NEW YORK STATE | Office for People With Developmental Disabilities

Pathway to Employment

Career, Vocational and Transition Plan

NYS Office for People With Developmental Disabilities

44 Holland Avenue, Albany, NY 12229

www.opwdd.ny.gov

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Pathway to Employment

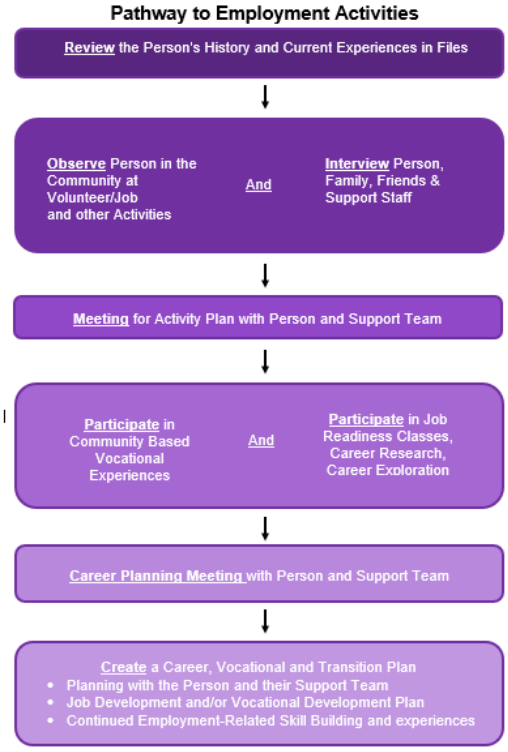
Career, Vocational and Transition Plan

The Pathway to Employment Career, Vocational and Transition Plan

Discovery Report Findings & Final Recommendation

Career Planning with the Person and the Support Team

Transition to Employment Services and/or Vocational Development Activities



Pathway to Employment provides exposure to the world of work especially for individuals who need career planning and have limited work experiences in the community. It is a time-limited service to assess an individuals' readiness for competitive employment in the community. The services include career planning, interest assessments, work experiences in the community, job-readiness skills training, and addressing challenges to employment.

Pathway to Employment services result in a comprehensive Career, Vocational and Transition Plan with recommendations for next steps to employment and/or future vocational goals.

To receive the Pathway to Employment service, the individual must express an interest in work readiness or job preparation for competitive employment or self-employment and this must be listed as a goal in the individual's Life Plan.

See regulations and ADM for a complete listing of all allowable services and procedures.

Service providers are required to complete and submit the Career, Vocational and Transition Plan for every individual enrolled in Pathway to Employment services. Service providers must upload each individual's Career, Vocational and Transition Plan to CHOICES, no later than 90 days after the individual has been disenrolled from Pathway to Employment services. CHOICES is OPWDD's web-based system that allows voluntary providers and OPWDD to share information securely

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Pathway to Employment Service Details

Pathway to Employment Participant Name: _____ TABS ID:_____

Name of Provider Agency Submitting Report: _____

Service Enrollment Start / End Dates: _____ _____
(Dates from CHOICES)

Did the person receive Pathway Services from more than one agency? ☐ Yes ☐ No

List all start and end enrollment dates and hours billed for this person (*in CHOICES*):

Start Date	End Date	Agency	Number of Hours Billed *(if known)*

Total Number of Service Hours Provided by the Current Provider _____ 30% of Total Hours _____

Total Hours of Community Based Vocational Experiences by the Current Provider _____

Total Number of Community Based Vocational Experiences by the Current Provider _____

Was the Pathway to Employment service completed prior to disenrollment? ☐ Fully Completed ☐ Partially Completed
If partially completed, describe in comments section below.

Were sufficient activities completed to yield a final recommendation? ☐ Yes ☐ No

Did the agency meet the requirements for Community Based Vocational Experiences? ☐ Yes ☐ No ☐ N/A

If no, has the agency submitted a request to waive the requirement(s)? ☐ Yes ☐ No

Will the person re-engage in Pathway to Employment Services? ☐ Yes ☐ No

Comments:

Discovery Report Findings

Purpose: This section is used to summarize the findings relevant to employment that were gathered during the Pathway to Employment Discovery. The report will consolidate information about the individual's demonstrated skills, interests, strengths, and support needs in a variety of vocational areas. Environmental preferences, transportation, work availability, hard and soft skills, supervision needs, and career options will also be identified in this section. This report will be used to make a final recommendation for next steps for the Pathway to Employment participant, and a resource for future services.

Instructions: Analyze the information gathered during Discovery and complete all parts of the Discovery Report Findings. Refer back to all sections throughout the Discovery to create a thorough report.

