




Title:	Individualized Plan for Employment
Policy #:	80-VR-08
Legal Reference:	ORC 3304.15, OAC 3304-2-54, 3304-2-56, 3304-2-59, 3304-2-60, 3304-2-61, 3304-2-62, 3304-2-66; CFR 361.22, 361.43, 361.45, 361.46, 361.47, 361.52, 361.53, 361.57
Date:	February 1, 2016
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	VRP-0900 (01-05-07)
History:	N/A
Review date:	Annually on or before February 1 st

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code (ORC) §3304.15 which establishes the power and authority of the Opportunities for Ohioans with Disabilities (OOD) and its executive director to develop all necessary rules and policy in furtherance of its statutory duties.

II. PURPOSE

The purpose of this policy is to provide guidance for VR Staff and VR Contractors developing and implementing an Individualized Plan for Employment in accordance with appropriate federal (e.g. Code of Federal Regulations [CFR]) and state law (i.e. Ohio Revised Code, Ohio Administrative Code) governor directives and executive orders, other governing agency (e.g. DAS, OBM) policy or guidance, and/or executive director expectations.

III. APPLICABILITY

This policy applies to VR Staff and VR Contractors.

IV. DEFINITIONS

Refer to “Vocational Rehabilitation Definitions” (80-VR-99.A).

V. POLICY

A. General

1. OOD shall provide various information to applicants and eligible individuals throughout the VR process as required by law (e.g. rights and duties). This information shall be provided to the individual and if applicable, the individual’s legal guardian, in writing and when appropriate, in their native language or through an appropriate mode of communication.

2. AWARE shall be updated with all conversations, recommendations, justifications, approvals and/or other actions taken in relation to this policy and subsequent procedures issued under this policy.
3. An overview of the requirements for an IPE is provided in the “VR Program Overview” (80-VR-01.B).

B. Timeframes for the Development of the IPE

1. All eligible individuals with active cases shall have an IPE developed within 90 days after eligibility has been determined or after they have been released from the wait list.
 - a. In the event an IPE is not developed within the 90-day timeframe, an active time extension shall be maintained until the IPE is developed.

C. IPE Development

1. An Individualized Plan for Employment (IPE) shall be developed and implemented for each eligible individual.
2. Eligible individuals may develop their IPE:
 - a. independently, without any assistance;
 - b. with the assistance of a VR Staff or VR Contractor;
 - c. with the assistance from an authorized representative;
 - d. with the assistance of an individual who meets the requirements for employment as a vocational rehabilitation counselor for OOD but who is not employed by OOD;
 - e. with assistance from a disability advocacy organization; or
 - f. with the assistance of others the eligible individual determines appropriate.
3. A copy of the “Applicant/Eligible Individual Rights and Duties” (80-VR-01.D) shall be provided to the eligible individual at the time of IPE development.

D. Required Contents of the IPE

1. The IPE shall include the following:
 - a. the eligible individual’s selected employment outcome, as identified in the comprehensive assessment process (refer to 80-VR-04 and 80-VR-04-01);
 - b. services needed to reach the selected employment outcome;
 - c. timelines for services which clearly designate when services are expected to begin as well as the anticipated end date;
 - d. providers chosen by the eligible individual and if applicable, their legal guardian who will provide services for the eligible individual and the service they will be providing;

- e. the estimated cost of services and the parties responsible for payment (i.e. comparable services and benefits);
- f. a description of the criteria that will be used to evaluate progress towards achievement of the employment goal;
- g. the responsibilities of the parties involved with the implementation of the IPE (i.e. eligible individual, VR Staff or VR Contractor, service provider) (including comparable benefits that will be used); and
- h. the projected need of post-employment services, if applicable.

E. Approval of the IPE

1. The IPE shall be approved and signed by the eligible individual and if applicable, their legal guardian and approved and signed by a Qualified Rehabilitation Personnel (QRP) to indicate OOD's approval.
2. After signatures and approvals have been obtained, the eligible individual and if applicable, their legal guardian shall be provided a copy of the IPE.

F. Implementation of the IPE

1. Once all approvals are obtained on the IPE, implementation may begin.
 - a. Services shall be limited to those listed on the IPE, except for assessment services (refer to 80-VR-11-01) and the needed auxiliary services to support the assessment services.

G. IPE Monitoring

1. VR Staff or VR Contractors shall evaluate the eligible individual's progress monthly to ensure satisfactory progress towards their employment outcome.

H. Amendments to the IPE

1. The IPE shall be amended as necessary.
2. An IPE shall be amended, at any point in time there are changes in the following:
 - a. employment outcome;
 - b. services needed;
 - c. service provider;
 - d. financial responsibility; and/or
 - e. the need for supported employment.
3. VR Staff or VR Contractor shall follow Section E. to approve an IPE amendment prior to any changes being implemented.

I. Annual Review

1. The IPE shall be reviewed annually by the VR Staff or VR Contractor and the eligible individual and if applicable, their legal guardian in order to determine the eligible individual's progress on achieving the identified employment outcome.
 - a. The annual review shall be completed no later than 30 days after the anniversary date of the approved IPE (i.e. anniversary date is January 1st, review must be completed by January 31st), preferably in a face to face meeting with the eligible individual and if applicable, their legal guardian.
 - b. Amendments to the IPE and the date of the last annual review do not alter the timeframes for completion of the annual review.
2. A written narrative shall be completed for each annual review.
3. After the completion of the annual review, a letter, stating the review has been finished, shall be sent to the eligible individual.

J. Violation

An employee who violates this policy may be subject to discipline up to and including removal.

FORMS AND ATTACHMENTS

- N/A

RESOURCES

- Individualized Plan of Employment Procedure (80-VR-08-01)
- Applicant/Eligible Individual Rights and Duties" (80-VR-01.D)
- VR Program Overview (80-VR-01.B)
- Comprehensive Assessment Policy (80-VR-04)
- Comprehensive Assessment Procedure (80-VR-04-01)
- Assessment Services (80-VR-11-01)

REVIEW

It is the responsibility of the Deputy Director, or designee, to annually review this policy, on or before, the date listed in the header and if applicable, make any necessary revisions. The Deputy Director or designee shall document the annual review as required in OOD Policy 10-ADM-01 "Policy and Procedure Development, Review, Dissemination and Acknowledgement".