




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:	October 23, 2017
Approved:	Kevin L. Miller, Executive Director 
Origin:	Bureau of Vocational Rehabilitation and Bureau of Services for the Visually Impaired
Supersedes:	80-VR-08 (02/01/16), VRP-0900 (01-05-07)
History:	N/A
Review/ Implementation	Review By – 04/23/19 Implement Revisions By – 10/23/19

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

2. AWARE shall be updated with pertinent conversations, recommendations, justifications, approvals and/or other actions taken in relation to this procedure. If supervisory or management approval is required during the VR process, the supervisor or manager shall document their approval in AWARE. If written approval is received from a supervisor or manager it shall be added to AWARE.
3. If any OOD Staff are a Certified Rehabilitation Counselor (CRC-certified) and will be directly involved with an individual's case, he/she shall complete the "Professional Disclosure Statement" (80-VR-01.E).
 - a. VR Staff or VR Contractors who are not a Certified Rehabilitation Counselor (CRC) are exempt from this requirement.
 - b. Once completed, the "Professional Disclosure Statement" shall be reviewed and signed by the individual and, if applicable, his/her parent or legal guardian, and the CRC-certified VR Staff or VR Contractor.
 - i. Once signed, the statement shall be scanned into the AWARE Participant Module, as a Case Note, with the category "Professional Disclosure Statement" and summary title "Signed."
4. "Transition Services" (80-VR-11-12) shall be followed for additional guidance and direction regarding the comprehensive assessment (CA) and development of the Individualized Plan for Employment (IPE) for students with a disability enrolled in a secondary educational institution.
5. The decision to approve an Individualized Plan for Employment (IPE) is a non-delegable function that can only be performed by Qualified Rehabilitation Personnel (QRP) and shall be completed in a timely manner.
6. 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 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, a current 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 individual.
 - a. Individuals may develop their IPE:
 - i. independently, without any assistance;
 - ii. with the assistance of a VR Staff or VR Contractor;

- iii. with the assistance from an authorized representative;
 - iv. with the assistance of a qualified vocational rehabilitation counselor who is not employed by OOD;
 - v. with assistance from a disability advocacy organization; or
 - vi. with the assistance of other resources.
2. A comprehensive assessment (CA) must be completed, prior to the development of the IPE, to determine the nature and scope of the individual's VR needs and to assist with the selection of an employment outcome.

D. Required Contents of the IPE

1. The IPE shall include the following:
 - a. the individual's selected employment outcome, as identified in the comprehensive assessment process (refer to 80-VR-04 and 80-VR-04-01);
 - b. current labor market information supporting the selected employment outcome;
 - c. services needed to reach the selected employment outcome;
 - d. timelines for the achievement of the employment outcome;
 - e. timelines which clearly designate when services are expected to begin as well as the anticipated end date;
 - f. providers/suppliers for services chosen by the individual and if applicable, his/her parent or legal guardian in conjunction with VR Staff or VR Contractor;
 - g. the methods used to procure services;
 - h. the estimated cost of services and the parties responsible for payment (i.e. comparable services and benefits);
 - i. a description of the criteria that will be used to evaluate progress towards achievement of the employment goal;
 - j. the responsibilities of the parties involved with the implementation of the IPE (i.e. individual, VR Staff or VR Contractor, service provider including comparable benefits that will be used);
 - k. assurance that the services are being offered in the most appropriate integrated setting;
 - l. confirmation of Informed Choice of employment outcome, services, timelines and providers;
 - m. confirmation of measurable skills gains for students with a disability;
 - n. statement of individuals rights, method of appeal, and availability of the Client Assistance Program (CAP);

- o. the need for supported employment services;
 - p. the projected need of post-employment services, if applicable.
2. For students with a disability, the IPE must be coordinated with the Individualized Education Program (IEP) or 504 service as applicable.

E. Approval of the IPE

1. The IPE shall be approved, signed, and dated by the individual and, if applicable, his/her parent or legal guardian, and approved and signed by a Qualified Rehabilitation Personnel (QRP) to indicate OOD's approval.
2. After approval, signatures, and dates have been obtained, the individual and, if applicable, his/her parent or legal guardian shall be provided a copy of the IPE.
3. The IPE shall be considered valid when all required individuals have signed and dated the IPE.

F. Implementation of the IPE

1. Once all required 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 individual's progress monthly to ensure satisfactory progress towards their employment outcome.

H. Amendments to the IPE

1. An IPE shall be amended, at any point in time there are substantive changes in the following:
 - a. employment outcome;
 - b. expected plan end date;
 - c. services needed or services which were not provided;
 - d. service provider/suppliers;
 - e. financial responsibility; and/or
 - f. the need for supported employment.

I. Annual Review

1. The IPE shall be reviewed annually by the VR Staff or VR Contractor and the individual and if applicable, their legal guardian in order to determine the 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 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 individual and if applicable, his/her parent or legal guardian.

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 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 review as required in “Policy and Procedure Development, Review, Dissemination and Acknowledgement” (10-ADM-01).