

RSM 2
VR & IL POLICIES AND PROCEDURES MANUAL
SECTION 600

**ELIGIBILITY, SEVERITY OF DISABILITY
& PRIORITY FOR SERVICES**

Updated: 07/23

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601 Informed Choice

The DORS counselor will develop a collaborative relationship with the individual and will assist the individual in identifying possible goals, services and service providers and assessing relevant factors related to each option. DORS staff shall provide information and support services to applicants and eligible individuals, particularly individuals with cognitive disabilities, using appropriate modes of communication, to enable and enhance informed choice (see **RSM 2, Section 406.04**). The DORS brochure **Informed Choice**, provided at the time of initial interview, will be reviewed with the individual when the development of the **Individualized Plan for Employment (IPE)** or **Independent Living Plan (ILP)** begins.

Informed Choice – The DORS counselor will provide or assist the individual in acquiring information necessary to make informed choices regarding the selection of the employment goal, services and

service providers consistent with the strengths, resources, priorities, concerns, abilities, capabilities and interests of the individual.

Out-of-State Services – Out-of-state services may be included in the **IPE** or **ILP**. However, if the individual chooses an out-of-state service at a higher cost than an in-state service, and either service would meet the individual’s rehabilitation needs, DORS shall not provide payment for those costs in excess of the amount paid for a comparable in-state service.

The DORS counselor shall assist the consumer in thoroughly exploring in-state options for services that may meet their needs, including visiting in-state providers. If an out-of-state provider is approved, the DORS counselor will need up to 60 days to make the necessary arrangements if DORS is providing the travel. See **RSM 3, Section 1008.02**.

WTC Services – Services offered by DORS Workforce & Technology Center (WTC) shall be presented and described to the applicant or eligible individual for consideration.

IPE/ILP Procedures – The counselor shall advise the individual or, as appropriate, the individual’s representative, of the procedures and requirements affecting the development and review of the **IPE** or **ILP**, including the availability of appropriate modes of communication.

602 Assessment for Determining VR Needs – Vocational Rehabilitation Program

The federal Vocational Rehabilitation (VR) Regulations state at Section 361.45, Development of the Individualized Plan for Employment, that DORS “must conduct an assessment for determining vocational rehabilitation needs, if appropriate, ...for each eligible individual to whom the State is able to provide services.”

To the extent possible, the employment goal and the nature and scope of rehabilitation services to be included in the individual’s **IPE** will be determined based on the data used for the assessment of eligibility and priority for services (see **RSM 2, Section 500**). If additional information is necessary to prepare the **IPE**, the DORS counselor will conduct an assessment of the unique strengths, resources, priorities, interests and needs, including the need for supported employment services of an eligible individual, in the most integrated setting possible, consistent with the informed choice of the individual. Such assessment will be conducted in collaboration with community partners already involved in the individual’s rehabilitation.

(The assessment for determining VR needs is **not** to be confused with the Comprehensive Assessment Option, Career Assessment Services, described below.)

602.01 Scope of Assessment

The assessment for determining VR needs:

- a. Is limited to information that is necessary to identify the rehabilitation needs of the eligible individual and to develop the employment goal and **IPE** of the individual.
- b. Uses, as a primary source of such information, to the maximum extent possible and appropriate and in accordance with confidentiality requirements, existing information, including information that is provided by the individual, the family of the individual, and education agencies.
- c. May include an analysis of pertinent medical, psychiatric, psychological, neuropsychological, and other pertinent vocational, educational, cultural, social, recreational, and environmental factors, and related functional limitations, that affect the employment and rehabilitation needs of the individual.

- d. May include an analysis of the individual's personality, career interests, interpersonal skills, intelligence and related functional capacities, educational achievements, work experience, vocational aptitudes, personal and social adjustment, and employment opportunities.
- e. May include an appraisal of the patterns of work behavior of the individual and services needed to acquire occupational skills, and to develop work attitudes, work habits, work tolerance, and social and behavior patterns necessary for successful job performance.
- f. May include an assessment, through provision of rehabilitation technology services, of the individual's capacities to perform in a work environment, including in an integrated setting, to the maximum extent feasible and consistent with the individual's informed choice.

