

# DVR Individual Placement and Support (IPS) Technical Specifications

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# Learning Objectives

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- Understand who is eligible for Individual Placement and Support (IPS) services
- Understand and apply DVR's IPS technical specifications
- Understand when services should be authorized, including the length of services



# Who is Eligible for IPS Services

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- Category 1
- Connected to a treatment team:
  - Comprehensive Community Services (CCS)
  - Community Support Programs (CSP)
  - Community Recovery Services (CRS)/First Episode Psychosis (FEP)
- Demonstrated need for ongoing support to keep a job
- Can be Category 1 and **not** need IPS services



# Technical Specifications

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- Evidence-based model of Supported Employment (SE) services for consumers with the most significant disabilities (Category 1) who have a primary diagnosis of serious and persistent mental illness or substance use disorders and need long-term support to maintain a job
- Provided in a working alliance with mental health services and include planning for employment, job development, job placement, on-the-job support, transition to long-term support (LTS), and successful employment
- To build ongoing collaboration, DVR attendance at meetings and continued use of information from the IPS Employment Center is encouraged, including resources on implementation of the IPS model, agency guidance, fidelity reviews and recommendations, policies, and regulations



# IPS Career Profile

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- To gather relevant information to assist in individualizing the job search and identifying employment goals and factors for job retention
- In most cases, should be started once consumer is known to the employment specialist
- Takes place over several meetings with the consumer



# IPE Development

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The Individualized Plan for Employment (IPE) includes:

- Job goal
- Services
- Progress measures and responsibilities
- Expectations and responsibilities for the consumer and Vocational Rehabilitation Counselor (VRC)



# Job Development Plan

- Initial Job Supports Plan
  - OPTIONAL!
- Job Development Plan

Department of Workforce Development  
Division of Vocational Rehabilitation

State of Wisconsin

## Job Development Plan & Monthly Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within five (5) days of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

<input type="checkbox"/> General Job Development	<input type="checkbox"/> Supported Employment	<input type="checkbox"/> Individual Placement
<input type="checkbox"/> Customized Employment	<input type="checkbox"/> Internship/Temporary Work	<input type="checkbox"/> Student Work Based Learning
Only for JPD Report		
<input type="checkbox"/> Initial <input type="checkbox"/> Monthly		

If report is for development of an I/TW and no IPE has been created, complete only *italicized items*.

Initial Plan Date	Revised Plan Date	Report Author
<i>Purchase Order (PO Number)</i>		
<i>Consumer IPE Goal (and approved intermediate alternatives)</i>		
<i>Purpose of I/TW, if applicable (e.g., "explore industry," "verify skills match," "test environment," "confirm interest," "identify skill deficits")</i>		
<i>Consumer has signed a release authorizing provider to contact employers</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Desired Wage</i>	<i>Desired Hours/Week</i>	
<i>Describe topics discussed (attendance, punctuality, safety, work instructions, interaction with coworkers)</i>		
<i>Describe job preparation skills practiced (interview practice, job application, resume/cover letter development, job search, contacting employers, registering and navigating in Job Center of Wisconsin)</i>		
<i>Describe consumer's performance during preparation activities and recommendations for improvement in these activities if needed</i>		

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# IPS Systematic Job Development

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- Job match and job fit
- Meaningful employment for the consumer – beyond stated goal (search for the “why”)
- Wages and hours per week – DVR tiered payment structure



# Job & Task Analysis

- Why?
- Determine the tasks that make up a job
- Job site analysis
- Task Analysis

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## Job/Task Analysis and Systematic Instruction Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Report must be filled in completely and submitted within **five (5) days** of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)
Hourly Systematic Instruction	Provided as a support with the following services: <input type="checkbox"/> Internship/Temporary Work <input type="checkbox"/> Job Preparation and Development <input type="checkbox"/> Student Work Based Learning On-The-Job Training
Monthly Systematic Instruction	Provided as a support with the following services: <input type="checkbox"/> Customized Employment <input type="checkbox"/> Individual Placement and Support <input type="checkbox"/> Supported Employment <input type="checkbox"/> Partners with Business
Report Date	Report Author
Purchase Order (PO) Number	
Counselor/DVR Staff Contact Name	Consumer Phone Number
Consumer Work Location (Name and Address)	Systematic Instructor Name
	Immediate Supervisor Name
Employer Contact Information	
Commensurate Wage Consumer is Being Paid	

### General Information

The Job Analysis and Task Analysis are to be completed and submitted to DVR before the DVR consumer/employee starts the position. If any information changes in these initial sections of the report, it can be updated as the consumer progresses and more information is gathered. The breakdown of individual tasks and service summary are updated on a monthly basis and sent to DVR as a record of service and consumer progress.



# Systematic Instruction (Monthly)

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- Planning and implementing individualized instruction
- How?
  - Direct verbal cue
  - Gestures
  - Indirect verbal cue
  - Modeling
  - Natural support
  - Pictures or written instructions
  - Prompts
  - Visual cue
  - Others



# Monthly Systematic Instruction

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- Others:
  - Fostering positive workplace relationships
  - Development of natural supports
  - Situational problem solving and communication
- Not intended to replace employer-provided training to the employee
- As progress is made toward independence, fading should occur



# Other Types of Support

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- Support that falls outside of the soft/hard skills described in Systematic Instruction (SI) – consult SE Team and DVR
- Case-by-case basis depending on the needs of the consumer
- Can include off-site support (e.g., employer does not want others at business including systematic instructor or employment specialist)



# Transition to Long-Term Support

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- No longer a required meeting
- Discussion with the vocational provider, consumer, DVR, and LTS provider is required
  - Can be done virtually or via email
- DVR documents that all parties have agreed on a plan to provide support to the consumer



# Transition to Long-Term Support (cont.)

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- Wage verification to DVR
- Payment upon submission of LTS report – signatures optional
- DVR will continue following for 90 days after transition to LTS



# Collaboration Tips and Tricks

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- What is working for you?
- What are some barriers to collaboration?
- Brainstorm ways to overcome those barriers.



# Resources

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- IPS Employment Center  
<https://ipsworks.org/>
- Job Accommodation Network (JAN)  
<https://askjan.org/>
- Great Lakes ADA Center  
<http://www.adagreatlakes.org/>
- IPS Technical Specifications  
<https://dwd.wisconsin.gov/dvr/service-providers/tech-specs/ips.htm>



A blue-tinted photograph of the Wisconsin State Capitol building, featuring its prominent dome and a fountain in the foreground. The word "Questions?" is overlaid in white text in the center of the image.

Questions?



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