# Policy: Individual Plan for Employment (IPE)

Joint Development

An IPE shall be promptly developed (timeframe not to exceed 90 days) after an individual has been determined eligible, unless the VR counselor and the individual mutually agree that an extension is necessary. The individual or his or her representative and his or her counselor, taking into consideration the needs of the individual, shall agree upon the IPE. The IPE shall be designed to achieve the employment objectives of the individual, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual. It shall include those services necessary to achieve his or her chosen vocational outcome. The case record shall contain documentation supporting the development of the vocational goal, the rehabilitation objectives, and the nature and scope of services in the IPE, as well as the Individual Educational Plan (IEP) if the applicant is a transition student. The individual or, as appropriate, his or her representative, and the counselor shall sign the IPE and a copy of it shall be provided to the individual or his or her representative.

## Content

The IPE outlines the individual’s employment outcome and the services that will be provided to accomplish the employment outcome. The IPE:

1. Identifies a specific employment goal that is chosen by the eligible individual and is based on his/her unique strengths, resources, priorities, concerns, abilities, capabilities, career interests and informed choice. The vocational goal need not be exact but should identify a particular profession or occupation that the individual has expressed an interest in achieving.
2. Includes the specific rehabilitation services to be provided to achieve the employment goal. IPE-identified services must be provided in the most integrated setting that is appropriate for the service involved and consistent with the informed choice of the eligible individual. Service categories for the IPE are:
	1. Career Services
		1. Assessment Services
		2. Benefits Counseling to understand the impact of work on social security and other public benefits
		3. Customized Employment Services
		4. Diagnosis and Treatment of Impairments
		5. Extended Services
		6. Information and Referral Services
		7. Job Placement Assistance
		8. Job Search Assistance
		9. Pre-employment Transition Services
		10. Short-Term Job Supports
		11. Supported Employment Services
		12. VR Counseling and Guidance
	2. Training Services
		1. Basic Academic Remedial or Literacy Training
		2. Customized Training
		3. Disability Related Skills Training
		4. Four Year College or University Training
		5. Graduate College or University Training
		6. Job Readiness Training
		7. Junior or Community College Training
		8. Miscellaneous Training
		9. Occupational or Vocational Training
		10. On the Job Training (OJT)
		11. Pre-ETS Work-based Learning Experiences
		12. Randolph Sheppard Entrepreneurial Training / Business Enterprise Program Training
		13. Registered Apprenticeship Training
		14. Work Based Learning Experiences
	3. Additional Services
		1. Interpreter Services
		2. Maintenance
		3. Other Services
		4. Personal Attendant Services
		5. Reader Services
		6. Rehabilitation Technology Services
		7. Technical Assistance Services
		8. Transportation Services
3. Includes the projected dates for the initiation of each VR service, the anticipated duration of each service, a timeline for the achievement of the employment goal, and the cost of each service.
4. Identifies the entity, chosen by the eligible individual, or as appropriate, his or her representative, that will provide the VR services and the methods used to procure those services.
5. Outlines the criteria to evaluate progress toward achievement of the employment goal.
6. Includes evidence that the individual or the individual’s represnetative was informed about and involved in choosing among alternative goals, objectives, services, providers, and methods used to procure or provide services.
7. Identifies the terms and conditions for the provision of VR services, including:
	1. The responsibilities of the individual in implementing the IPE.
	2. The extent of the individual's participation in the cost of the services.
	3. The extent to which comparable services and benefits are available to the individual under any other program.
	4. The basis on which the individual is determined to have achieved an employment outcome.
	5. The rights of the individual and the means by which the individual may express and seek remedy for any dissatisfaction, including the opportunity for a review of counselor or teacher determinations.
	6. The availability of assistance from the Client Assistance Program (CAP).
	7. A statement concerning:
		1. The expected need for post-employment services, based on an assessment during the development of the IPE;
		2. A reassessment of the need for post-employment services prior to the determination that the individual has achieved an employment outcome;
		3. A description of the terms and conditions for the provision of any post-employment services, including the anticipated duration of those services subsequent to the achievement of an employment outcome by the individual; and
		4. If appropriate, a statement of how post-employment services will be provided or arranged through cooperative agreements with other service providers.
	8. If applicable, a description of how services for a student who is receiving special education services are coordinated with the IEP for that individual in terms of the goals, objectives and services identified in the IPE.
	9. Information identifying other related services and benefits provided pursuant to any federal, state, or local program that will enhance the capacity of the individual to achieve his or her vocational goal.
8. For individuals who will be receiving Supported Employment services, the IPE also includes:
	1. Description of the Supported Employment services to be provided by IDB.
	2. Description of the expected extended services needed, which may include natural supports.
	3. Identification of the source of extended services or, to the extent that it is not possible to identify the source of extended services at the time the IPE is developed, include a description of the basis for concluding that there is a reasonable expectation that those sources will become available.

## IPE Signatories

The IPE must be:

1. Agreed to and include a signed Client Response Form signed by the individual or, as appropriate, his/her representative; (Students under the age 18 can sign their plans but also include a parent or guardian signature).
2. Approved and signed by the VR Counselor or Program Administrator if the VR Counselor is in probation/training status.

A copy of the IPE is provided to the client in the format they request (braille, electronic, large print).

## IPE Review and Amendment Processes

At a minimum the IPE must be reviewed annually and in person, if possible, by the VR Counselor and the client or, as appropriate, his/her representative.  As a result of the review, the IPE should be amended to reflect any substantive changes to the employment outcome, vocational rehabilitation services, or service providers. An IPE amendment justification case note must be completed by the VR counselor and entered into the case management system for each amended plan.

## Documentation

The following information must be in the case record:

* Copies of all assessments used to complete the IPE.
* Documentation of the employment goal.
* IPE development narrative including the rationale for providing VR services.
* Copy of the Client Response Form signed by the client (and parent/guardian, if appropriate) and IPE electronically signed by the VR Counselor.
	+ The date of the IPE in the case management system must match the date of the counselor/client signatures or whichever is later.
* Specify the VR services provided by the VR counselor.
* Specify the VR services provided by contracted or comparable services providers.
* Copy of a signed release of information to any identified providers.