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900 COUNSELING AND GUIDANCE

900.1 Federal Regulations

[34 CFR 361.48](#) – Scope of vocational rehabilitation services

900.2 Guidance

- **Purpose**
 - Counseling and guidance is:
 - a support service to help clients make informed choices throughout the rehabilitation process
 - one of the most substantial services the counselor provides
 - not based on financial need
 - listed on all individualized plans for employment (IPE), and provided in association with all other services planned/authorized
 - sometimes listed as the primary service on the IPE
- **Initial Considerations**
 - When counseling and guidance (C&G) is the primary service, the IPE should reflect the following:
 - Long and/or short term goals
 - Specific services to be provided
 - Where and how often the client and counselor will meet
 - Time frame to achieve the designated goals
 - When an IPE has been developed:
 - In providing quality customer service, contact with the client should be regular and ongoing as agreed upon in the IPE.
 - document the specific counseling and guidance services

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- Although counseling and guidance is not based on financial need, any related secondary services are based on financial need and all required financial documentation must be obtained.

900.3 Procedure

- Document informed choice in the VR case management system.
- If authorizing a secondary service that is based on financial need, collect required financial information and file in the financial section of the case management system.
- Record progress in the case management system in accordance with timelines and specific C&G services specified in the IPE.
- The IPE must be reviewed with the client at least annually.
- There must be documentation reflecting substantial services leading to a positive employment outcome before the case is closed successfully.