

VR/IPS Supported Employment Process Checklist

Stage 1: Career Profile

- Coordinate scheduling of VR intake with VR counselor (VRC)
- Begin **Career Profile** process immediately
- Assist VRC with obtaining required documentation for determination of eligibility as needed
- Request from VR counselor **Career Profile Vendor Authorization** when determined eligible
- Refer for benefits counseling
- Submit signed **Career Profile Vendor Authorization** and completed **Career Profile** for payment
- Coordinate meeting with ES, client and VRC to complete **Individualized Plan of Employment (IPE)**

Stage 2: Career Match & Hire

- Begin job development per IPS Job Search Plan
- Obtain from VRC **Job Development and Placement Vendor Authorization**
- Submit monthly reports to VRC by the 5th of each month:
 - **Monthly Progress Reports**
 - **Job Development Contacts Reports**
- Upon placement, submit the following within 10 days:
 - **Hire Report**
 - **Monthly Progress Report**
 - **Wage Verification**
 - **Job Development and Placement Vendor Authorization**
- Refer to benefits counseling again

Stage 3: Training Once Employed

- Create an individualized **Extended Support Plan** (submit to VR at Stabilization)
- Provide follow-along supports per individualized **Extended Support Plan**
- Continue to submit monthly reports to VRC by the 5th of each month:
 - **Monthly Progress Reports**

In case of loss of employment, submit the following within 10 days of learning about the job loss:

- **Job End Report**

Stage 4: Career Stabilization & Maintenance

- Continue to provide follow-along supports per **Extended Support Plan**
- Obtain **Stabilization Vendor Authorization** from VRC
- Participate in stabilization staffing with VR counselor and client
- After stabilization staffing, submit the following documents to VRC:
 - **Extended Support Plan**
 - **Monthly Progress Report**
 - **Stabilization Vendor Authorization**
- Obtain **30 Day Stabilization Vendor Authorization** from VRC
- On 30th day of stabilization (please request this date from the VRC), submit the following to VRC:
 - **Monthly Progress Report**
 - **30 Day Stabilization Vendor Authorization**
- Obtain **60 Day Stabilization Vendor Authorization** from VRC
- On 60th day of stabilization (please request this date from the VRC), submit the following to VRC:
 - **Monthly Progress Report**
 - **60 Day Stabilization Vendor Authorization**
- Obtain **90 Day Stabilization Vendor Authorization** from VRC

Stage 5: Successful Employment Outcome

- On 90th day of stabilization (please request this date from the VRC), submit the following to VRC:
 - **Final Monthly Progress Report**
 - **Wage Verification** for past 30 days of employment
 - **90 Day Stabilization Vendor Authorization**
- Continue to provide follow-along services as long as the client wants

Important Documents in **Bold**