

## INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENT RESPONSIBILITY CHART – May 2024

IPS SE Career Profile Status: Application/Eligible	IPS SE Career Match & Hire Status: Service	Training Once Employed Status: Service	IPS SE Career Stabilization & Maintenance Status: Employed	IPS SE Successful Employment Outcome Status: Employed/Closed-Rehabilitated
CRP	CRP	CRP	CRP	CRP
<ul style="list-style-type: none"> <li>Schedule VR intake and submit Crosswalk (if required)</li> <li>Begin Career Profile process</li> <li>Refer to benefits counseling</li> <li>Submit Career Profile and Vendor Authorization to VRC within 10 days of VR intake</li> </ul>	<ul style="list-style-type: none"> <li>Begin job development</li> <li>Submit Monthly Progress Reports and Job Development Contacts Reports to VRC by the 5<sup>th</sup> of each month</li> <li>When customer gets a job, submit Hire Report, Monthly Progress Report, wage verification, and Vendor Authorization to VRC within 10 days of job start</li> <li>Refer customer for benefits counseling again</li> </ul>	<ul style="list-style-type: none"> <li>Provide follow-along supports</li> <li>Continue to submit Monthly Progress Report to VRC by the 5<sup>th</sup> of each month</li> <li>If customer loses job, submit Job End Report to VRC with 10 days of job end</li> </ul>	<ul style="list-style-type: none"> <li>Continue to provide follow-along supports</li> <li>Participate in stabilization staffing with VRC and customer</li> <li>Submit Extended Support Plan, Monthly Progress Report, and Vendor Authorization to VRC at stabilization</li> <li>Submit Monthly Progress Report and Vendor Authorization to VRC at 30 and 60 days after stabilization</li> </ul>	<ul style="list-style-type: none"> <li>Submit final Monthly Progress Report, wage verification from past 30 days, and Vendor Authorization to VRC at 90 days after stabilization</li> <li>Continue to provide follow-along supports for as long as the customer wants</li> </ul>
VR COUNSELOR	VR COUNSELOR	VR COUNSELOR	VR COUNSELOR	VR COUNSELOR
<ul style="list-style-type: none"> <li>Complete application for VR services with customer</li> <li>Determine eligibility</li> <li>Issue Career Profile Vendor Authorization</li> <li>Upon receipt of Career Profile and Vendor Authorization, process payment.</li> <li>Meet with ES and customer to create IPE based on Career Profile.</li> </ul>	<ul style="list-style-type: none"> <li>Issue Career Match and Hire Vendor Authorization for IPS Career Match &amp; Hire</li> <li>Review Monthly Progress Reports and Job Development Contacts Reports</li> <li>Upon receipt of Hire Report, Monthly Progress Report, wage verification, and Vendor Authorization, process payment and amend IPE if needed</li> <li>If customer is not employed after 4 months, schedule staffing with ES and customer</li> </ul>	<ul style="list-style-type: none"> <li>Issue Vendor Authorization for Stabilization</li> <li>Continue to review Monthly Progress Reports</li> <li>As soon as stabilization criteria are met, schedule meeting with ES and customer</li> <li><b><i>Applicable when in Service or Employed - If customer loses job, review Job End Report and remain or move back to Service and go through Stabilization process.</i></b></li> </ul>	<ul style="list-style-type: none"> <li>Upon receipt of Extended Support Plan, Monthly Progress Report, and Vendor Authorization, process payment and move to Employed Status</li> <li>Issue Vendor Authorizations for 30 Day and 60 Day IPS Job Stabilization and Maintenance</li> <li>Upon receipt of Monthly Progress Report and 30 Day Vendor Authorization, process payment</li> <li>Upon receipt of Monthly Progress Report and 60 Day Vendor Authorization, process payment</li> </ul>	<ul style="list-style-type: none"> <li>Issue Successful Employment Outcome Vendor Authorization</li> <li>Upon receipt of final Monthly Progress Report, wage verification from past 30 days, and Vendor Authorization, process payment and move to Closed-Rehabilitated Status</li> <li>Close case and send closure letter to customer and CRP</li> </ul>