

	compliant sheltered work setting. The termination of services will be effective September 1, 2020.
September 1, 2020	Plan of Care authorizations for support in sheltered work settings will end.
On or before July 1, 2021	Full Compliance verified for all Settings
Ongoing Compliance Monitoring	
See state transition plan for additional details (through standard licensing and Ongoing Monitoring)	

b. Process for Requesting a Variance:

Submit the following materials to oddemployment.pathreview@state.or.us (using the timelines outlined above):

- Complete the enclosed provider variance request form identifying how the required criteria have been met, and information regarding the progress made towards compliance; and
- Complete the provided spreadsheet detailing individualized action plans for the individuals you are requesting a variance for (including confirmation that the person’s case manager and ISP team have been notified regarding the request for additional time).

**To streamline your organization’s variance request, ODS will auto fill information in the “individual variance request” spreadsheet. Therefore, please notify ODS as soon as your organization determines it will be requesting a variance for additional time (ensure your notification is prior to completing the variance documentation). You can email this notification to: oddemployment.pathreview@state.or.us.*

- Any available ICDP, IPE (VR), and provider action plans must also be submitted.

Note, an approved variance will become part of the provider transformation plan.

Criteria for Granting a Variance

The documents outlined under section 2 above and other available information (e.g. provider HCBS transformation plan) will be reviewed to determine whether the following criteria have been met and whether a Sheltered Workshop will be granted additional time:

Required:

- ODS-approved HCBS transformation plan;
- Evidence of substantial progress towards implementing the plan;
- Individualized requests for additional time explaining, for each person using services in the sheltered work setting, how continuing to use services within the setting will best support the person to achieve his or her goals and result in the best outcome

