

Authorization: Dan Haun
 Policy/Program Development Interim Manager

Number: VR-IM-15-01
Issue date: 5/1/15

Topic: Job Stabilization

Subject: 3.14 Supported Employment for individual with intellectual and/or developmental disabilities -- policy clarification

Applies to (check all that apply):

<input checked="" type="checkbox"/>	Vocational Rehabilitation – All Staff
<input type="checkbox"/>	Vocational Rehabilitation – Executive Team
<input type="checkbox"/>	Vocational Rehabilitation - Administration
<input type="checkbox"/>	Vocational Rehabilitation – Branch Managers
<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Other (please specify)

Policy:

Vocational Rehabilitation (VR) services are short term and time limited and based on participant need. Supported employment participants with intellectual/developmental disabilities may require ongoing long-term support from an agency other than Vocational Rehabilitation to increase or maintain their employment. Individuals eligible for waiver-funded services through the Office of Developmental Disabilities Services (ODDS) can receive ongoing long-term employment support (i.e., ongoing job coaching). Job Stabilization is the point when transition to extended long-term support services funded by an agency other than Oregon Vocational Rehabilitation can begin.

Job stabilization has multiple components delineated in the Code of Federal Regulations:

- The individual has reached the employment outcome in their Individualized Plan for Employment (IPE)
- The individual has met or made substantial progress toward meeting the hours-per week work goal
- The individual and the vocational rehabilitation counselor (VRC) consider the employment outcome to be satisfactory and agree that the individual is performing well on their job

- The employer is satisfied that the individual is performing well on their job
- Extended (i.e., ongoing long-term) services are available and can be provided without an interruption in services

The expectation in federal statutes and Oregon VR policy is that transition to ongoing long-term support provided by ODDS waiver funding take place at or very near the point of job stability.

The individual's IPE file remains open after transition for a period of time determined by individual need and case closure requirements (i.e., on the job for a minimum of 90 days).

Rehabilitation Services Administration (RSA) guidance is that in Supported Employment, case closure not happen until 60 days after transfer to other than VR long term support.

Implementation Guidance:

The individual and the vocational rehabilitation counselor (VRC) must agree on job stability and case closure and the Services Coordinator or Personal Agent who authorize ongoing long-term support must be aware of these discussions. Ideally, members of the individual's team, including referral agency staff (e.g., Service Coordinator, Personal Agent, Mental Health agency staff, Housing staff) will be a part of the discussion around these two issues. Discussions about job stability and transfer to long-term support begin at the latest at the point of the job offer and preferably during plan development. Early discussions account for time needed by the Service Coordinator or Personal Agent to revise the Individual Support Plan (ISP) and engage a long-term support provider, assuring a smooth transition.

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 non-VR support. Other individuals will require VR services for a longer time. Examples when individuals may require a wait of two, three, or more months into the job before transition to ongoing long-term support include:

- A turnover of the supervisor or co-workers that requires significant work with the new staff
- Extra time is needed to learn the job for any reason (e.g., job tasks vary from day to day or week to week; the job changed after the supervisor got to know the individual; communication is an issue for the individual or the employer/co-workers)

References:

Federal Code of Regulations Title 34; Sections:

- 363.4 What are the authorized activities under the State Supported Employment Services program?
- 363.53 What requirements must a State meet before it provides for the transition of

an individual to extended services?

- 363.54 When will an individual be considered to have achieved an employment outcome in supported employment?
- 361.56 Requirements for closing the record of services of an individual who has achieved an employment outcome.

If you have any questions about this information, contact:

Contact(s):	Ann Balzell		
Phone:	503-945-6975	Fax:	503-947-5010
Email:	ann.balzell@state.or.us		