



ODDS Example Entry Checklist for Employment and DSA Services

The services coordinator or personal agent and the provider must ensure the provider has the following in place *prior to the start of services*.¹ This information should also be shared with a referral to Vocational Referral. Mark "N/A" if not applicable, and describe why in the notes.

1. ISP Documents

A copy of the ISP or Service Agreement

- If the ISP is provided, it must include the risk management plan section.
- If the Service Agreement is provided, it must be the ODDS-approved form. The Service Agreement must include:
 - A description of the provider's responsibilities.
 - The type and amount of services authorized in the ISP.
 - Known risks and other information required for the provider to safely and adequately deliver services.

The Career Development Plan (If person working age or using employment services)

Person Centered Information (For employment providers, this includes the employment section of the PCI as well as any other relevant information the person wants to share)

One Page Profile (Please remove information the person does not want to disclose)

Existing risk mitigation strategies related to known serious risks that might be relevant for the setting (i.e. might occur in the setting). E.g. protocols, etc

Emergency contact information

Contact information for legal representative if applicable (e.g. Guardian, Healthcare Advocate, Conservator, Social Security Rep Payee, etc.)

Records describing medication taken by the individual that medical personnel must be made aware of in event of an emergency

2. The following must be shared if related to a *known relevant health and safety risk*:

- Safety skills information
- Information regarding the person's ability to evacuate from a building when warned by a signal device
- Information regarding the person's ability to adjust water temperature
- Behavior support plan
- A brief written history of supervision and support needs including a brief written history of behavioral challenges (if applicable)
- Nursing plan
- Mental health treatment plan

¹ See OAR 411-415-0080(4)

*Note, if the person does not want to share relevant health and safety information, then a notation should be made in, at minimum, the risk management plan, documenting that the person has made an informed choice and does not want to share relevant information. It must also be disclosed to the provider that there is relevant risk information the person does not want to share. The person should also be given an opportunity to discuss this with the provider to make an informed choice. If risk information is **not** relevant for the setting, (e.g. DSA or employment service setting), then this can be documented in the risk identification tool, or risk management plan.*

- Allergies
- Known information regarding the individual's health status
- A description of any known restrictions on activities due to medical limitations
- Information regarding legal restrictions including court orders, probation/parole requirements
- Documentation that a person has agreed to an individually based limitation
- List of medication that emergency personnel must be aware of in the event of an emergency
- Doctors order for medication if provider is going to help administer the medication

3. Employment Specific Documentation (given to employment service providers or VR)

- Resume or work history information (if it exists)
- Discovery Profile (if Discovery has been billed)
- Progress Notes, service summaries, or other outcome documents if the person has used ODDS employment services
- VR documentation if the person has used or requested VR services
- Information from the local education authority or transition program if the person is in school or has transitioned during the last two years (e.g. PINS).
- Other employment specific documents indicated in the **employment referral**. Describe here:

4. Employment and DSA Specific Provider Documents

The provider must develop (i.e. author or amend) and share the following information:

- Before services begin***, the Employment or DSA provider must develop (i.e. author or amend) risk mitigation strategies (e.g. safety plan, protocol, or other mitigation strategy) to address each relevant risk identified in the Risk Management Plan (or Service Agreement). There must be a risk mitigation strategy that is relevant for each service setting.
- Within 60 days of services, the provider must have service implementation strategies for each employment or DSA service (including action plans, etc).

Note, the provider must submit updated risk mitigation strategies or service implementation strategies to the case manager if changes occur.

5. Training Verification

- DSPs and/or Employment Professionals supporting the person have been trained on the person's ISP and support needs (including service implementation strategies and risk mitigation strategies).
- DSPs and/or Employment Professionals know where the support documents are maintained. They are maintained here: _____
- Employment Professionals supporting the person have completed the following supported employment training requirements:
 - The online core competences
 - 12 hours of annual supported employment training
 - All least one person in a supervisory position has completed a Department-Approved certification for employment professionals

6. Notes