Name: _____ TABS ID#:
Agency: _____ DDRO: Select One

Discovery Report Findings

Pathway to Employment Summary of Activities

Record Review
Was the agency able to review previous service and employment information? ☐ Yes ☐ No

Interviews
Was the agency able to interview other service providers, previous employers, family and/or friends?
If yes, summarize information relevant to future employment.

Observations:
Where did the observations take place?

Community Based Vocational Experiences:
In which career areas did the assessments take place?
Career areas are based on career research and the location should list the name of the business.

1. Career Area:_____ Location:_____

2. Career Area:_____ Location:_____

3. Career Area:_____ Location:_____

Career Exploration:
What career exploration activities did the individual complete?

- ☐ Career Interest Assessment Tools
- ☐ Job Shadowing
- ☐ Job-Readiness Classes
- ☐ Vocational Skill Classes
- ☐ Career Research
- ☐ Other:
- ☐ Interviewing Business Managers
- ☐ Resume and/or Interviewing Classes
- ☐ Benefits Counseling
- ☐ Community Based Vocational Experiences

What skills and interests did the person gain from these activities?

Name: _____ TABS ID#:
Agency: _____ DDRO: Select One

Career Skills:

After reviewing all of the Community Based Vocational Experiences:

Summarize duties and tasks the individual was able to perform well and/or independently.

1._____
2._____
3._____
4._____

Summarize duties and tasks the individual was *not* able to perform well and/or independently.

1._____
2._____
3._____
4._____

List the areas where the individual needed the most support and describe the support that was provided.
1._____
2._____
3._____
4._____

Communication / Learning:

Describe the individual's preferred style of learning.

Learning Styles: (check all that apply)

- ☐ Visual - Use of images, maps, and graphics to understand new information.
- ☐ Auditory - Understand new content through listening / speaking such as lectures, repetition.
- ☐ Read & Write - Learn best through words, note taking or reading.
- ☐ Kinesthetic – Learn best through hands on experience.

Describe situations where this was displayed:

Describe the individual's preferred modes of communication:
(Communication examples: simple, direct sentences, supplementary visual aids including gestures, diagrams or demonstrations, etc.)

Name: _____ TABS ID#: -
Agency: _____ DDRO: Select One

Foundational Skills are broken into the following categories that have been color-coded throughout the Pathway to Employment Discovery Report to assist you in completing the Discovery Report Findings below.

Work Performance
Communication Skills
Personal Qualities
Self-Regulation/Management

Information about the categories may be found in the:

File Review

Interviews

Observations

Vocational Experiences

Career Exploration Activities

Use the information from these sections to describe the unique strengths and support needs for each category to help determine the individual's ability to obtain or maintain employment

Work Performance		
Foundational Skill	**Strengths**	**Support Needs**
Attendance / Punctuality		
Focus / Attention to Task		
Productivity / Work Pace		

Name: _____ TABS ID#: _____
Agency: _____ DDRO: Select One

Communication Skills		
Foundational Skill	**Strengths**	**Support Needs**
Interpersonal Skills		
Effective Communication		
Personal Qualities		
Foundational Skill	**Strengths**	**Support Needs**
Physical (stamina, endurance, etc.)		
Medical		
Mental Health		
Problem Solving		
Motivation to Work		
Workplace Appearance		

Name: _____ TABS ID#: _____
Agency: _____ DDRO: Select One

Self-regulation/Management		
Foundational Skill	**Strengths**	**Support Needs**
Stress Management		
Workplace Safety		
Environmental Awareness		

Are any of these support needs a barrier to employment? ☐ Yes ☐ No Explain below:

General Discovery Report Findings:

Summarize positive traits noticed during Discovery that would assist in obtaining and maintaining employment:

Summarize challenges noticed during Discovery that would hinder employment:

Comment on the individual's attendance and punctuality (positives, challenges, recommendations, etc.):

Comment on the individual's cooperation and ability to work with others (positives, challenges, recommendations, etc.):

What aspects of the Discovery would be used in a job coaching support plan?

Name: _____ TABS ID#: -
Agency: _____ DDRO: Select One

Environmental Preferences:

☐ Outdoor Work	☐ Physical Work	☐ Sedentary Work
☐ Social Work Culture	☐ Limited Distractions	☐ Quiet Environment
☐ Consistent Tasks	☐ Variety of Tasks	☐ Routine Work Schedule
☐ Limited Tasks	☐ Independent Work	☐ Team Oriented Work
☐ Limited customer interaction	☐ Co-workers able to redirect	☐ Flexible Supervisor

What types of job duties and environments should be **avoided**?

