#### Referral

 Contact individual by phone, letter, email or in person within 10 calendar days of the date of referral to schedule the initial meeting.

### **Orientation/Initial Meeting**

- Learn about VR program.
- Discuss individual's goals and objectives.
- Discuss employment, education, medical, social, and other factors impacting individual.
- VR provides information and referral to community resources.

# **Eligibility/Priority Group**

- VR evaluates medical and/or educational records to verify permanent impairment.
- VR determines priority group by investigating severity of impairment through client input, employment history, vocational/academic records, and work experiences.

# **Planning**

- Explore and assess potential careers.
- Assess individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and labor market information to provide informed choice for the agreed upon Individualized Plan for Employment (IPE).
- Consider Discovery and/or Progressive Employment activities.
- Complete Benefits Orientation and, as applicable, discuss Benefits Assessment and Ticket to Work status.

### **Determine Next Steps**

- · Planning and assessment
- Order of selection waiting list
- Order of selection job retention

# Individualized Plan for Employment (IPE)

- Establish steps, services, and supports of the IPE to reach job goal.
- Address assessment criteria, service providers, responsibilities, and cost participation.
- Obtain required signatures on the mutually agreed upon IPE.

#### **VR Services**

- All services provided must be required for the individual's specific employment goal.
- VR and client must agree to any changes to the plan or appeal process begins.

#### **Employment Follow-Up**

- VR will follow-up with the client and others, as needed, to ensure the job is stable and successfully maintained.
- If employment is not maintained, reassess the individual's situation and services needed to determine the next steps.