

Maryland State Department of Education
Division of Rehabilitation Services
Supervisor Review Prior to VR Successful Case Closure

Consumer's Name:_____ **Counselor's Name:**_____

Part A: Achievement of an Employment Outcome ("Rehabilitated")

1. Go to Notes—All and Attachments Layout:

- ☐ Verify that there is a Case Note that confirms the **counselor communicated with the consumer or the consumer's parent/legal guardian or family member** within 30 days of the requested closure date, stating that:
 - ☐ Consumer agrees that the job is satisfactory.
 - ☐ Consumer is performing well in the position.
 - ☐ **Social Security recipients only:** Referral to Ticket to Work Employment Network for follow-up services discussed.

Enter Date of Closure Communication: _____

- ☐ Verify the Work Status is designated as **Competitive Integrated Employment (CIE)**. (See [RSM 2, Section 1000.11\(3\)\(4\)](#) to review CIE requirements.)
- ☐ Verify the **documentation of wages received within 90 days of case closure** is attached in AWARE™. (See [RSM 2, Section 1001.11\(d\)\(2\)](#) to review acceptable types of wage documentation.)

Enter the Date of Wage Verification: _____

2. Go to Employment Layout:

- ☐ Verify that **the employment record has been updated** with the hours worked and wage information obtained within 90 days prior to closure date.
- ☐ Verify that the **Job Title entered on the AWARE™ Employment page** is consistent with the employment verification and IPE goal. (Amend IPE or request technical edit, if needed. Reference: [RSM 2, Section 604.14, IPE Technical Edits](#))
- ☐ If there is more than one active employment record, verify accuracy. If not, delete or enter end date on the employment records that are not correct at closure.

For Supported Employment closures:

- ☐ Verify that the box next to "Participant Requires Ongoing Support Services" say "Yes". (If box is not available, contact AWARE™ field support.)

For Self-Employment or BEP closures:

Verify the following:

- ☐ Work Status is correctly designated as self-employment or BEP.
- ☐ The consumer is earning at least minimum wage.

