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| VR INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENT RESPONSIBILITY FLOW CHART (9/1/2020) |
| VR STATUS 10 - 12*Career Profile* | VR STATUS 12 - 18*Career Match & Hire* | VR STATUS 18*Training Once Employed* | VR STATUS 18 - 22*Career Stabilization & Maintenance* | VR STATUS 22 - 26*Successful Employment Outcome* |
| 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 VPO to VRC within 10 days of VR intake
 | * Begin job development
* Submit Monthly Progress Reports and Job Development Contacts Reports to VRC by the 5th of each month
* When client gets a job, submit Hire Report, Monthly Progress Report, wage verification, and VPO to VRC within 10 days of job start
* Refer to benefits counseling again
 | * Provide follow-along supports
* Continue to submit Monthly Progress Report to VRC by the 5th of each month
* If client loses job, submit Job End Report to VRC with 10 days of job end
 | * Continue to provide follow-along supports
* Participate in stabilization staffing with VRC and client
* Submit Extended Support Plan, Monthly Progress Report, and VPO to VRC at stabilization
* Submit Monthly Progress Report and VPO to VRC at 30 and 60 days after stabilization
 | * Submit final Monthly Progress Report, wage verification from past 30 days, and VPO to VRC 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 |
| * Meet client for intake appointment to complete application
* Determine eligibility
* Issue Career Profile VPO (A6235)
* Upon receipt of Career Profile and VPO, process $750 payment.
* Meet with ES and client to create IPE based on Career Profile. Move case into Status 12
 | * Issue Career Match and Hire VPO (CE065) and move case into Status 18
* Review Monthly Progress Reports and Job Development Contacts Reports
* Upon receipt of Hire Report, Monthly Progress Report, wage verification, and VPO, process $1,500 payment and
* Amend IPE if needed
* If client is not employed after 4 months, schedule staffing with ES and client
 | * Issue Stabilization VPO (IP004)
* Continue to review Monthly Progress Reports
* As soon as stabilization criteria are met, schedule meeting with ES and client
* ***Applicable when in Status 18 or 22 - If client loses job, review Job End Report and remain or move back to Status 18 and go through Stabilization process again.***
 | * Upon receipt of Extended Support Plan, Monthly Progress Report, and VPO (IP004), process $1,000 payment and move to Status 22
* Issue 30 Day and 60 Day VPOs
* Upon receipt of Monthly Progress Report and 30 Day VPO, process $500 payment
* Upon receipt of Monthly Progress Report and 60 Day VPO, process $500 payment
 | * Issue Successful Employment Outcome VPO (IP005)
* Upon receipt of final Monthly Progress Report, wage verification from past 30 days, and VPO, process $2,750 payment and move to Status 26
* Close case and send closure letter to client and CRP
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