

<b>Topic:</b>	Employment Services II.e. ODDS-Funded Job Coaching when a Person is Not Connected to VR
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## Overview

The purpose of this Worker's Guide is to outline requirements for ODDS-Funded Job Coaching when a person is not connected to Vocational Rehabilitation (VR) (i.e. not in plan with VR). This might happen, for example, when a person gets a job on their own, or during Employment Path or Discovery services.

## Background

Federal and State policy requires that ODDS and Medicaid-Funded employment services only be used when VR services are not available. State policy may develop guidance that operationalizes this, consistent with other federal and state laws and regulations. This Worker's Guide outlines circumstances under which ODDS may approve ODDS-funded Job Coaching because the person found a job on their own that matches their goals, the team agrees the person's job is stable, and no additional VR services are available.

VR is the agency primarily responsible for supporting a person with a disability to find a job. ODDS funds long term supports after a person's job is stable. VR has mechanisms, services, and requirements designed to ensure individuals have successful employment outcomes in integrated community settings, while ODDS and Medicaid-funded services are designed to meet long-term employment needs or pre-employment needs. This policy is designed to ensure supports are streamlined, not duplicative, and designed to support individuals to pursue careers in competitive integrated employment.

## Procedure(s) that apply:

The following describes steps for requesting ODDS-funded Job Coaching when a person has obtained a job and is not connected to VR (i.e. not in plan with VR). This may occur, for example, when the person has found a job on their own, during ODDS Employment Path or Discovery services, etc.

- I. If a person obtains a job and is not in plan with VR, then the case manager may authorize up to 120 days of ODDS Initial Job Coaching.**
- II. The ISP team must meet as soon as possible (but generally within the person's first 30 days on the job) to determine whether a referral to VR is needed.**
  - a. The team will use the form titled: "[Job Coaching without VR](#)", to evaluate the criteria below. See the form here: <https://forms.office.com/g/VMH78Q7T2Z>

- b. Upon completion submit the form and any supplementation documentation to: [employment.first@dhsosha.state.or.us](mailto:employment.first@dhsosha.state.or.us).

### III. Criteria to evaluate:

#### 1. Does the job meet the person's goals?

(As identified in their Career Development Plan, through the discovery process, or in another form or documentation)

- i. Does the type of job match the person's goals?
- ii. Does the job field match the person's goals?
- iii. Is the person working the number of hours they want and as identified in their plan? Refer to VR if person wants support to work more hours.

#### 2. Is the person's job stable?

- i. The person and their team agrees they are performing well on the job and the job is not at risk with (or without) a Job Coach in place, as identified by the individual and the Employment Team.
- ii. The employer is satisfied that the person is performing well on the job.
- iii. A long term job coach is in place if needed. Services can be provided without an interruption.

#### 3. No additional VR services are needed

- i. Are all needs covered, and no additional needs can be supported through VR (e.g. adaptive equipment)?
- ii. Does the person want to work in the job while also looking for a different job, a second job, or more hours in the current job? If so, authorize ODDS Job Coaching while also making a referral to VR for support to find another job.

#### 4. Does the job meet requirements for competitive integrated employment?

Note that if the work is in a provider owned, operated, or controlled setting, then a provider self-assessment must be submitted to ODDS. See the provider assessment on the website here: <https://oregon.gov/odhs/providers-partners/idd/Pages/site-assessment.aspx>.

A job at a provider site is presumed to be Employment Path. However, if additional information demonstrates the position meets requirements to be considered "Competitive Integrated Employment," then Job Coaching may be the right service. Providers need to submit additional information to ODDS, via the assessment tool, in order to overcome the presumption that services at a provider site are Employment Path.

Work on contracts that mandate a ratio of workers with disabilities (e.g. Oregon Forward/QRF, Ability One, etc.) is not competitive integrated employment and may not be authorized.