602.02 Assessment Activities

In order to identify capabilities, interests, rehabilitation needs, goals and services, assessment activities will be initiated consistent with the informed choice of the individual and available resources.

Assessment options, including type of assessment and provider, to be considered by the individual and the counselor include but are not limited to the following:

- a. **In-depth interview** – including the individual's view of assets, strengths, priorities, capabilities, preferred activities, hobbies, etc.
- b. **Review of information in the media** – including books and videos at public libraries, information on the Internet, use of employment-related software, information in the DORS office resource room.
- c. **Referral to American Job Centers** – for career exploration.
- d. **Visit to/tour of service provider facility/facilities.**
- e. **Visit to employers and work sites.**
- f. **Interview and/or job-shadow worker/workers.**
- g. **Situational assessment and trial work experiences** – with local employer/employers.
- h. **Entrance examinations/placement testing and/or interviews** – for vocational or college programs.
- i. **Medical/psychological assessments** – should be considered when existing information does not adequately describe the impact of the physical or mental disability on employment planning and employment goals under consideration. See **RSM 2, Section 501.04** for referral requirements for medical/psychological assessments.
- j. **Substance abuse assessment** – should be considered when current information from a treating source is not available and there are questions about an individual's substance abuse history and status and impact on employment.
- k. **Career Assessment Services (CAS)** – An array of formal career assessment services is available through Community Rehabilitation Programs (CRPs) for consideration by the DORS counselor and consumer. CAS options vary in intensity and scope, providing an individualized, timely and systematic process in which an individual, in partnership with the evaluator, can identify viable vocational options and develop employment goals and objectives. This process incorporates background information on education, behavioral characteristics, work history and medical/physical capabilities. This information may be used in combination with testing, work samples, situational assessments, community-based work experiences, prevailing labor market data, occupational information, accommodations and modifications.

Career Assessment Services and descriptions:

- **Itemized Assessment (and Itemized Hybrid Assessment)** – An individual assessment tool/instrument or method used to answer a very specific referral question. Example: "What is this person's typing speed?" or "What are this person's scores on a practice GED® test?"
- **Investigative Assessment** – A virtual assessment that begins the process of developing a vocational goal. This assessment option does not rely on proctored or timed evaluations but instead on assessment tools that are accessible to the individual in a guided virtual environment. The outcome of the assessment is to more closely identify a vocational area that the individual is interested in and can further explore either through a more comprehensive assessment at a later date or with their counselor as they progress to the IPE.
- **Focused Assessment (and Focused Hybrid Assessment)** – An assessment to determine the feasibility of a specific chosen career area as a career goal (can include real or simulated work). Example: "Can this person learn and perform the duties and tasks of a secretary?" or "Does this person have the skills, temperaments, and behaviors to work in a management position?"
- **Exploratory Assessment (and Exploratory Hybrid Assessment)** – A process that uses career exploration resources and/or methods (excluding real or simulated work) designed to provide information on the next step in long-range career planning for the individual. Taking into consideration the individual's interests, needs, abilities, and functional limitations, it provides investigation and education in jobs and job clusters. Example: "What are this person's general aptitudes, academic achievement levels and vocational interests?" or "What are this person's transferable skills?"

Exploratory Assessment is often the best formal CAS option for DORS consumers who indicate they have “no idea” what kind of work they would like to do, unless he/she has specific needs for a one-one-one assessment as provided in a Comprehensive Career Assessment.

- **Community-Based Assessment** – A holistic assessment of an individual's interests, needs, and abilities in a job/worksites setting located in the community. This is an umbrella term representing a category of methods that looks at a person's employment options, which may include; situational assessment, on-the job evaluations, job try-outs or trials, and supported employment assessment. Example: "Does this person demonstrate appropriate work behaviors on a job?" or "How much support/training would this person need to be employed in the community?"
- **Comprehensive Assessment (and Comprehensive Hybrid Assessment)** – A formal, holistic, broad-based intensive process, which is grounded in the use of real or simulated work and may use a combination of all typical assessment methods with the possible exception of a community-based assessment.

A Comprehensive Assessment is appropriate for a consumer **who requires one-on-one assistance/services** because of one or more of the following:

- Consumer's reading comprehension is below a 4th grade level.
- Consumer requires a scribe (cannot write or type).
- Consumer cannot be served in a group setting.
- Consumer has very limited/no speech and/or requires alternative communication devices.
- Consumer does not speak English and requires a foreign language interpreter.

