



GOVERNMENT OF THE DISTRICT OF COLUMBIA  
**DEPARTMENT ON DISABILITY SERVICES**

<b>POLICY</b>	
Department on Disability Services	Subject: Individualized Plan for Employment (IPE)
Responsible Program or Office: Rehabilitation Services Administration	Policy Number: 2019-RSA-POL003
Date of Approval by the Director: 2/13/2019	Number of Pages: 8
Effective Date: 02/25/2019	Expiration Date, if Any:
Supersedes Policy Dated: Section IV DCRSA Policy Manual (2010) - Individualized Plan for Employment (IPE) Services	
Cross References, Related Policies and Procedures, and Related Documents:  Informed Choice (2017), 29 DCMR 100 <i>et seq.</i> , and 34 C.F.R. §§ 361 <i>et seq.</i>	

**1. PURPOSE**

The purpose of this policy is to provide guidance and clarification regarding the development, content, implementation and review of the Individualized Plan for Employment (IPE) for persons served by the Department on Disability Services (DDS), D.C. Rehabilitation Services Administration (DCRSA)

**2. APPLICABILITY**

This policy applies to all Vocational Rehabilitation (VR) Specialists, supervisors, managers, and people served by DCRSA.

**3. AUTHORITY**

The authority for this policy is established in DDS as set forth in D.C. Law 16-264, the “Department on Disability Services Establishment Act of 2006,” effective March 14, 2007 (D.C. Code §§ 7-761.01 *et seq.*), Establishment of the Rehabilitation Services Program (D.C. Code §§ 32-331 *et seq.*), 29 DCMR 100 *et seq.*, and 34 C.F.R. §§ 361 *et seq.*



#### 4. POLICY

It is the policy of DCRSA to develop and implement an IPE in a timely manner for each person DCRSA has determined to be eligible for vocational rehabilitation services and placed in an open priority of service category under order of selection.

DCRSA shall ensure that VR services are provided in accordance with the provisions of the IPE.

##### A. IPE Development

1. The IPE is a written document, prepared on DCRSA forms, and is developed and implemented in a manner that gives eligible persons the opportunity to exercise informed choice consistent with the DCRSA Informed Choice Policy.
2. The VR Specialist shall conduct a comprehensive needs assessment as defined in Section 6(A)(2) of this policy in order to determine VR needs, the employment outcome, and the nature and scope of VR services to be included in the IPE.
3. The IPE shall be designed to achieve a specific employment outcome, as defined in 34 C.F.R § 361.5(c)(15) and 29 DCMR § 199, that is selected by the person and consistent with the person's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice (See Informed Choice Policy).
4. An IPE for a student with a disability is developed in coordination with the individualized education program, or 504 services, as applicable, for that person in terms of the goals, objectives, and services identified in the education program.
5. The IPE shall be agreed to and signed by the eligible person or, as appropriate, the person's representative; and, approved and signed by the VR Specialist prior to being implemented.
6. A copy of the IPE and a copy of any amendments to the IPE are provided to the eligible person or, as appropriate, to the person's representative by the VR Specialist, in writing and, if appropriate, in the native language or mode of communication of the person or, as appropriate, the person's representative.



## B. Required Information

Prior to IPE development, DCRSA shall provide the following information to each eligible person or, as appropriate, the person's representative, in writing and, if appropriate, in the native language or mode of communication of the person or the person's representative:

### 1. Options for developing an IPE:

Information on the available options for developing the IPE, including the option that an eligible person or, as appropriate, the person's representative may develop all or part of the IPE as described in DCRSA's Informed Choice Policy. The VR Specialist shall provide the person or the person's representative with a list of agencies that can assist in development of the IPE. Regardless of who develops the IPE, it must be completed on DCRSA forms and meet the requirements of this policy.

### 2. Additional information:

Additional information to assist the eligible person or, as appropriate, the person's representative in developing the IPE, including:

- a. Information describing the full range of components that must be included in an IPE;
- b. As appropriate to each eligible person :
  1. An explanation of DCRSA guidelines and criteria for determining an eligible person's financial commitments under an IPE;
  2. Information on the availability of assistance in completing DCRSA forms required as part of the IPE; and
  3. Additional information that the eligible person requests or DCRSA determines to be necessary to the development of the IPE.
- c. A description of the rights, responsibilities, and remedies available to the person, including the recourse available if the person is dissatisfied with any determination concerning the furnishing or denial of VR service.
- d. A description of the availability of the Client Assistance Program (CAP) and CAP's contact information.

### 3. Persons entitled to benefits under Title II or XVI of the Social Security Act:

For persons entitled to benefits under Title II or XVI of the Social Security Act on



the basis of a disability or blindness, DCRSA shall provide to the person general information on additional supports and assistance for persons with disabilities desiring to enter the workforce, including benefits planning as a VR service on the IPE when identified as a need.

