

Process & documentation to turn into VR Counselor:

1. Receive a referral from the Office of Vocational Rehabilitation (OVR).
2. Receive authorization for Career Profile.
 - a. You have 15 business days to complete this.
 - b. No activity notes are due to the counselor during this phase.
3. Upon completing the [Carer Profile and Job Search Plan](#), submit an invoice for \$750.
4. Receive authorization for [Job Development](#).
5. Send monthly [Job Development Notes](#).
6. Submit the [Work Summary/Job Start Form](#) and the [Job Support Plan](#) after the 1st day of employment along with the Job Development invoice for \$1,000.
7. Receive the Authorization for Outcome Fee.
8. Document each orientation/support activity (on & off-site) on a [Stable Employment Activity Note](#).
 - a. Day 1 – 90
 - b. Send these monthly.
9. [30-Day Stable Employment Summary Note](#)
 - a. Send at 30 days employed along with an invoice for \$1,000.
10. [60-Day Stable Employment Summary Note](#)
 - a. Send at 60 days employed along with an invoice for \$2,000.
11. [90-Day Stable Employment Summary – Long-Term Support Plan](#)
 - a. Send at 90 days employed along with an invoice for \$2,000.
12. [120-Day Stable Employment Summary](#)
13. [150-Day Stable Employment Summary](#)
14. [180-Day Stable Employment Summary](#)
15. Continue to provide Extended Services/Long Term Support.
 - a. Bill to source for that individual - this will vary.
 - b. You must have at least two face-to-face visits at the workplace per month.
 - c. If the consumer requests you not be at the workplace, you may conduct visits somewhere else. These are required until the Transition Plan says otherwise.
16. Request Extended Services for Youth with a Disability while the OVR case is still open (optional).
 - a. \$50/hour
 - b. Ages 14-24

17. Once the employee is stable on the job, you may transition Long Term Supports to the treatment team or appropriate natural support(s).
 - a. Complete IPS Services Transition Plan, which remains internal only for IPS review.
18. Request "Additional Supported Employment Services" from OVR at \$50/hour (optional).
 - a. Only request this if intensive services are required after you have billed out the final 90-day payment while the case is still open.
 - b. These must be short-term and are more intense than typical extended services.
19. Upon loss of job, send a [Job End Report](#) to the VR Counselor within 5 days (if within the first 90 days).
 - a. If outside of the first 90 days, keep for IPS internal review.
20. The case will close a minimum of 90 days after VR pays the final fee.

Questions?

If you have questions or concerns about communication or authorizations, please contact your Supported Employment Consultant.