## IV. Outcome of Team's Determination & Submitting the Request

### a. Referral to VR

If it is determined the above criteria have ***not*** been met, then refer the person to VR as soon as possible. Use the Employment First referral form found here: <https://oregon.gov/odhs/employment-first/Documents/statewide-ef-referral-form-4130.pdf>

If more than 120 days of Job Coaching is needed while waiting for the VR intake, then also submit a formal exception request to ODDS.

If the team is unsure whether the requirements have been met, then consult with VR and/or your [Regional Employment Specialist](#). The case manager still has discretion to authorize up to 120 days of ODDS-funded Job Coaching.

### b. Request for ODDS Job Coaching without VR

If the team determines VR is not needed and all the above criteria have been met, then the case manager must ensure they submit the "Job Coaching without VR" form to ODDS for review.

- i. Submit the ODDS request in the form found here: <https://forms.office.com/g/VMH78Q7T2Z>
- ii. Submit supporting documentation in a secure email to: [employment.first@dhsosha.state.or.us](mailto:employment.first@dhsosha.state.or.us)
- iii. When submitting the request, the case manager should also authorize job coaching in the billing system for ODDS to approve with the request.
- iv. Submit this as soon as possible. In most cases, this should be within the person's first 30 days on the job.
- v. ODDS will review and follow up if there are questions regarding ODDS-funded Job Coaching.
- vi. ODDS will review the pending authorization for job coaching beyond 120 days in eXPRS.

## **Request for ODDS-Funded Job Coaching without VR**

This may occur if the person finds a job on their own, or obtains a job during Employment Path or Discovery.

If a person obtains a job and is not connected to VR (i.e. not in plan), the case manager may authorize up to 120 days of initial job coaching. The ISP team must meet as soon as possible (generally within 30 days on the job) to evaluate whether referral to VR needed.

The Team will use the “Job coaching without VR” form as a tool to evaluate:

1. Is the person’s stable stable (person performing well with (or without) the long term job coach in place)?
2. Does the job meet the person’s goals? (hours, type of job, etc)?
3. Are all needs covered, and no additional needs can be supported through VR (e.g. adaptive equipment)? If the person wants to work in the job while also looking for a different job, a second job, or more hours in the current job, then authorize ODDS Job Coaching while also making a referral to VR for support to find another job.
4. Does the job meet requirements for competitive integrated employment? (If it’s work at a provider site, or a provider held contract, then the provider must complete an assessment for the site).

See tool here: <https://forms.office.com/g/VMH78Q7T2Z>

If **Yes** to all the above:

Submit the “Job Coaching without VR” form.  
Submit supporting documents in a secure email to: [employment.first@dhsosha.state.or.us](mailto:employment.first@dhsosha.state.or.us)

Consult with VR if unsure whether criteria have been met. Refer to VR if the job ever becomes unstable.

Case manager may authorize up to 120 days of initial job coaching without VR.

ODDS will review and approve (or deny) job coaching beyond 120 days.

If **No** to any of the above criteria:

Send referral to VR as soon as possible.  
Submit the “Job Coaching without VR” form if authorizing any ODDS-funded job coaching.

The case manager has discretion to authorize up to 120 days of initial job coaching without VR.

May also request ODDS exception for job coaching if more than 120 days is needed while waiting for VR intake.

## **Form(s) that apply:**

Job Coaching without VR form: <https://forms.office.com/g/VMH78Q7T2Z>

## **Other Resources:**

### **On-Demand Training:**

<https://wd5.myworkday.com/oregon/learning/course/285c998b4c370100c6a3b586d8c10000/lesson/8d1a9c062d300100c97b591d25d60002?record=285c998b4c370100c97b1f1e30460000&type=9882927d138b100019b928e75843018d>

### **Frequently Asked Questions**

Question: Do we need to submit the form requesting “ODDS Job Coaching without VR” if a person has used VR services and the funding is being transferred to ODDS-funded job coaching?

Answer: No. The “ODDS Job Coaching without VR” form does not need to be submitted if VR services are being used before ODDS-funded job coaching.

## **Contact(s):**

**Regional Employment Specialist:** <https://oregon.gov/odhs/employment-first/Documents/map-odds-regional-employment-specialists.pdf>