

Section 2 – IPE/Employment Plan Contents

Guidance

Ideally, an IPE (Individualized Plan for Employment)/Employment Plan is a roadmap that each consumer can identify as his or her own Plan toward a chosen goal. The degree to which this is actually the case is directly related to the degree to which the Plan is driven by the principles of consumer input, *informed choice**, and mutual agreement.

In developing or reviewing the content of an IPE/Employment Plan, we should be asking ourselves

- To what extent do consumers feel ownership and responsibility for the Plan?
- Would the Plan still have meaning in the consumer's life if BRS were no longer in the picture?
- Have we directly asked the consumer what investment, financial or in some other form, he or she will make toward the success of this Plan?
- Are we clear about how progress toward the goal will be measured and each party's responsibilities?
- Have provisions been established to maintain solid contact between the consumer and BRS staff as the Plan goes forward?

Legal Requirements

The IPE/Employment Plan must contain the following:

- A. The specific *employment outcome**, based on an assessment for determining rehabilitation needs, which:
 1. is consistent with the consumer's unique strengths, resources, priorities, concerns, abilities, capabilities, career interests and *informed choice**; and

2. to the maximum extent appropriate, results in employment in an *integrated setting**
- B. The specific vocational rehabilitation services that,
 1. are needed to achieve the *employment outcome**
 2. include, as appropriate, *assistive technology services** and *devices** and *personal assistance services**, including training in the management of those services; and
 3. are provided in the most *integrated setting** that is appropriate for the service and is consistent with the individual's *informed choice**
- C. The projected date for the initiation of services and projected time lines for the achievement of the *employment outcome**
- D. The entity/entities that will provide the services and methods used to procure services;
- E. A description of criteria to evaluate progress toward achievement of the *employment outcome**
- F. The terms and conditions of the IPE/Employment Plan, including, as appropriate:
 1. The responsibilities of the consumer, including:
 - a. his/her responsibilities in relation to the *employment outcome**
 - b. if applicable, his/her participation in paying for the costs of the Plan; and
 - c. his/her responsibility with regard to applying for *comparable services and benefits**
 2. the responsibilities of the Bureau; and
 3. the responsibilities of other entities in providing *comparable services and benefits**

With the exception of certain higher education and self-employment Plans, BRS cannot require the consumer's financial participation. However, all consumers should be asked if they are willing and able to provide voluntary contributions toward the cost of services in the Plan.

- G. For individuals whose goal is *supported employment**, the Plan must:
 1. Specify the *supported employment services** to be provided by BRS;
 2. Specify the expected *extended services** needed, which may include natural supports;
 3. Specify the source of the *extended services**. In those cases where the source of *extended services** cannot be identified at the time of development of the Employment Plan, the Plan must provide a description of the basis for concluding that there is a reasonable expectation that such source will become available;
 4. Provide for periodic monitoring to ensure that the individual is making satisfactory progress toward meeting the weekly work requirement in the Employment Plan by the time of transition to *extended services**

5. To the extent that job skills training is provided, identify that the training will be provided on site; and
 6. Include *integrated** employment for the maximum number of hours possible, based on the unique abilities, interests and choice of the individual.
- H. As needed, a statement of the projected need for *post-employment services**, including the terms and conditions for the provision of these services and, if appropriate, how these services will be provided through *comparable services and benefits**.