- Client is totally blind and cannot read Braille or use Assistive Technology (screen reader, etc.).

Example: “Due to a severe injury resulting in significant motor impairment, this individual needs to change careers; what can this person do?”

It is appropriate for individuals with the most significant disabilities who:

- Would have difficulty handling the reading or motor activity required to independently perform the paper/pencil assessment activities typically utilized as part of an Exploratory Career Assessment.
- Have sensory impairments which require significant accommodation to enable their participation.
- Due to the nature of their disability can no longer perform the type of work that they previously performed and meet one or more of the criteria described in this section.
- Due to their disability, require an extended period of observation to determine their work behaviors.

l. Referral to a DORS rehabilitation teacher for the blind.

m. Referral to WTC – for assessment services (see **RSM 2, Section 1200** for referral and program information) including:

- Rehabilitation technology assessment
- Functional evaluation
- Substance abuse assessment

602.03 Documentation of Assessment of VR Needs and Employment Goal and Services

The record of services shall include documentation supporting the employment goal and services to be provided and indicated on the **IPE**. Documentation shall include, as appropriate, the results of the Assessment of VR Needs coordinated/conducted by the DORS Counselor as indicated on the **Plan Development/Needs Assessment Checklist**. The record shall also include the report of a formal CAS, if such an assessment was determined to be needed.

602.04 Requirement to Include Assessment Services on the IPE

While assessment services alone are not substantial enough to justify closing a case successfully employed (see **RSM 2, Section 1001.11**), assessment services provided after a case has been moved to service status (i.e., after the IPE start date) must be reflected on the IPE. The “Assessment” service category shall be included by default on the initial draft **IPE**. As the DORS counselor and the consumer agree upon the need for assessments during the balance of the case, the services shall be added to the service description (assessment type and purpose) and to the estimated DORS costs for that service via plan amendment or technical edit.

603 Assessment – Independent Living Older Blind Program

Assessment of the needs of the individual referred to the Independent Living Older Blind (ILOB) program will take place as part of the eligibility determination process. **Note:** Assessment services provided after a case has been moved to service status (i.e., after the ILOB Plan start date) must be reflected on the Plan. The “Assessment” service category shall be included by default on the initial draft Plan. As the DORS counselor and the consumer agree upon the need for assessments during the

balance of the case, the services shall be added to the service description (assessment type and purpose) and to the estimated DORS costs for that service via plan amendment or technical edit.

If the ILOB consumer develops an employment goal, consideration will be given to referral to the VR program.

604 Individualized Plan for Employment – VR Program

604.01 Requirement of IPE

VR services shall be provided in accordance with an **IPE** developed by eligible individuals with assistance from the DORS counselor as requested, and for the purpose of achieving competitive integrated employment.

WIOA requires specific data to be collected at the time of the initial **IPE**. This data includes:

- Work Status at Plan
- Characteristics at Plan
- Education Status (e.g., highest secondary education grade completed, highest post-secondary grade completed and current enrollment).

See **RSM 2, Attachment 300-1, AWARE™ Procedures** and **Attachment 300-2, Education Page Entry Guide** for details regarding how to enter this data in AWARE™.

604.02 Timeline for IPE Development

- a. **Career counseling** shall be initiated with applicants for VR services from the time of the initial interview, promoting informed choice and early engagement in the process. The counselor shall assure the individual is aware of accessible career resources and employment-related internet sites and begins other career assessment activities (e.g., informational interviewing, job shadowing, visiting post-secondary institutions or CRPs), as appropriate (see **RSM 2, Section 406**).
- b. Assessment for determining VR needs shall be initiated and coordinated by the counselor from the time of application, using existing information as much as possible to determine the employment goal and services needed to achieve it (see **RSM 2, Section 602**).
- c. The need for **formal assessments** (e.g., career assessments) to help identify an employment goal shall be considered if needed to supplement information obtained through the counselor's assessment for determining VR needs.
- d. The IPE shall be developed **no later than 90 days after**:
 1. The date an individual has **been determined eligible** for VR services, or
 2. The date the consumer has been **taken off Delayed status**.
- e. **When to extend IPE development** – In extenuating circumstances and with appropriate justification, when it is not possible to develop the **IPE** within 90 days, the DORS counselor and individual or individual's representative, as appropriate, may agree to a specific extension of time. The new **IPE** development due date shall not exceed 180 days from the eligibility determination date or the date that the individual moved off the waiting list and out of Delayed status. For example, if required assessments chosen by the individual cannot be completed within the 90 days, or if the individual requires medical services that impact on planning.
- f. **Approval and documentation of specific plan development extension** – A specific extension of the 90-day time frame requires approval of the supervisor, demonstrated by

