

VR INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENT RESPONSIBILITY FLOW CHART (11/1/2019)

VR STATUS 10 - 12 <i>Career Profile</i>	VR STATUS 12 - 18 <i>Career Match & Hire</i>	VR STATUS 18 <i>Training Once Employed</i>	VR STATUS 18 - 22 <i>Career Stabilization & Maintenance</i>	VR STATUS 22 - 26 <i>Successful Employment Outcome</i>
CRP	CRP	CRP	CRP	CRP
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
VR COUNSELOR	VR COUNSELOR	VR COUNSELOR	VR COUNSELOR	VR COUNSELOR
<ul style="list-style-type: none"> • Meet client for intake appointment to complete application • Determine eligibility • Issue Career Profile VPO • Upon receipt of Career Profile and VPO, process \$750 payment and move to Status 10 • Meet with ES and client to create IPE based on Career Profile. 	<ul style="list-style-type: none"> • Issue Career Match and Hire VPO and move to 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 • Amend IPE if needed • If client is not employed after 4 months in Status 18, schedule staffing with ES and client 	<ul style="list-style-type: none"> • Issue Stabilization VPO • Continue to review Monthly Progress Reports • As soon as stabilization criteria are met, schedule meeting with ES and client • If client loses job, review Job End Report and move back to Status 18 	<ul style="list-style-type: none"> • Upon receipt of Extended Support Plan, Monthly Progress Report, and VPO, 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 	<ul style="list-style-type: none"> • Issue Successful Employment Outcome VPO • 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