

# ROADMAP to EMPLOYMENT: DEVELOPING AN EFFECTIVE INDIVIDUALIZED PLAN FOR EMPLOYMENT

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**AMERICAN INDIAN**  
**VOCATIONAL REHABILITATION**  

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**TRAINING & TECHNICAL ASSISTANCE CENTER**

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# LEARNING OUTCOMES

- Attendees will **recognize the basic components and required sections of the Individualized Plan of Employment (IPE).**
- Attendees will **know the steps of developing the IPE.**
- Attendees will **leave the presentation with an increased knowledge on how to involve eligible consumers in the IPE development process.**

# WHAT IS THE INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE)?

- A written plan of services prepared by a VR Counselor with the informed choice of the consumer outlining the following.
  - The consumer's employment goal
  - The services to be provided to reach the goal
  - The entities providing the services
  - The responsibilities of the consumer, AIVRS program, and collaborating agency (i.e. State VR Agency)
  - How progress will be measured

# WHEN IS AN IPE PREPARED?

- **IPE is prepared only after**
  - an applicant is determined eligible;
  - assessments have been completed and recommendations received from evaluators so that it is clear as to the services required to achieve the employment goal; and
  - the services are agreed upon by the VR Counselor, the consumer, and including the individual's representative.

# REQUIREMENTS FOR DEVELOPING AN IPE

The reference for developing an IPE can be found in Section 102(b), Development of an Individualized Plan of Employment, of the Rehabilitation Act as Amended.

- The IPE needs to be provided in writing and in an appropriate mode of communication (native language, Braille, etc.).
- The IPE is developed and implemented in a timely manner – 90 days post eligibility is general best practice.
- The services will be provided as outlined by the IPE. The AIVRS program will only provide the services discussed and agreed to in the IPE, including amendments made to the IPE.
- The IPE must be designed to provide appropriate VR services for the consumer to obtain a specific employment outcome.

The individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice have to be included while developing the IPE

# INFORMATION PROVIDED TO CONSUMER

Each of the following three items need to be provided to the eligible consumer or representative.

## 1. Options for developing an IPE

- A consumer can initiate the development of an IPE without help from the AIVRS program staff.
- A consumer can initiate the development of an IPE with help from one or more of the following: a qualified VR counselor – not working with AIVRS, a qualified VR counselor – working with AIVRS, a disability advocacy agency, or any other resource the consumer chooses.

# INFORMATION PROVIDED TO CONSUMER

## 2. Information to assist eligible consumer/representative in developing an IPE

- Information that describes the full range of components that must be included in an IPE
- As needed/appropriate to each eligible consumer
  - Explanation of AIVRS guidelines and criteria for determining eligible consumer's financial contribution to the IPE
  - Availability for help in filling out AIVRS forms
  - Relevant information the eligible consumer requests for completing the IPE
- Description of the rights and remedies available to the individual – this is the Appeal Process developed by the AIVRS program
- Description of the availability of the Client Assistance Program and include the contact information (i.e., applicant and consumer due process established by the AIVRS Program)

# INFORMATION PROVIDED TO CONSUMER (continued)

## 3. Individuals receiving SSDI/SSI benefits

- Provide information on the additional supports/services provided for those eligible consumers, such as benefits planning

# PROCEDURES FOR DEVELOPING AN IPE

All AIVRS programs have to ensure each of the following items are followed.

1. The IPE is a written document prepared on AIVRS forms.
2. The IPE is developed and implemented in a manner to give eligible consumers the opportunity to use informed choice in the selection of the following.
  - Employment outcome (vocational goal), including employment setting
  - Specific VR services needed to achieve employment, including the setting in which the services are received
  - Entity or entities providing the VR services
  - Methods available for procuring the services
3. To be considered complete, the IPE must be
  - agreed to and signed by the eligible consumer or representative, and
  - approved and signed by the qualified AIVRS VR Counselor.

