

ODDS Example Entry and Annual ISP Checklist for Employment and DSA Services

The services coordinator or personal agent, along with the provider, must ensure the following are in place **before services begin**¹. For individuals renewing an annual ISP and continuing with the same provider, it's recommended that the case manager shares employment-related goals at least one month before the annual ISP meeting. This allows providers to collaborate with the individual on developing action plans. This information should also be communicated when referring to Vocational Rehabilitation (VR). *If not applicable, mark "N/A" and provide an explanation 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:

Description of the provider's responsibilities

Type and quantity of services authorized in the ISP

Known risks and other information required for the provider to deliver services safely and adequately

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

The Decision Not to Explore Employment (If person is of working age and decides not to explore employment during their ISP year)

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

One Page Profile (If there is information the person doesn't want to disclose, remove it)

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. Document the following if related to a *known relevant health and safety risk*:

- Safety skills information
- Information about the person's ability to evacuate from a building when warned by a signal device
- Information about the person's ability to adjust water temperature
- Behavior Support plan
- Nursing plan
- Brief written history of supervision and support needs including behavioral challenges (if applicable)
- Mental health treatment plan
- Allergies
- Known information about the individual's health status
- Description of any known restrictions on activities due to medical limitations
- Information about 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)
- If the person went through the Pre-Discovery checklist process and decided not to use Discovery, share the information gathered in the checklist
- 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 risk mitigation strategies, such as safety plans or protocols, to manage each relevant risk in the Risk Management Plan or Service Agreement. Each service setting must have an appropriate risk mitigation strategy in place. For individuals renewing ISPs with the same provider, ISP materials must be provided to the ISP team at least one week before the ISP meeting.

Within 60 days of services, the provider must update 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 (action plans) to the case manager if changes occur throughout the ISP year.

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

7. Resources

ODDS Employment Policy Page: <https://www.oregon.gov/odhs/employment-first/Pages/policy.aspx>