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| VR INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENT RESPONSIBILITY FLOW CHART (6/3/21) |
| Career ProfileStatus: Application/Eligible | Career Match & HireStatus: Service | Training Once EmployedStatus: Service | Career Stabilization & MaintenanceStatus: Employed | Successful Employment OutcomeStatus: Employed/Closed-Rehabilitated |
| CRP | CRP | CRP | CRP | CRP |
| * Schedule VR intake and submit Crosswalk (if required)
* Begin Career Profile process
* Refer to benefits counseling
* Submit Career Profile and Vendor Authorization to MRC within 10 days of VR intake
 | * Begin job development
* Submit Monthly Progress Reports and Job Development Contacts Reports to MRC by the 5th of each month
* When client gets a job, submit Hire Report, Monthly Progress Report, wage verification, and Vendor Authorization to MRC within 10 days of job start
* Refer customer for benefits counseling again
 | * Provide follow-along supports
* Continue to submit Monthly Progress Report to MRC by the 5th of each month
* If customer loses job, submit Job End Report to MRC with 10 days of job end
 | * Continue to provide follow-along supports
* Participate in stabilization staffing with MRC and client
* Submit Extended Support Plan, Monthly Progress Report, and Vendor Authorization to MRC at stabilization
* Submit Monthly Progress Report and Vendor Authorization to MRC at 30 and 60 days after stabilization
 | * Submit final Monthly Progress Report, wage verification from past 30 days, and Vendor Authorization to MRC at 90 days after stabilization
* Continue to provide follow-along supports for as long as the client wants
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| VR COUNSELOR | VR COUNSELOR | VR COUNSELOR | VR COUNSELOR | VR COUNSELOR |
| * Complete application for VR services with customer
* Determine eligibility
* Issue Career Profile Vendor Authorization
* Upon receipt of Career Profile and Vendor Authorization, process $750 payment.
* Meet with ES and customer to create IPE based on Career Profile.
 | * Issue Career Match and Hire Vendor Authorization for IPS Career Match & Hire
* Review Monthly Progress Reports and Job Development Contacts Reports
* Upon receipt of Hire Report, Monthly Progress Report, wage verification, and Vendor Authorization, process $1,500 payment and
* Amend IPE if needed
* If customer is not employed after 4 months, schedule staffing with ES and customer
 | * Issue Vendor Authorization for Stabilization
* Continue to review Monthly Progress Reports
* As soon as stabilization criteria are met, schedule meeting with ES and customer
* ***Applicable when in Service or Employed - If client loses job, review Job End Report and remain or move back to Service and go through Stabilization process.***
 | * Upon receipt of Extended Support Plan, Monthly Progress Report, and Vendor Authorization, process $1,000 payment and move to Employed Status
* Issue Vendor Authorizations for 30 Day and 60 Day IPS Job Stabilization and Maintenance
* Upon receipt of Monthly Progress Report and 30 Day Vendor Authorization, process $500 payment
* Upon receipt of Monthly Progress Report and 60 Day Vendor Authorization ,process $500 payment
 | * Issue Successful Employment Outcome Vendor Authorization
* Upon receipt of final Monthly Progress Report, wage verification from past 30 days, and Vendor Authorization, process $2,750 payment and move to Closed-Rehabilitated Status
* Close case and send closure letter to customer and CRP
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