Duties: _____

Environments: _____

Transportation and Work Availability:

Select the transportation resources available to the individual:

☐ Public transportation (bus/subway) Public transportation-	☐ Taxi/Uber/Lyft
☐ ambulatory (van/car)	☐ Drives own vehicle
☐ Agency van funded by SEMP	☐ Family
☐ Agency van/car funded by another HCBS Waiver service	☐ Friend/coworker
☐ Residential staff	☐ Walk/bike
☐ Other (please specify):	

Describe any training or support the individual will need to become independent with transportation:

Are there specific customs, traditions or practices that are important to the individual (e.g., cultural, identity, spiritual, religious)? Describe how this may affect work.

How many hours does the individual want to work each week? _____ each day? _____

Fill in the weekly calendar below with the individual's specific days and times available to work:

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							

Supervision Needs:

☐ 1:1 ☐ Same area as supervisor ☐ Independent for up to_____hours.

Completed by: _____ Date: _____

Final Recommendation

Purpose: To provide a recommendation of the next steps the individual may need to make vocational progress. The recommendation must consider key information discovered and recorded about the individual in all sections of the Pathway to Employment Discovery Report.

Instructions: Choose one of the two options below and complete the corresponding section if applicable. Prior to final recommendations, meet with the person and support team to review report and initial recommendations. The Program Manager will review the Discovery Report, provide feedback, and notify the staff if additional situational assessments or other revisions to the report are needed.

Based on the information gathered during Discovery, the recommendation is:

☐ The person is recommended for job development for competitive employment in the community, refer to Employment Training Program, SEMP or ACCES VR. Complete Job Development Plan.

☐ The person is not recommended for competitive employment in the community. Complete Vocational Development Plan and make referrals to services as appropriate.

Review and Approval

Purpose: To ensure that the content of this Pathway to Employment Report is person centered, accurate, and of sufficient quality. The information contained within this report may be used by other services in continuing support of the person.

Instructions: The Program Manager or Director should thoroughly review all sections of this report and the appropriate attached plan and request any changes from the Preparer that may be needed to enhance the quality and accuracy of its content. Once this report meets the quality standards of the submitting Agency, the Program Manager or Director must sign, indicating their approval.

Print Name of Preparer: _____ Date: _____

Program Manager Approval Signature: _____

Program Manager Comments:

Print Name: _____ Print Title: _____

Agency: _____ Date Approved: _____

After review and approval upload into CHOICES.

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Pathway to Employment
Career, Vocational and Transition Plan

Career Planning Meeting and Transition

NEW YORK STATE | Office for People With Developmental Disabilities

Pathway to Employment
Career, Vocational and Transition Plan

Career Planning with the Person and the Support Team

Purpose: This tool consolidates information gathered during Discovery and creates a plan for the next steps to assist the individual on the road to employment. The plan is meant to be shared with the individual's current and future supports.

This information should highlight the positive attributes and describe specific vocational challenges identified during Discovery. The goal of this meeting is to have open communication with individual, their family and support team about long term career planning.

Instructions: The Career Planning Meeting should be held **after all Pathway to Employment activities have been completed and the Discovery Report Findings section is finalized**. The Pathway to Employment staff will complete page 1 of this section along with any applicable plans prior to holding a team meeting with the individual, their family and support team.

Follow the meeting agenda included to discuss program findings and future career planning based on the individual's Pathway to Employment experiences.

This planning tool will assist the team in making service recommendations based on pertinent information related to the person's employment related needs and qualifications.

Approximately 6 hours including team meeting.

Prepare prior to the support team meeting.

- Review the individual's Life Plan, Pathway to Employment Activity Plan and Discovery Report Findings to make recommendations for next steps.
- Complete the plan associated with the Final Recommendation
- Job Development Plan or Vocational Development Plan (www.eleversity.org)

If you are recommending **Job Development**, what are the two main career areas:

a. _____ b._____

If you are **not recommending Job Development**, what other services/ supports are being recommended? (Reference Vocational Development Plan).

a. _____ b. _____

Contact the individual, their family and support team to schedule a career planning meeting.

Date of Meeting: _____ Location of Meeting: _____

Bring the Life Plan, Pathway to Employment Activity Plan and Discovery Report Findings to the meeting for reference, along with the Job Development or Vocational Development Plan.

Name: _____ TABS ID#: _____

Agency: _____ DDRO: Select One

Career Planning with the Person and the Support Team

Meeting Agenda

The Pathway to Employment staff meet with the individual, family, and their support team to discuss the Pathway to Employment experience, outcomes and career plan.