# PROCEDURES CONTINUED

4. A copy of the IPE is provided to the eligible consumer or representative, in writing, and in native language or the individual's preferred mode of communication. This includes any future amendments to the IPE.
5. The IPE must be reviewed at least annually by the VR Counselor and eligible consumer or representative.
6. The IPE will be amended as necessary by the eligible consumer and/or representative in collaboration with the VR Counselor if there are substantive changes in the employment outcome, services, or providers of services.
7. IPE Amendments do not take effect until agreed to and signed by the eligible consumer/representative and the VR Counselor.
8. The IPE may also be amended to include post employment services necessary for the consumer to maintain, advance in, or regain employment consistent with the individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
9. An IPE developed by the VR Counselor with a student requesting transition services must include the IEP and 504 Plan.

# MANDATORY COMPONENTS OF AN IPE

## 1. Description of the specific employment goal/outcome

- Determining a specific employment outcome with a consumer sets the stage for planning services to remove the impediment(s) to employment.
- VR Counselors must consider the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.
- **Employment outcome** means, with respect to an individual entering, advancing in, or retaining full-time or, if appropriate, part-time competitive integrated employment (including customized employment, self-employment, telecommuting, or business ownership), or supported employment that is consistent with an individual's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

# Employment Goal and IEP End Date

## ALLTRIBE VOCATIONAL REHABILITATION PROGRAM INDIVIDUALIZED PLAN FOR EMPLOYMENT

Name:  Case Number:  IPE No:  Counselor:

Employment Goal:  IPE End Date:

<u>VR Service</u>	<u>Provider</u>	<u>Responsible Party</u>	<u>Start/End Date</u>	<u>Cost</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
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Criteria for Measuring Progress toward Employment:

# MANDATORY COMPONENTS OF AN IPE

## (CONTINUED)

### 2. Description of the required services to be provided

- The provision of assistive technology devices/services and personal assistance services, including training in management of those services, as needed by the individual
- Timelines for achievement of employment outcome and provision of services (services start/end date)
- Description of vendors providing services and the person responsible for procuring the services
- Description of the methods and responsible parties to procure such services
- Description of the criteria used to evaluate progress towards work goal
- Terms and conditions of the IPE including responsibilities of the consumer and the VR Counselor
  - The extent of the consumer's participation in paying for rehabilitation services
  - Responsibility of consumer in applying for and securing comparable services and benefits
- The responsibilities of other agencies (e.g. Other AIVRS Program, State VR)

**\*\*\*\*Make sure to include the Traditional Healing services provided by AIVRS programs.**

# EXAMPLE OF VR SERVICES

## ALLTRIBE VOCATIONAL REHABILITATION PROGRAM INDIVIDUALIZED PLAN FOR EMPLOYMENT

Name: [ ] Case Number: [ ] IPE No: [ ] Counselor: [ ]

Employment Goal: [ ] IPE End Date: [ ]

<u>VR Service</u>	<u>Provider</u>	<u>Responsible Party</u>	<u>Start/End Date</u>	<u>Cost</u>
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	[ ]

Criteria for Measuring Progress toward Employment:

# MANDATORY COMPONENTS OF AN IPE

## 3. Costs and responsibilities of other entities in utilizing comparable services and benefits

- *Comparable services and benefits* must always be considered.
- Comparable services and benefits are accommodations, auxiliary aids, and services that are
  - provided or paid for, in whole or in part, by other Federal, State, or local public agencies, by health insurance, or by employee benefits;
  - available to the individual at the time needed to ensure the progress of the individual toward achieving the employment outcome in the individual's individualized plan for employment; and
  - commensurate to the services that the individual would otherwise receive from the Tribal Vocational Rehabilitation unit.
- Comparable benefits do not include awards and scholarships based on merit.

# SUPPORTED EMPLOYMENT

Does the consumer have a significant disability that might involve a supported employment setting?

- Definition: ***Supported employment*** means competitive integrated employment, including customized employment, or employment in an integrated work setting in which an individual with a most significant disability, including a youth with a most significant disability, is working on a short-term basis toward competitive integrated employment that is individualized, consistent with the unique strengths, abilities, interests, and informed choice of the individual, including with ongoing support services for individuals with the most significant disabilities (Learn more from [AIVRS regulations 371.6](#)).

For a consumer with the most significant disabilities, provide a description of an appropriate employment outcome in a supported employment setting.

