

Office of Developmental Disabilities Services

Worker Guide

Title	Date
Job Stability with VR and Transfer to ODDS Job Coaching	March 14, 2022

Description

This Worker Guide outlines processes related to transfers from Vocational Rehabilitation (VR) funded job coaching to Office of Developmental Disabilities Services (ODDS) funded job coaching, including when and how transfers take place.

Due to changes in federal law regarding VR services, the federal Workforce Innovation and Opportunity Act (WIOA), as well as related regulations and policies, individuals transfer from VR funded job coaching to ODDS funded job coaching when the person's job is stable (as opposed to at 90 days as previously practiced). This policy helps outline services provided by VR, when services must be transferred and how that transfer may take place.

Procedures that apply

VR provides supports and services to obtain Competitive Integrated Employment. ODDS generally provides any long-term supports and services required to keep and advance in Competitive Integrated Employment. How VR and ODDS services are coordinated is described under the following topics and in more detail below.

Job Stability and Transfer to Long-Term ODDS Supports

Job stabilization is the point when transition to long-term support services funded through ODDS begins. Job stabilization has multiple components including all of the following:

- i. IPE Goal Met. The individual has successfully achieved the employment outcomes in the Individualized Plan for Employment (IPE);
- ii. Goal related to hours. The individual has met or made substantial progress toward meeting the work hours-per week goal documented in the IPE;
- iii. Person is performing well on the job. The individual and the VRC consider the employment outcome to be satisfactory and agree that the individual is performing well on the job;
- iv. Employer is satisfied the person is performing well on the job. The employer is satisfied that the individual is performing well on their job; and
- v. Smooth transition to ongoing services can be made. Ongoing services are available and can be provided without an interruption in services.

It is up to the individual and VRC to determine when job stability has been achieved. When the individual chooses to take a job that deviates from the initial plan (i.e., different hours, type of work, etc.), the IPE should be revised promptly to reflect these choices.

A VRC should notify the SC/PA as soon as the individual is placed in a job, to discuss the anticipated date of job stability. This should occur at least 30 days prior to job stability, unless job stability occurs within fewer than 30 days of placement. At the point that the SC/PA is notified, he or she should verify the following:

1. Whether the individual will need initial and ongoing job coaching through ODDS.
2. Whether the individual's current job coach can provide services through ODDS and, if so, whether the individual wants to remain with the same job coach or organization. In any event, a job coaching plan should be developed to ensure continuity of support.
3. The estimated date of job stability.

After transfer, the individual's IPE file remains open for a period determined by individual need and case closure requirements (i.e., that the individual is on the job for 90 days). Rehabilitation Services Administration (RSA) guidance requires that, in Supported Employment, case closure should not happen until at least 90 days after transfer to ODDS long-term supports.

Supported Employment services are individualized and the time it takes to reach job stability is based on each individual's needs. One scenario is job stability one month into the job, with immediate transition to ODDS support. While some individuals may attain stability within a month, many other individuals will require

VR services for a longer time, and, in some cases, up to the 24 months allowed by WIOA.

Job stability may take longer in some circumstances. Examples of these circumstances include:

1. A turnover of the supervisor or co-workers requiring additional work with the new staff.
2. Extra time is needed to learn the job (e.g., job tasks vary from day-to-day or week-to-week).
3. The job changed after the supervisor got to know the person.
4. Communication is an issue for the person or the employer/co-workers.

Authorizing Job Coaching

The SC/PA should authorize the job coaching in the individual's CDP and in Plan of Care prior to the date of job stability to ensure a smooth transfer of services. The SC/PA also should authorize transportation, or any other ancillary services required. Occasionally, transportation may require ODDS approval (if plan is above \$500 per month), and so a request for approval should be submitted as soon as possible to ensure a smooth transfer to ODDS long term supports at job stabilization.

If the individual does not need long-term job coaching, the plan for natural supports at work should be documented in the individual's CDP.

Available Providers and Provider Types

In the event the individual needs long-term job coaching through ODDS but the current job coach is not able to provide services through ODDS, other available options for job coaching should be explored including personal support workers or agency providers. The SC/PA should inform the VRC if the current job coach is not able to provide services through ODDS and the estimated time it will take to find an available and appropriate job coach. Federal regulation and Oregon policy require that transition to long-term support, funded through ODDS, take place at or very near the point of job stability.

Authorizing the Right Type of Job Coaching

Prior to transfer to ODDS job coaching, the SC/PA should authorize the appropriate type of job coaching in the individual's CDP and Plan of Care. Refer to the [Job Coaching Requirements Worker Guide](#) for more information.

Desired outcome(s) for maintaining or advancing in Competitive Integrated Employment, and key steps to support the individual reach the desired outcome(s), must be documented in the CDP and monitored at least annually by the SC/PA. This includes identification of any support the person needs to maintain or advance in his or her job and obtain the desired outcome(s). Find more information in the [Employment Services Worker Guide on Career Planning](#).

Support to Increase Hours

If the individual wishes to continue to increase work hours after the VR case file is closed, this should be discussed before transfer to ODDS job coaching and documented in the VR file and the CDP, as outlined in the [Worker Guide regarding the 20-hour standard for planning supported employment services](#).

Post employment VR services are an option when an individual wants to advance in employment, but the job coach is often the best choice for helping the individual increase hours worked on the current job. VR post-employment services are the logical choice if an additional accommodation is needed to advance on the current job. The job coach will typically continue to support the person to seek advancement and additional hours in either the job the person has or another closely related job.

Occasionally a person using VR services will choose to reach their work hour goal through multiple, part-time jobs. In that case, the person may reach job stabilization and transfer to ODDS job coaching services for one job while a second job is developed. The VR case file would not be closed until the work hour goal is reached, the person is stable in the most recent job obtained and at least 60 days have passed since the final job has transferred to ODDS job coaching services.

Forms that apply

Definitions

References

Contact(s)

[Regional Employment Specialists](#)