

Action Request Transmittal Developmental Disabilities Services



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Number: DD-AR-21-070

Issue date: 8/30/2021

Topic: Developmental Disabilities

Due date: 10/1/2021

Subject: Virtual Discovery Changes

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 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 type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): ODDS Employment Agencies and Discovery Independent Providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Reason for action:

In-person Discovery is the best model as it allows the person and the provider to experience and observe things that might not be apparent during a virtual service. However, due to the pandemic, ODDS is allowing parts of Discovery to be done virtually. All policy documents referenced in this AR are located under the Discovery section at <https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Pages/policy.aspx>.

All persons delivering Discovery must meet the training requirements outlined in [DD-AR-21-018](#).

This AR supplements but does not replace ODDS Re-opening Guidance.

Action required:

All Discovery services authorized on or after September 1, 2021 must utilize the new [ODDS Discovery Profile](#) and adhere to the requirements in [DD-AR-21-018](#) and its accompanying Worker Guides, [The Discovery Guidelines for Services Coordinators/Personal Agents and Discovery Providers](#), and [The Experiential](#)

Components of Discovery.

ODDS is allowing these parts to be delivered virtually:

1. Pre-Referral Meeting; and
2. Phase I with the exception of the neighborhood visit; and
3. Informational Interviews

Due to the federal state of emergency, it is recommended that home visits occur virtually. If a person decides to participate in a virtual home visit this replaces the in-person home visit. However, if the individual does not participate in an in-person or virtual in-home visit, the provider is responsible for a fourth Direct Employment Experience, as outlined in [The Experiential Components of Discovery](#).

If a person decides to have parts of Discovery delivered virtually, the SC/PA must document in progress notes or the [Pre-Referral Discovery Checklist](#) that the person and the team understand all of the following:

1. Receiving parts of Discovery virtually is an option and not a requirement.
2. That if the person wants all- in-person Discovery, the person may want to wait until after the pandemic to receive Discovery.

Remember:

1. Discovery is a resource, but it is never required to use any VR or ODDS service.
2. The person can proceed to job development without Discovery.
3. That even if they get a job without Discovery, they can always decide to have Discovery in the future, even if they have a competitive, integrated job.
4. A provider can never require a person to have Discovery as a condition of providing job development or any other ODDS or VR service.
5. The eligibility requirements of Discovery. Refer to [The Discovery Guidelines for Services Coordinators/Personal Agents and Discovery Providers](#).
6. There are alternative VR and ODDS services which may better suited to the person's immediate goals.

When providing parts of Discovery virtually, the provider must:

1. Deliver the service in the required order – for example, Phase III: The Community Experiences can never come before Phase I: Getting to Know the Person.
2. Document in the Agenda what parts of Discovery will be delivered virtually.
3. If part of Phase I will be delivered virtually, the provider must complete and submit the Phase I section of the Agenda to the SC/PA for review and approval.

The provider may not deliver those services virtually prior to the SC/PA approval.

4. If an Informational Interview in Phase III was planned to be in-person but the provider would like to change it to a virtual interview, they must update the Agenda and submit it to the SC/PA for their review and approval prior to delivering that service.
5. Meet the requirements as outlined in the [ODDS Discovery Profile](#), and the ODDS Worker's Guides: [The Discovery Guidelines for Services Coordinators/Personal Agents and Discovery Providers](#), and [The Experiential Components of Discovery](#).

Best Practices Stakeholder Group:

ODDS stakeholders were integral to the development of the new Discovery policy. To learn what works/what is not working with the virtual aspects of Discovery, ODDS will hold a virtual stakeholder meeting from 10:30 – 12:00 on Tuesday, December 7, 2021. If you want to attend, please send an email to julie.l.huber@dhsoha.state.or.us by Friday, December 3. Please use the subject line: "Virtual Discovery Stakeholder Meeting."

Communication/training:

This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call 971-277-2343 using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to ODDS.Questions@dhsoha.state.or.us.

Field/stakeholder review: Yes No

If yes, reviewed by:

If you have any questions about this action request, contact:

Contact(s): Julie Huber	
Phone: 503-990-3328	Fax:
Email: julie.l.huber@dhsoha.state.or.us	