

CSG Client Services Guide	Date Issued 04/15/21	Subject Vocational Planning	Section 500
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Section 500	VOCATIONAL PLANNING.....	1
510	COMPREHENSIVE ASSESSMENT	1
520	INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE)	3
530	TICKET TO WORK.....	6

[CSG Table of Contents](#)

Federal Regulations

- [34 CFR 361.45](#) - Development of the IPE
- [34 CFR 361.46](#) - Content of the IPE
- [34 CFR 361.5](#) - Definitions

Section 500 VOCATIONAL PLANNING

510 COMPREHENSIVE ASSESSMENT

510.1 Assessment and Vocational Planning

- Prior to the development of the Individualized Plan for Employment (IPE), the counselor will assess the client’s vocational rehabilitation (VR) needs. The purpose of this assessment is to determine the employment outcome and the nature and scope of VR services to be included in the IPE.
- The IPE must be designed to achieve a specific employment outcome that is selected by the client consistent with the client's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice.
- The comprehensive assessment of rehabilitation needs will include information provided by the client and information obtained in determining the client’s eligibility.
- The following factors should be documented in the case file if they affect the VR needs of the client:
 - Personality
 - Career interests
 - Interpersonal skills
 - Intelligence and related functional capacities
 - Educational achievements

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 04/02/21</p>	<p>Subject Vocational Planning</p>	<p>Section 500</p>
---	--	---	------------------------------------

- Work experience
 - Vocational aptitudes
 - Personal and social adjustments
 - Employment opportunities
 - Medical
 - Psychiatric/psychological
 - Other pertinent vocational, educational, cultural, social, recreational and environmental factors
- The comprehensive assessment of vocational rehabilitation needs should also include an appraisal of the client's patterns of work behavior and services needed for the client to acquire and/or develop
 - occupational skills;
 - work tolerance, habits and attitudes; and
 - social behavior patterns necessary for successful job performance.
 - The Vocational Planning Guide (VPG) is a tool used to relay individualized client information to a CRP for Employment Services, Employment Services Plus and Supported Employment Services. The VPG can either be prepared in an electronic or paper format.
 - In providing quality customer service, contact with the client should be regular and ongoing.
 - During the vocational planning process, assist the client in making an informed choice regarding his or her vocational goal by:
 - Determining there is reasonable expectation the client can secure employment
 - Providing the client with current labor market information
 - Assessing the client's financial resources/financial eligibility
 - Reviewing and discussing cost-effective programs/services
 - Considering available comparable benefits/services
 - Determining accommodations required, if any
 - Determining rehabilitation technology/assistive technology services
 - Discussing services to be provided
 - Explaining client and counselor responsibilities

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 04/02/21</p>	<p>Subject Vocational Planning</p>	<p>Section 500</p>
---	--	---	------------------------------------

520 INDIVIDUALIZED PLAN FOR EMPLOYMENT (IPE)

520.1 IPE Development

- The (IPE) is a written document outlining a plan to achieve the client’s chosen vocational goal and is justified by the counselor’s comprehensive assessment of the client’s individual rehabilitation needs.
- Following the determination of eligibility, and upon establishment of an individual’s vocational goal, development of the IPE should occur. Staff should act with a sense of urgency in working with the client to complete this process.
- In developing the IPE, clients have the opportunity to exercise informed choice when selecting
 - the employment outcome/employment setting;
 - the specific VR services needed to achieve the employment outcome;
 - the entity(ies) that will provide the VR services; and
 - the methods available for procuring the services.
- In discussing the nature and scope of VR services to be provided in developing the IPE, meet with the client to review and discuss the following:
 - Financial resources and eligibility
 - Comparable services
 - Cost-effective programs/services
 - Vocational goal and current labor market information
 - Accommodations required, if any
 - Services to be provided
 - Client and counselor responsibilities
 - Client’s rights to due process hearing and/or mediation
- Identify on the IPE, as appropriate, clients’ educational goals of enrollment and/or working toward attaining their secondary school diploma or equivalent.
- Identify on the IPE, as appropriate, clients’ educational goals of enrollment and/or working toward attaining a credential in a post-secondary setting.

