDS services. A "Career Development Plan" identifies the individual's employment goals and objectives, the services and supports needed to achieve those goals and objectives, the persons, agencies, and providers assigned to assist the person to attain those goals, the obstacles to the individual working in Competitive Integrated Employment in an Integrated Employment Setting, and the services and supports necessary to overcome those obstacles. Career Development Plans shall be based on person-centered planning principles.

A CDP articulates a person's employment-related outcomes regarding paid ODDS employment services, case management services (such as a referral to VR) and/or natural (unpaid) employment-related supports, action steps to reach those employment-related outcomes as well as strategies to address current or anticipated employment barriers.

If a person's annual ISP renewal date was prior to 6/1/15, and a CDP was created with a previous version of the CDP, the old CDP may be changed or amended using the Change Form to document those changes. When their next annual ISP renewal date occurs, the new ISP, which incorporates the CDP, must be used. However, if the person wants to use the new CDP prior to their annual renewal date, it must be used.

Table One and **Table Two** provide more guidance on how/when the CDP and/or DNE may be completed.

¹ The DNE was formerly known as a My Decision not to Pursue Employment (MDE).

Table One

When the New ISP Must Be Completed in its Entirety:
A person's ISP annual renewal date is on or after 6/1/15.

Table Two

When the New CDP or DNE May Be Used As a Change to a Person's Current ISP (note: this requires using a change form):
A person has an existing CDP (completed on an older version of the CDP form) that needs to be updated.
A person who has a "My Decision not to Pursue Employment" (MDE) or DNE changes his or her mind and decides that he or she wants to explore, pursue, obtain, maintain or advance in employment.
A person who is not currently receiving employment services decides that he or she is interested in exploring, pursuing, maintaining or advancing in employment.

The following policies are foundational to Career Development Planning:

1. The presumption that all people can work in an individual integrated job in the general workforce for compensation that includes competitive wages and benefits.
2. The optimal and expected outcome of all employment services is individual integrated employment for which the person is compensated with competitive wages and benefits.
3. Employment is the preferred activity for individuals using ODDS services. Individual integrated employment is the highest priority over unemployment, segregated or sheltered employment, small group employment support, or non-work day activities.
4. Focusing on the person's strengths, CDPs must be developed with the goal of maximizing the number of hours spent working, consistent with a person's abilities and choices.

ODDS Employment Services will not be delayed or denied due to the lack of a CDP.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this policy, contact:

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