**IPS Supported Employment Process & Documentation to turn into VR Counselor**

1. Refer to OVR for Supported Employment/Receive referral from OVR
2. Receive Authorization for Career Profile – you have 15 business days to complete this. (No activity notes due to Counselor during this phase.)
3. Career Profile AND Job Search Plan – upon completion of this process, submit with invoice for $750
4. Receive Authorization for Job Development
5. Job Development Notes – Send monthly
6. Work Summary/Job Start Form AND Job Support Plan submitted after 1st day of employment, along with Job Development invoice for $1000
7. Receive Authorization for Outcome Fee
8. Document each orientation/support activity (on & off site) on a Stable Employment Activity Note (day 1 – day 90) – Send monthly
9. 30 Day Stable Employment Summary Note – send at 30 days employed along with invoice for $1000
10. 60 Day Stable Employment Summary Note– send at 60 day employed along with invoice for $2000.
11. 90 Day Stable Employment Long Term Support Plan – send at 90 days employed along with invoice for $2000
12. 120 Day Stable Employment Summary
13. 150 Day Stable Employment Summary
14. 180 Day Stable Employment Summary
15. Continue to provide Long Term Supports; bill to source for that individual (this will vary according to each individual served)
16. Once the employee is stable on the job, you may transition long term supports to the treatment team or appropriate natural support(s). Complete IPS Services Transition Plan (this remains internal only for IPS review.)
17. Upon loss of job, send Job End Report to VR Counselor within 5 days (if within first 90 days, otherwise keep for IPS internal review.)
18. If job loss occurs AFTER billing final milestone payment, you may request Additional Supported Employment Services ($50/hour) to assist in finding a new job.