# SUPPORTED EMPLOYMENT (CONTINUED)

- The IPE of a consumer who has been determined to require supported employment services must include the following.
  - Specific supported employment services to be provided
  - Specify the expected extended services needed, including natural supports
  - Identify the source of extended services - usually a CRP
  - Provide for periodic monitoring to ensure consumer is making satisfactory progress
  - Provide for the coordination of services with other Federal or State programs
  - Identify any continued training onsite
  - Include placement in an integrated setting based on consumer's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice

Are post-employment services needed?

Yes

No

Utilized SPED IEP/504 Plan in developing services?

Yes

No

**Supported Employment**

Are supported services needed?

Yes

No

Sources for supported services:

Annual review of this plan:

Consumer Comments:

# POST EMPLOYMENT SERVICES (PES)

The IPE **must** contain statements concerning the following.

- The expected need for PES prior to closing the case of a consumer who has achieved successful employment
- Description of terms and conditions for the provision of any PES
- A statement of how PES will be provided through other entities as the result of arrangements pursuant to comparable services and benefits

An amendment is completed to provide PES as required.

- PES are employment connected, necessary to maintain, advance, or regain employment consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

# EXAMPLES OF A CONSUMER'S RESPONSIBILITIES THAT YOU MAY PUT INTO AN IPE

- Keep appointments and follow instructions
- Inform VR Counselor of changes in health, situations, income, address/phone number
- Provide updates (grades, supervisor reports) to the VR Counselor
- Be actively involved in the VR process
- Inform VR Counselor when an employment outcome has been achieved

# EXAMPLES OF AN AIVRS PROGRAM'S RESPONSIBILITIES THAT MAY BE INCLUDED IN AN IPE

- Authorize services in a timely manner
- Respond to consumer questions and inquiries
- Provide guidance and counseling
- Provide referrals to other services
- VR will pay for services explicitly written in IPE and after it has been approved
- Any changes in vendors, services, expenses will be discussed beforehand
- Review the IPE annually

Criteria for Measuring Progress toward Employment:

Responsibilities of ALLTRIBEVRP:

Responsibilities of the Consumer:

Responsibilities of other entities/comparable benefits:

Are personal assistance services needed at this time?  Yes  No

Are assistive technology services needed at this time?  Yes  No

Are post-employment services needed?  Yes  No

Utilized SPED IEP/504 Plan in developing services?  Yes  No

# CONSUMER INVOLVEMENT & INFORMED CHOICE

- **Individuals with disabilities must be active participants in their own rehabilitation programs, including making meaningful and informed choices about the selection of their vocational goals and objectives and the vocational services they receive.**
- **The IPE must be based on an assessment, consistent with the informed choice of the individual.**
- **VR services should be provided in the most integrated setting and be consistent with the informed choice of the eligible individual.**
- **The employment goal must reflect the individual's interest and informed choice to the extent that those factors are consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.**

# EXAMPLE OF DOCUMENTATION OF CONSUMER INVOLVEMENT & INFORMED CHOICE

## Consumer Comments:

[Redacted]

[Redacted]

- I have been provided options for assistance in designing my employment plan.
- I have been given contact information on how to seek assistance to resolve any disputes that I have regarding this plan, including Client Assistance Program and American Indian Vocational Rehabilitation Services program due process.
- I have made the choices I want in selecting the employment goal, the VR services, and service providers and the methods used to obtain the services.
- The VR Counselor and I will review the plan on the date listed above and I have my own copy of this plan.

# Written Rehabilitation Analysis Page (WRAP)

- What is a WRAP?

*A Pre-Individualized Plan of Employment (IPE) Working Document*

- When would you use it?

*Prior to starting the Individualized Plan of Employment.  
Use this document as an outline to write your IPE.*

- See the handout entitled WRAP Example

# IN CONCLUSION AND SUMMARY

The development of the IPE is a collaboration of the consumer's vision and the counselor's knowledge to overcome barriers created by limitations of the disability(ies).

This process must be supported through documentation in the case file. The documentation is developed through the collaborative research into labor markets, limitations of the disability(ies), and accommodations.

The IPE is the Rehabilitative Roadmap for the consumer to return to integrated employment in the community.



# THANK YOU!

Please complete the survey!

We value and appreciate  
your input into our presentation.