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 04/02/21</p>	<p>Subject Vocational Planning</p>	<p>Section 500</p>
---	--	---	------------------------------------

- Include, as appropriate, the provision of rehabilitation technology devices, assistive technology services and personal assistance services including training in the management of those services.
- The IPE will be jointly developed, agreed upon and signed by the counselor and the client and/or his or her representative. Electronic signatures are acceptable in lieu of in-person signatures.
- The client/representative has the right to develop his or her own IPE; however, the vocational goal and services must be mutually agreed upon. Client should be informed of his or her rights to due process hearing and/or mediation if the counselor cannot support the client's informed choice.
- In those situations when the counselor cannot support the client's informed choice, the following actions should be taken:
 - Document why the client's choice is not supported
 - Explore alternative opportunities/options with the client
 - Provide the client with information regarding his or her appeal and mediation rights as well as the availability of the Client Assistance Program
- The client may also initial any IPE-related responsibilities to verify his or her responsibilities associated with the plan for services has been reviewed.
- The district supervisor, or designee in district supervisor's absence (counselor II or above), will review and approve all initial plans. Assistant supervisor and counselor IV may be exempt from these reviews.
- The district supervisor, or designee in district supervisor's absence (counselor II or above), will review all IPEs that include individual item purchases with a cost greater than or equal to \$5,000. The review process must occur prior to purchase. The district supervisor will document the approval by issuing the authorization for the purchase.
- To determine reasonableness, the following will be considered during the approval process:
 - Is the vocational goal consistent with the individual's functional limitations, abilities and interests?
 - Are these the essential services/products needed to reach the vocational objective?

<p style="text-align: center;">CSG Client Services Guide</p>	<p>Date Issued 04/02/21</p>	<p>Subject Vocational Planning</p>	<p>Section 500</p>
---	--	---	------------------------------------

- Have lower cost/comparable services been considered and documented?
Examples: Cost effective measures have been utilized. Multiple bids obtained as appropriate.
- Is there a reasonable expectation that a successful employment outcome will be achieved after services are completed?
- A copy of the IPE, client responsibilities and any authorizations for service that are completed in accordance with the IPE will be provided to the client and service providers/designated school district personnel if appropriate.
- Development of an IPE for a client currently receiving special education services in the secondary school system
 - must be consistent with the goals, objectives and services identified in the student's Individualized Education Program;
 - should be developed prior to the student's graduation/exit from the secondary school system, whenever possible; or
 - when an IPE has not been developed, the counselor should document the reason in a case note.
- The IPE must be reviewed at least annually, or more often if specified or determined necessary, by the counselor and client or his or her representative, to assess the client's progress in achieving the identified employment outcome.

520.2 Services in Two States

- In the event a client's case originated in another state but the client is in Missouri to receive services, such as training, it is possible for Missouri VR to open a case and provide non-duplicated services on an IPE.
- In the event a client's case originated in Missouri but the client is receiving services, such as training, in another state, it is possible for the other state to open a case and provide non-duplicated services on an IPE.
- Both states can have an open case on the client and close the case successfully rehabilitated.

<p align="center">CSG Client Services Guide</p>	<p>Date Issued 04/02/21</p>	<p>Subject Vocational Planning</p>	<p>Section 500</p>
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520.3 Amended IPE

- The IPE is amended, as necessary, by the individual or, as appropriate, the individual's representative, in collaboration with the counselor if there are substantive changes in
 - the employment outcome
 - the VR services to be provided
 - the providers of the VR services
- Amendments to the IPE do not take effect until agreed to and signed by the eligible individual or, as appropriate, the individual's representative and by the counselor.

530 TICKET TO WORK

- **Related Websites**
 - ssa.gov/work
 - yourtickettowork.ssa.gov
- VR utilizes the Cost Reimbursement system with clients who are Social Security beneficiaries/recipients and meet the appropriate criteria when successfully closed. A client's signing of his or her IPE also assigns his or her Ticket to Work (Ticket) to VR.
- If a client decides to reassign his or her Ticket to an Employment Network other than VR prior to the closure of his or her VR case, VR services must be discontinued at the time of reassignment.