



Inclusive Onboarding Responsibilities for Employers and Individuals with IDD

AMSI STANDARD EOR1

FIRST DRAFT EDITION, APRIL 2025

1. Introduction

This standard establishes guidance for employers and individuals with intellectual and developmental disabilities (IDD) during the onboarding process, emphasizing clarity in responsibilities when employment is supported by pre-employment programs (e.g., ACCES-VR, OPWDD, AbilityOne) versus when the individual is hired independently. It aligns with the AMSI Inclusive Orientation Process described in AMSI Standard EVI1 and promotes practices consistent with the ADA, NYS Human Rights Law, Medicaid Waiver services, and AMSI's SPG1 and VRJ1 standards.

2. Terms and Definitions

- **Pre-employment Program:** Any state or federally funded support program, including ACCES-VR, SEMP, and AbilityOne, providing structured assistance before or during employment.
 - **Independent Employment:** A work arrangement where the individual with IDD is hired directly without support funding.
 - **Inclusive Orientation:** The final step in the onboarding process, as defined in AMSI Standard EVI1, in which person-centered supports are provided to prepare the individual for long-term, competitive employment.
 - **Individual Eligibility Evaluation (IEE):** A structured review to determine eligibility for employment supports based on disability and functional limitations.
-

3. General Responsibilities During Onboarding

Party	Responsibility
Employer	Ensure non-discriminatory hiring; provide reasonable accommodations; protect confidentiality; deliver job-specific training; facilitate inclusive orientation.
Individual with IDD	Provide accurate information; participate in onboarding and inclusive orientation; disclose accommodation needs when applicable.

4. Responsibilities When Employment is Funded Through Pre-Employment Programs

Step	Employer Responsibilities	Individual Responsibilities
IEE / Eligibility	Collect IEE documents as required by funders; ensure confidentiality; cover employer-requested assessments not mandated by law.	Participate in IEE; provide consent for document sharing.
Job Placement	Cooperate with job coaches and funding entities; provide clear job descriptions.	Follow job coach guidance; express preferences.
Inclusive Orientation	Collaborate with support staff to tailor orientation; allow extra time for instruction.	Participate actively in inclusive orientation.
Job Coaching	Allow on-site coaching; implement coaching feedback into workflow.	Engage with coach; communicate needs.
Annual Review	Facilitate review process with agency partners.	Share updates and review employment goals.

5. Responsibilities When the Individual Is Hired Independently (Without Funding)

Step	Employer Responsibilities	Individual Responsibilities
Medical Exams	Limit to job-related, uniformly applied exams; cover cost if not legally required.	Participate only in job-related assessments.
Documentation	Avoid requiring IEE or disability documentation unless accommodations are requested.	Voluntary disclosure of disability if accommodations are needed.
Inclusive Orientation	Provide standard orientation with reasonable modifications; foster supportive environment.	Request modifications where needed; complete orientation.
Performance Monitoring	Evaluate based on job duties, not diagnosis.	Follow expectations; communicate challenges proactively.

6. Legal and Ethical Considerations

- Employers must comply with the Americans with Disabilities Act (ADA), NYS Human Rights Law, and relevant labor regulations.
 - NY Labor Law §201-b requires employers to cover the cost of any non-legally mandated exams or health certificates.
 - Medical and disability-related information must be kept confidential and shared only on a need-to-know basis.
-

Special Note

© 2025 American Support Standards Institute (AMSI). All rights reserved.

This document is the intellectual property of the American Support Standards Institute (AMSI) and is intended for public use under the following conditions:

- **Permitted Use:**

This guide may be freely distributed, cited, or referenced for educational, training, and quality improvement purposes in the field of supported employment and vocational rehabilitation. Reproduction for nonprofit training, regulatory alignment, or service development is encouraged with proper citation.

- **Restrictions:**

No portion of this document may be sold, modified, or used for commercial gain without prior written consent from AMSI. Use of the AMSI name, logo, or standards for certification, accreditation, or promotional purposes requires explicit permission.

- **Attribution:**

When referencing this document, please use the following citation format:
AMSI (2025). Inclusive Onboarding Responsibilities for Employers and Individuals with IDD (EOR1 Standard). American Support Standards Institute. www.amsi-inc.org

For inquiries regarding licensing, reproduction, or organizational use, contact AMSI at info@amsi-inc.org or visit www.amsi-inc.org.