

# Key VR Time Frames

## Referral to Eligibility:

- Contact an individual within 10 days of receipt of a referral by a third party.
- Schedule Employment Discussion within 10 days of first contact with the referred individual when feasible.
- Determine eligibility or ineligibility within 60 days from the date of application.

## Vocational Evaluation Services

- Conduct first evaluation meeting within 15 days from date of referral.
- Complete the Vocational Evaluation Summary Report within 10 days from the completion of the vocational evaluation.

## Eligibility to IPE Approval:

- Contact clients regularly throughout the IPE planning process, but at a minimum maintain the 30 day contact requirement.
- Develop and approve IPE within 90 days of the date of eligibility.

## VR Services Initiated:

- Contact client throughout the VR process at least once every 30 days.
- Contact Supported Employment provider once every 30 days and client once every 90 days during the provision of supported employment services.
- Conduct annual review every 12 months while a case is opened.

## Employment Services:

- Weekly contact with client during job search.
- Conduct team review of job search agreement every 90 days.

## Employment Follow Up:

- Contact the client twice within the first 30 days of starting a job and once every 30 days thereafter until successful employment outcome.
- Contact the employer once within the first 30 days if VR advocated with the employer on behalf of the client.

## Successful Outcome:

- Contact client within the 7 days preceding a successful outcome determination.
- Contact client and Supported Employment provider within the 7 days preceding a successful supported employment outcome.

## Termination:

- Contact client within the 7 days preceding a termination decision
- Supported Employment cases require contacting the service provider, as well as the client within the allotted timeframe.

## Ineligibility:

- Conduct a 12-month review with a client whose case was closed ineligible due to the inability to benefit from services or no longer eligible and annually thereafter if requested by the client.