Date of Meeting: _____ Location of Meeting:_____

Review Activities Completed During Pathway to Employment.

- ☐ Career Interest Assessment Tools
- ☐ Job-Readiness Classes
- ☐ Career Research
- ☐ Resume and/or Interviewing Classes
- ☐ Community Based Vocational Experiences
- ☐ Job Shadowing
- ☐ Vocational Skill Classes
- ☐ Interviewing Business Managers
- ☐ Benefits Counseling
- ☐ Other:

Additional comments:

Discuss career areas identified through career research:

Review Discovery Report Findings
Highlight strengths and support needs found in each of the different foundational skills in the report findings

Review the Job Development Plan or Vocational Development Plan

Discuss Services Recommended

- ☐ Community Habilitation
- ☐ Community Based Prevocational Services
- ☐ ACCES VR
- ☐ Day Habilitation
- ☐ SEMP / ETP
- ☐ Other:

Name: _____ TABS ID#: _____

Agency: _____ DDRO: Select One

Fill in the Individual's Weekly Availability

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
Until							

Meeting Attendance

Attendees Name:	Affiliation:	Contact Information:

Pathway to Employment staff will follow up with individual and Care Manager to assist in transition to services as noted in the Career Planning Meeting above.

I contributed to, reviewed, and approve of this plan:

Pathway to Employment Participant:

Print / Type Sign Date

Plan Preparer:

Print / Type Sign Date

Pathway to Employment Program Manager:

Print / Type Sign Date

Pathway to Employment Information	**Start Date:**	**End Date:**
Provider Agency Name:		

Pathway to Employment
Career, Vocational and Transition Plan

Transition to Employment Services
and/or Vocational Development Activities

Purpose: This section is used to assist the Pathway to Employment participant in transitioning into future services based on the Final Recommendation included in the report.

Instructions: Review the Final Recommendation and follow up with Care Manager to ensure all steps have been made for successful transition. Links and information on services included below.

What are the recommendations for next steps?

☐ Job Development ☐ Other Services

If you are recommending job development, who will assist with the referral to ACCES-VR or request the application for the Employment Training Program (SEMP)?

What agency does the individual want to receive services from?

Who is responsible for making the connection with the agency to ensure they have the staffing and can serve the individual?

What other services are recommended to address barriers to employment or additional experience needed? Check all that apply.

☐ Community Based Prevocational Services ☐ Community Habilitation

☐ Day Habilitation ☐ Other (specify): _____

If OPWDD services are recommended, Care Manager will need to submit a SART along with justification when an agency is determined.

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Pathway to Employment
Career, Vocational and Transition Plan

For questions, please contact your local ETP Supervisor through the following the link.

OPWDD ETP Supervisor Directory

Important Points to Consider for Job Development & Job Coaching

- If an individual requires higher amounts of supports, ACCES-VR has agreed that OPWDD Employment Training Program (ETP) may be an alternative to ACCES-VR (See OPWDD and ACCES-VR Letter of Agreement)

OR

- Individuals need to receive Intensive supported employment (job development/job coaching) services at least once through ACCES-VR

For more information on ACCES-VR, see below:

Welcome to ACCES-VR | Adult Career and Continuing Education Services | NYS Education Department

ACCES-VR 1-800-222-JOBS (5627)

For more information on OPWDD services and forms, see below:

https://eleversity.org/

https://opwdd.ny.gov/

For additional comments or concerns please contact employment.vocational.services@opwdd.ny.gov

The Tools in our Toolbox

Purple = Discovery services Green = Job Matching and Job Coaching services

Community-Based Pre-Vocational (Waiver Service)	Pathway to Employment (Waiver Service)	Employment Training Program (ETP) (Program)	Supported Employment (SEMP) (Waiver Service)
Prepares people for paid employment or meaningful activities	Creates a vocational plan and prepares people for paid work	Provides an opportunity time limited paid work experience after Discovery and targeted job development	Provides job coaching, job development and support on a job
2 years or more	**1 year**	**1 year or less**	**On-Going**
Discovery, community work experiences, volunteer opportunities and career planning	Discovery, community work experiences, and develop a vocational goal	Discovery, job development, Intensive SEMP, and Internship/Work opportunity at a community business that agrees to hire the individual	Community-based, competitive, integrated employment
Unpaid/Volunteer work or 14C Paid Experiences	Unpaid/Volunteer Experiences or paid at minimum wage	Wages paid by OPWDD at Minimum Wage until business hires	Paid by business at Minimum Wage or higher