# Milestone 1:

#### IA IPS Career Profile *(fidelity & billing requirement; “living” document that is updated as needed)*

#### IA IPS Job & Education Search Plan *(fidelity & billing requirement; can be updated with minor preference changes; if most or all job preferences change with a new job, a new Job Search Plan should be completed)*

#### Milestone 2:

#### IVRS Job Development Monthly Report Form *(billing requirement; IVRS form; individualized per job seeker, one form completed for each month during job development phase)*

#### IA IPS Job Start Form *(fidelity & billing requirement; completed for each new work experience)*

#### Milestone 3:

#### IA IPS Job & Education Support Plan, Initial *(fidelity & billing requirement; begin form and complete the “Initial Evaluation of Job Supports” section during the first 45 days of employment to assess initial support needs, and submit with Milestone 3)*

#### Milestone 4:

#### IA IPS Job & Education Support Plan, Updated & Finalized *(fidelity & billing requirement; review form for any update needs and complete “90 Day Job Support Evaluation” section during 45th-90th day of employment and submit finalized form with Milestone 4)*

#### For Milestone Reauthorizations:

* **IA IPS Job End Form** *(fidelity & billing requirement; to assess the job end and identify changes that need to be made for next job search; also required for Milestone Reauthorizations)*

#### Additional IPS Documents

* **IA IPS Disclosure Worksheet** *(not required, but useful for disclosure discussions; other documents also cover disclosure information)*
* **Detailed progress notes of client sessions** *(include method of contact; copies may be requested with Milestone documents)*
* **Employer Contact Log** *(fidelity requirement; typically, in the form of an Excel Spreadsheet or hand-written log with monthly, face-to-face employer contacts for tracking employer contacts per week)*
* **Active Client Case List/Supervisor Tracking Spreadsheet**
* **Placement Spreadsheet**
* **Iowa IPS Monthly Data Report**
* **Field Mentoring Logs** *(logs not required, but may be helpful to track Specialists’ needs; field mentoring completed for employer contacts and client appointments)*
* **IPS Unit Meeting Notes** *(include indication of venue of meeting, i.e. in person, virtual, by phone)*