

# DSPD Employment Pathway Tool Guide

## **Purpose:**

The Division of Services for People with Disabilities (DSPD) supports *Employment First* which prioritizes assisting a person with obtaining and retaining meaningful and gainful employment. The purpose of this flyer is to outline the process and expectations for a Person-Centered Planning (PCP) resource for employment titled, the DSPD Employment Pathway Tool.

The DSPD Employment Pathway Tool provides a guided conversation to help any person with a disability to reach informed choice for Competitive Integrated Employment (CIE). Each guided conversation must be completed face-to-face (virtual or in-person), be person-centered, and result in an individualized approach to seek CIE or improve community integration and community inclusion.

## **Organization:**

The DSPD Employment Pathway Tool is organized into 3 sections:

- **Section 1:** Identifying the most appropriate Employment Pathway for the person;
- **Section 2:** Exploring the Identified Employment Pathway. This section of the Tool is divided into 4 pathways, each person will choose one of the four:
  1. Pathway A: The person is unemployed and expresses interest in work;
  2. Pathway B: The person is unemployed and expresses they do not want to work right now;
  3. Pathway C: The person is working, but desires a change; and
  4. Pathway D: The person would like to maintain their position and continue to grow in their career.
- **Section 3:** Develop the Services and Supports in the Person-Centered Support Plan. This section includes suggested next steps in 3 categories:
  1. **Person-Centered Planning:** Assists the person to use available time each day to take part in activities that match interests, develop skills and add experiences to be used in current or future work.
  2. **Vocational Rehabilitation (VR):** Helps eligible people with

## **Recommendations:**

The DSPD Employment Pathway Tool should be completed as needed, and at least annually for each working-age (14-65) person accessing ongoing DSPD services.

Within the first year of services, or within the first year of introducing the DSPD Employment Pathway Tool, the tool must have all sections completed by the support team.

After the first year, support teams can choose to either update sections 2 and 3 of the tool, or complete all sections of the tool.

## **Vocational Rehabilitation:**

If the DSPD Employment Pathway Tool is completed according to expectations, AND the person's current employment situation is identified under "Pathway B" or "Pathway D", informed choice for employment requirements may be met through the tool, and a visit with a VR counselor may not be appropriate.

disabilities, to prepare for, obtain or maintain employment and achieve independence. Services are designed to meet the person's unique employment needs.

3. Transition Age- Person Centered Planning/Vocational Rehabilitation: Offers specific recommendations for transition age (14-24) youth to connect to resources in the transition from school to the workforce.

## **Expectations:**

- Section 1: Documentation in this section should include person-centered information and context related to interests, routines, preferences, "likes" and "dislikes," previous community experiences, participation, and any other unique information about the persons' skills and abilities. This section should also include any emerging vocational interests, ideal conditions needed for successful employment, past work experience, and current work situation.
- Section 2: Documentation in this section should ensure persons' current work situation matches the chosen pathway, thorough and detailed responses by the person to multiple pathway questions, applicable observations taken during the conversation, and any notes needed on action steps to prepare for Section 3.
- Section 3: Documentation in this section should identify employment goals and activities to meet "experience" element of informed choice for employment. Multiple activities should occur at various times within a plan year. When the persons' vocational interests change, informed choice activities should change to align with the new interest. If no interests are identified at that time, different experiences should be identified and planned for the future. Documentation should also outline a plan for how Vocational Rehabilitation and DSPD services will be utilized, through person-centered planning (PCP) to support the person to reach individual employment goals.

**Options:** people must have more than one option to choose from.

**Information:** people must have information on each of the options.

**Experience:** people must have experience of each of the options.



**Informed Choice**

## **Retirement Age:**

If the person chooses retirement at age 62 or younger, complete a new or update an existing DSPD Employment Pathway Tool annually utilizing questions in "Pathway B."

## **Younger than 14ys of age/older than 65ys of age:**

The DSPD Employment Pathway Tool represents a useful guided conversation at any point in a person's life, but is only recommended if the person is currently working age (14-65).

## **Additional information:**

For more information please reach out directly to the DSPD Employment and Community Integration team, submit questions at [dspdinfo@utah.gov](mailto:dspdinfo@utah.gov), or view a pdf version and recording of a walkthrough of the tool at <https://dspd.utah.gov/providers/trainings/>

For Support Coordinators, the DSPD Employment Pathway Tool is located in USTEPS in the "consumer" screen under the heading "assessments."