entering the agreed-upon extension date on the Plan Development Extension page of AWARE™. An extension of the **IPE** development timeframe may not be considered by the supervisor before 60 of the 90 days for plan development have elapsed.

Prior to supervisory approval, the DORS counselor is required to document in a case note:

1. Communication with the consumer regarding the rationale for specific extension including efforts and progress to date toward **IPE** development and what will take place during the extension.
2. The consumer's agreement with the extension, including the new plan due date, as documented in the "rationale" narrative on the Plan Development Extension page of AWARE™.

If approved, the supervisor will:

1. Document approval of the specific extension of the 90-day time frame in a case note.
2. Enter the agreed-upon rationale and new date for plan development on the Plan Development Extension page in AWARE™ to move the case into "Eligible-E" status.
3. Ensure the **Plan Development Extension** letter in AWARE™ is sent to the consumer to document the agreed-upon new plan development extension date.

604.03 Options for IPE Development/Informed Choice

An **IPE** shall be developed and implemented in a manner that affords eligible individuals the opportunity to exercise informed choice in selecting an employment outcome, the specific VR services to be provided under the **IPE**, the entity that will provide the VR services, and the methods used to procure the services.

DORS staff will discuss with eligible individuals the following options they may choose for development of their **IPE**, which are attached to the **IPE** form:

- a. The DORS counselor may fully collaborate with the individual in the development of the **IPE**, providing technical assistance, resources and information as needed, and completing the plan via AWARE™; or
- b. Individuals may complete a draft of all or any part of the **IPE** on their own or with assistance from others, such as family members or persons in the community who know about employment and disability issues, using print copies of the **IPE**.

604.04 Preparation of the IPE

An **IPE** shall be developed to achieve the employment goal of the individual, consistent with the strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice of the individual. The **IPE** shall be developed in the manner chosen by the individual (see **Section 604.03, Options for IPE Development**) and signed by the individual and, as appropriate, the individual's representative.

If the individual chooses to prepare the **IPE** him or herself or with assistance from outside DORS, a draft **IPE** will be developed and discussed with the DORS counselor prior to the counselor considering approval of the **IPE**. Options and instructions for completing the **IPE** along with **Important Information about DORS Employment Services (RS-6)** are attached to the hard copy IPE. The DORS counselor will assure that information from an approved **IPE** developed by the participant on a printed form is entered into AWARE™ as soon as possible.

The **IPE** will become effective and services/activities will begin following the approval and signature of the DORS counselor and their supervisor. (**Note:** approval/signature of the supervisor is not required if the DORS counselor has delegated authority).

- **Signature and date** – All parties required to sign the **IPE** or IPE amendment, including the consumer, DORS counselor and, as appropriate, DORS supervisor or manager, must also include the date signed. If the individual is in high school, a minor (i.e., not yet 18 years of age), or has a legal guardian, the **IPE** shall also be signed by the individual's representative.
- **Consumer signature** – The consumer's signature on the **IPE** or IPE amendment must be on or before the Plan date entered in AWARE™. This is to demonstrate the consumer's agreement prior to implementation of the Plan or Amendment. The DORS counselor shall emphasize that the Plan is not approved and will not be implemented until the supervisor has reviewed it and documented supervisory approval.
- **Supervisor approval case note** – The supervisor is required to enter a case note on or prior to the Plan start date in AWARE™. The case note shall indicate that the supervisor has reviewed and either approved the **IPE**, approved the **IPE** with conditions, or disapproved the **IPE**. If not fully approved, the supervisor shall notify the counselor so that changes in the **IPE** can be considered.

