

Individual Placement and Support (IPS)

IPS is a person-centered, zero exclusion, integrated services approach that leads to a competitive integrated employment outcome. IPS is appropriate for job candidates who are most significantly disabled, with barriers to chronic serious mental health and/or behavior disabilities. Employment and mental health therapy are used to assist an individual's recovery. The results from each process of IPS are used to generate information by identifying a job candidate's skills, interests, abilities, conditions, contributions, and support needed for employment through job placement experiences based on the information identified through each experience; and provide supported employment job coaching support to ensure the candidate is successful.

IVRS Case Status	IVRS/ IPS -CASE PROGRESSION OF SERVICES	IVRS IPE Service Category/IPE Needs	IVRS Service Line	Required Forms for Service /Outcome Payment	Units /HRS	Rates	Payment
01-0 Referral /Applicant	Application/ Intake			Application for Services (R-412) Intake Information			
02-0	At Application/Intake Meeting: At initial meeting with the JC, IVRS would complete intake (and ideally eligibility and plan development) By the end of this meeting, IVRS staff should be able open the file (status 02-0), complete eligibility and have eligibility discussion with JC (status 10-0), if JC is MSD	-	-	1. WIOA Forms 2. Financial Inventory (Internet) 3. Individual Plan for Employment Form (Internet)	-	-	-
ST10-0	For Plan Development: Ideally the IPE is completed at the initial meeting with JC. IPS has already been agreed to be the right path to employment for JC through discussions with IPS team. IPE-2 is completed and IVRS staff authorize for all 4 Outcomes up front. An IVRS exception to policy request must be completed. IRSS will require a one-time approval from your supervisor, due to the exceeding number of units allowable for each service item. Send an email to your supervisor immediately to let them know that this is an IPS case, so that they will approve the authorizations without questioning the units authorized. Must follow up with long term supports if one is needed & has not been secured. By the end of this meeting staff should be able to move JC into ST18-1.	-	-	1. WIOA Forms (IVRS staff have) 2. Financial Inventory (Internet) 3. Individual Plan for Employment Form (Internet)	-	-	-
ST18-1	Career Exploration: Career Exploration begins as soon as the plan is developed. Career exploration ends when the Career Profile has been completed. CRP will bill for 136 units of Career Exploration and will complete the Career Profile. Team follows up with long term support needs, if not already secured. Once career exploration is completed, staff moves JC into ST18-7 and job development begins.	Assessment	Career Exploration	1. Career Profile (Report from CRP & CRP Menu of Services) 2. Job Search Plan (Report from CRP & CRP Menu of Services) 3. IPE Amendment (if needed)	136 Units/34 Hours	\$9.91/Unit \$39.64/Hour	\$1,404.88
ST18-7	Job Development (1): Job development phase begins once Career Exploration ends. Upon job offer and acceptance, the CRP will bill for 120 units (1/2 of the job development hours). Continue to discuss long term support needs.	Job Search	Job Development	1. Job Development Log (Report from CRP & CRP Menu of Services) 2. Job Development Monthly Report form (Report from CRP & CRP Menu of Services) 3. Job Start Form (Report from CRP & CRP Menu of Services) 4. IA IPS Milestone Progress Report (Report from CRP & CRP Menu of Services)	120 Units/30 hours	\$17.12/Unit \$68.48/Hour	\$2,142.00
ST18-7	Job Development (2): After 45 days of employment, the CRP will bill for another 120 units (remaining job development hours) Natural support plan will also be secured. The JC enters the job coaching phase and movement to status 18-6.	Job Search	Job Development	1. IA IPS Milestone Progress Report (Report from CRP & CRP Menu of Services) 2. Job Analysis Form (Report from CRP & CRP Menu of Services). 4. IPE for Amendment (if needed) (Internet)	120 Units/30 hours	\$17.12/Unit \$68.48/Hour	\$2,142.00
ST18-6	Job Coaching: Job coaching phase begins once jc has been on the job for 45 days. Job coaching ends after an additional 45 days (JC has been on the job for 90 days total). CRP will bill for 64 units (for job coaching) services. At the end of the job coaching phase, JC is placed in ST22. IPE 3 is completed with JC.	Supported Employment	Supported Job Coaching	1. Time-Unlimited Support Report (Report from CRP & CRP Menu of Services) 2. IA IPS Milestone Progress Report updated (Report from CRP & CRP Menu of Services) 3. Job Support Plan (Report from CRP & CRP Menu of Services) 4. IPE for Amendment (if needed) (Internet)	64 Units/16 hours	\$11.69/Unit \$46.76/Hour	\$780.16
ST22-0	STATUS 22: JC is considered stable and placed in status 22-0 for 90 days with no other services (than LTSS if appropriate).			1. IPE 3 (Internet)			
ST26	Close in ST26: (1) After jc has been stabilized in employment for 90 days, (2) natural supports in place, and (3) long term supports in place. JC will be closed successfully in status 26-0. IPE 3 is completed with the JC. Mental health team assumes long term supports.	-	-	1. IPE 3 S (Internet)	-	-	

\$6,469.04

Important Points:

- To receive Supported Employment services the JC must be considered MSD (meet IVRS eligibility criteria for Most Significantly Disabled)
- For an IPE (Individual Plan for Employment) to be developed, must be eligible and must have I-9 information
- For authorizations to be completed, an IPE first has to be developed, signed, and approved by JC.
- On the IPE, JC's Mental Health team are the long term supports
- If the JC has a guardian, the guardian's signature MUST be obtained on all forms
- IVRS process (Application/Intake, Eligibility, Plan Development, Provision of Services, Closure)
- The MOU with DHS is followed
- At any point JC receives funding support from habilitation funding, cancel VR's authorizations but continue to support JC should any other supports be needed (sometimes IHH is involved but do not fund for employment services)
- If IHH is involved during the job development phase, JC can be moved into ST22 employed if the job is stabilized with natural supports plan, and then close in 90 days.