If fully approved, the supervisor may then sign the plan no later than the Plan start date in AWARE™. In instances where the supervisor is at a remote location and not physically available to sign the **IPE**, the supervisor or program manager case note indicating approval on or before the Plan start date is acceptable.

The requirement of supervisory approval does not apply in instances where technical specialists have delegated authority to sign the plan without supervisory review and administrative approval is not required.

- **Counselor signature on IPE** – The DORS counselor signs the Plan last. The counselor's signature may be written on the printed copy of the **IPE** no earlier than, and usually on, the Plan start date entered in AWARE™.

Note: The DORS counselor may not sign, date or approve an **IPE** which includes the purchase of goods and/or services requiring administrative approval (see **RSM 3, Section 1005**) until the required approval is requested via the **Administrative Approval (RS-9h)** form and documented on a Case Note in AWARE™. The counselor shall emphasize to the consumer that goods/services on the **IPE** are not guaranteed and may not be initiated or provided unless and until the required approvals are obtained.

604.05 Substantiality of Services Provided Under an IPE

The IPE must include two or more major VR services, such as:

- Vocational guidance and counseling
- Career training
- Rehabilitation technology services
- Disability-related skills training
- Benefits planning services
- Employment services

Assessment services or services included on the IPE to support a consumer's participation in major services **are not** considered substantial services. All planned services must be:

- Provided in the most integrated setting possible.
- Anticipated to have a significant, positive impact on the individual's vocational rehabilitation.

- Required for and directly related to the employment goal.

604.06 IPE Development: SSI/SSDI Recipients

For individuals who receive Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI) benefits and are 18 years of age or older:

- a. Review with the individual the **Important Information for Social Security Beneficiaries** in the "Terms and Conditions" section of the Plan before he or she signs the Plan.
- b. Provide a copy of the **Ticket to Work Fact Sheet (RS-1f)** if the individual has not previously received one.
- c. If the individual has a ticket assigned to an Employment Network (EN), the DORS counselor shall contact the DORS Ticket Coordinator. The DORS Ticket Coordinator will contact the EN to discuss ticket status.

604.07 IPE Contents/IPE in AWARE™

See **RSM 2, Attachment 300-1**.

604.08 IPE Development: Students with Disabilities

The **IPE** for students with disabilities in high school who have been determined eligible for DORS services and who meet Order of Selection criteria will be developed within 90 days of eligibility as indicated above (see **Section 604.02**). When applicable, the **IPE** will be coordinated with the student's individualized education program (IEP) in terms of the goals, objectives, and services identified in the IEP.

When drafting the **IPE** for a high school student planning to achieve a high school diploma or for a youth or adult pursuing a GED® or External Diploma, indicate it by selecting "**Achieving secondary school diploma or equivalent is a goal**" in the Secondary Education section of the **IPE**. Do not select this option for a student planning to exit high school with a Certificate of Completion. See **Section 1301.08** for additional information regarding **IPE** development for students with disabilities.

604.09 IPE Development: Self-Employment/Home-Based Employment

- a. **IPE Development for Self-Employment** – DORS supports employment goals of self-employment for individuals for whom it is appropriate. **IPE** development for such individuals shall be in accordance with **RSM 2, Section 1400** and requires approval of the Regional/Program Director.
- b. **IPE Development for Home-Based Employment** – DORS supports employment goals of home-based employment (working for an employer from home) and telecommuting for individuals for whom it is appropriate. **IPE** development for individuals with an employment goal involving telecommuting or home-based employment requires approval of the Regional/Program Director.

604.10 Rights and Responsibilities of the Individual

The DORS counselor shall refer the individual to the **Important Information about DORS Employment Services (RS-6)** provided as an attachment to the **IPE**. The counselor shall also discuss with the individual rights and responsibilities, to include information about:

- The Client Assistance Program
- The Appeal Process
- Confidentiality of personal information

- Responsibilities of the individual associated with participation in the rehabilitation program

The DORS counselor shall also inform the individual that services are subject to the availability of funding and that DORS will not pay for services which have not been pre-approved and authorized in writing by a DORS official.

604.11 Periodic Reviews of Progress

The DORS counselor shall monitor the individual's progress in **IPE** services, and shall assure that the record contains documentation of the results of periodic reviews of the progress of the individual in the activities/services and achievement of the employment goal included on the **IPE**. This documentation will be from the source as identified on the **IPE**.

The DORS counselor shall provide guidance and counseling during the rehabilitation process and shall advise the individual of any significant delays in initiating services or in continuation of services, and present alternatives as appropriate. The counselor shall document guidance and counseling in the record via Case Notes or AWARE™ letters, as appropriate.

604.12 Annual Review of the IPE/Plan Review

The **IPE** shall be reviewed by the DORS counselor and the eligible individual, and/or the individual's representative as appropriate, as often as necessary and at least annually. This will include a review of:

- Progress toward meeting the identified employment outcome on the **IPE**.
- The status and continued use of goods which may have been provided.
- The **Consent to Release Confidential Information (RS-2b)** and **Consent to Disclose to Service Providers (RS-2f)** forms, to update as needed..

If the review indicates that changes are needed in the **IPE**, the counselor and eligible individual/ authorized representative will jointly redevelop and agree to its terms (see **Section 604.13, IPE Amendment**).

604.13 IPE Amendment

- Requirement of Amendment** – The **IPE** will be amended by the individual, or, as appropriate, the individual's representative, in collaboration with the DORS counselor if there are substantive changes in the:
 - Employment goal
 - VR services to be provided, including an addition of a service
 - Providers of services

An amendment to the **IPE** is not required for the provision of minor services, defined as services that do not exceed \$200 in cost. Minor services provided must be documented in the record with a case note. **Staff shall not use a series of \$200 purchases to avoid amending the IPE and obtaining required approvals.**

- Review of IPE Services** – At the time of **IPE** amendment, particularly when the employment goal has been modified, the DORS counselor and consumer shall review services provided to date, and determine if substantial services related to the new goal have been provided and whether additional services need to be included in the amended **IPE** (see **Section 604.05**).
- Review Use of Goods Provided** – At the time of amendment to the **IPE**, the status and continued use of goods which may have been provided to the individual will be reviewed.

- d. **Effective Date of Plan Amendment** – Revisions or amendments to the **IPE** will not take effect until all parties agree to and sign the **IPE** amendment. Procedures required for the original **IPE** pertain to any IPE amendments.
- e. **Case Documentation** – The signed amendment as well as the original signed **IPE** will be maintained in the individual's hard copy record of services.

604.14 IPE Technical Edits

- a. **Consistency with Consumer Choice** – A technical edit to a planned service or to the Plan employment goal is permissible when the change is evidently consistent with the consumer's informed choice as documented on the Plan, which was signed by the consumer and subsequently attached to the AWARE™ case record.
- b. **Purpose** – The purpose of the technical edit will be to expedite service delivery, to update DORS cost for planned services when the current total service cost after IPE exceeds or is expected to exceed the estimated DORS cost or to facilitate closure of the consumer's case record.
- c. **Planned Services** – Technical edits to planned services may be performed by the DORS counselor, supervisor, administrative supervisor, OFS/OBVS senior management, Staff Specialist for AWARE™, or Executive Staff within the IPE Agency Cost thresholds in their assigned AWARE™ security template. Specifically, planned services shall be edited for the following purposes:
 1. To rename but not to change the service category.
 2. To correct the estimated planned service start date.
 3. To update the estimated DORS cost for existing services on the **IPE** when the total case cost for services provided under **IPE** have reached 90% of the estimated DORS cost of the current **IPE**.
 4. To reflect the DORS cost for additional assessment services to which the consumer agrees after an **IPE** has been initiated.
- d. **Employment Goal** – Technical edits to the employment goal (i.e., to align the employment goal with the actual employment outcome) may be performed by DORS headquarters staff, such as the Staff Specialist for AWARE™ or DORS Executive Staff. In the event a technical edit to the Plan is necessary, staff will verify that the most recently signed Plan is attached in AWARE™, will make the change in the most recent Plan dated in the AWARE™ case record, and will enter a case note in the "Other Comments" section of the Plan in AWARE™ to document the change.
- e. **Internal Control** – Once the edit is complete, the original service category and the revised service category will appear on the Plan in AWARE™.

605 Independent Living Older Blind Program – Independent Living Plan

605.01 Requirement of an Independent Living Plan for ILOB

Independent living services shall be provided in accordance with an **Independent Living Plan (ILP)** developed in collaboration with the individual eligible for ILOB services. The **ILP** includes the independent living goal, services, providers and projected time frames for services, comments section and signatures. **Important Information about DORS Independent Living Services** is provided as an attachment to the **ILP**.

605.02 Timeline for ILP Development

- a. The **ILP** shall be developed **no later than 90 days after the date an individual has been determined eligible** for ILOB services.
- b. **Specific extension of timeframe for ILP development** – may be considered in exceptional circumstances if justified and agreed to by the individual and the individual's representative as appropriate, for example, if required assessments chosen by the individual cannot be completed within the 90 days, or if the individual requires medical services that impact on planning.
- c. **Approval and documentation of specific plan development extension** – A specific extension of the 90-day time frame requires approval of the supervisor, demonstrated by entering the agreed-upon extension date on the Plan Development Extension page. An extension of the **ILP** development timeframe may not be considered by the supervisor before 60 of the 90 days for plan development have elapsed.

Prior to supervisory approval, the DORS counselor is required to document in a case note:

1. Communication with the consumer regarding the rationale for specific extension including efforts and progress to date toward **ILP** development and what will take place during the extension.
2. The consumer's agreement with the extension, including the new Plan due date, as documented in a case note and in the "rationale" narrative on the Plan Development Extension page.

If approved, the supervisor will:

1. Document approval of the specific extension of the 90-day time frame in a case note.
2. Enter the agreed-upon rationale and new date for plan development on the Plan Development Extension page in AWARE™ to move the case into "Eligible-E" status.
3. Ensure the Plan Development Extension letter in AWARE™ is sent to the consumer to document the agreed upon new plan development extension date.

605.03 ILP in AWARE™

See RSM 2, Attachment 300-1.

605.04 ILP Changes

- a. **ILP Amendments** – The **ILP** shall be amended when there is a change in the goal, services to be provided, or providers of services. An amendment to the **ILP** is not required for the provision of minor services, defined as services which cost up to \$200. Minor services provided must be documented in the record. **Staff shall not use a series of \$200 purchases to avoid amending the ILP and obtaining required approvals.**

Amendments to the **ILP** will not take effect until all parties agree to and sign the amended **ILP**. Procedures required for the original **ILP** pertain to any ILP amendment. Staff have the opportunity to start with a "cloned" copy of the original Plan and then make the needed changes.

- b. **ILP Technical Service Category Edits** – A technical edit to a planned service or to the estimated DORS cost of a planned service is permissible when the change is evidently consistent with the consumer's informed choice as documented on the Plan, which was signed by the consumer and subsequently attached to the AWARE™ case record. The purpose of the

edit will be to expedite service delivery or to update the DORS cost for planned services when the current total service cost after **ILP** exceeds or is expected to exceed the estimated DORS cost by greater than 10%.

1. Technical edits to planned services (i.e., to rename, but not change the service, or to correct the estimated planned service start date) may be performed by OBVS supervisors or program managers. Once the edit is complete, the original service category and the revised service category will appear on the Plan in AWARE™.
2. Technical edits to planned services required to update the DORS cost may be performed by the supervisor, administrative supervisor, OFS/OBVS senior management, Staff Specialist for AWARE™ or Executive Staff within the IPE Agency Cost thresholds in their assigned AWARE™ security template. Once the edit is complete, the original cost and the edited cost for the service will appear on the Plan in AWARE™.

605.05 ILP/Plan Review

The **ILP** shall be reviewed by the DORS counselor and the participant, and/or the individual's representative as appropriate, as often as necessary but no less than annually. This will include a review of:

- Progress toward meeting the identified goal on the **ILP**.
- The individual's financial status.
- The status and continued use of goods which may have been provided.

If the review indicates that changes are needed in the **ILP**, the DORS counselor and eligible individual/authorized representative will jointly redevelop and agree to its terms (see **Section 605.04, ILP Amendment**).

606 Ineligibility Determined Subsequent to IPE/ILP

If it is determined after development of the **IPE** or **ILP** that an individual is no longer eligible for VR services, procedures pertaining to ineligibility and closure of the record of services will be followed (see **RSM 2, Section 500** and **Section 1000**).