### C. IPE Reviews and Amendments

1. The IPE shall be reviewed at least annually by the VR Specialist and the eligible person or, as appropriate, the person's representative to assess the person's progress in achieving the identified employment outcome. The IPE can be reviewed more frequently at the suggestion of the VR Specialist or upon the person's, or the person's representative's request. A review shall take place within 30 calendar days of the person's, or person's representative's request;
2. The IPE shall be amended, as necessary, by the person or, as appropriate, the person's representative, in collaboration with the VR Specialist, if there are substantive changes in the employment outcome, the VR services to be provided, or the providers of the VR services;
3. IPE changes that are not substantive, such as cost of service adjustments, ending a service that has been completed, or additions made to complete new data fields, do not require the agreement or signature of the person or person's representative. However, if a service is being utilized and is discontinued, the person must consent to the change unless a decision letter or case closure letter has been sent outlining the right to appeal and a description of the CAP along with CAP's contact information;
4. Amendments to the IPE shall not take effect until agreed to and signed by the eligible person or, as appropriate, the person's representative and by the VR Specialist; and
5. The IPE shall be amended, as necessary, to include any post-employment services and service providers that are necessary for the person to maintain, advance in, or regain employment, consistent with the person's unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice.

## 5. RESPONSIBILITY

The responsibility for this policy is vested in the DDS Director. Implementation of this policy is the responsibility of the Deputy Director of DCRSA.

## 6. STANDARDS



#### A. Developing IPE -

1. The IPE shall be developed as soon as possible, but not later than 90 days after the date of determination of eligibility, unless the VR Specialist and the eligible person agree to extend this timeframe to a specified due date by which the IPE must be completed in accordance with 34 C.F.R § 361.45(e). Documentation of this extension shall be included in the case record.
2. IPE shall be based on comprehensive assessment.
  - a. In preparing the comprehensive assessment, the VR Specialist shall use, to the maximum extent possible and appropriate and in accordance with confidentiality requirements, existing information that is current as of the date of the development of the IPE, including information that is:
    1. Available from other programs and providers, particularly information used by education officials, the Social Security Administration and the Developmental Disability Administration (DDA) for persons receiving DDA supports;
    2. Provided by the person and the person's family; and,
    3. Obtained under the assessment for determining the person's eligibility and vocational rehabilitation needs.
  - b. If the person has a diagnosed physical, mental health, or substance abuse disorder, the VR Specialist shall consider the following:
    1. If symptoms are present, do they present a barrier to the person's ability to participate in job training and/or meet the functions of the job he or she seeks?
    2. Does the person experience medication side effects or participate in ongoing treatment/therapy that may pose a potential barrier(s) to employment?
    3. Would the person benefit from Counseling and Guidance services or Physical and/or Mental Restoration services as part of the IPE?

The provision of VR services shall not be conditioned upon a person's compliance to recommended treatments or therapies so long as the person understands and accepts responsibility for maintaining his or her health in order to ensure a continual ability to



participate in vocational rehabilitation services, and ultimately meet the functions and typical requirements for the job he or she seeks with reasonable accommodation, as needed.

B. Mandatory Components -

1. The IPE shall include a description of the specific employment outcome, as defined in 34 C.F.R. § 361.5(c)(15), that is chosen by the eligible person and is consistent with the person's unique strengths, resources, priorities, concerns, abilities, capabilities, career interests, and informed choice consistent with the general goal of competitive integrated employment. In the case of an eligible person who is a student or a youth with a disability, the description may be a description of the person's projected post-school employment outcome.
2. The IPE shall include a description of:
  - a. The specific rehabilitation services needed to achieve the employment outcome, including, as appropriate, the provision of assistive technology devices, assistive technology services, and personal assistance services, including training in the management of those services; and,
  - b. In the case of a plan for an eligible person who is a student or youth with a disability, the specific transition services and supports needed to achieve the person's employment outcome or projected post-school employment outcome.
3. The IPE shall:
  - a. Provide for services in the most integrated setting that is appropriate for the services involved and is consistent with the informed choice of the eligible person;
  - b. Include timelines for the achievement of the employment outcome and for the initiation of services;
  - c. Include a description of the entity or entities chosen by the eligible person or, as appropriate, the person's representative that will provide the vocational rehabilitation services and the methods used to procure those services including use of comparable benefits;
  - d. Include the terms and conditions of the IPE, including, as appropriate, information describing:



1. The responsibilities of DCRSA; and
2. The responsibilities of the eligible person, including:
  - a. If applicable, the extent of the person's participation in paying for the cost of services; and
  - b. The responsibility of the person with regard to applying for and securing comparable services and benefits as described in 34 C.F.R. § 361.53; and
  - c. The responsibilities of other entities as the result of arrangements made pursuant to the comparable services or benefits requirements in 34 C.F.R. § 361.53.

C. Supported Employment Requirements -

An IPE for employment for a person with a most significant disability for whom an employment outcome in a supported employment setting has been determined to be appropriate must:

1. Specify the supported employment services to be provided by DCRSA;
2. Specify the expected extended services needed, which may include natural supports;
3. Identify the source of extended services or, to the extent that it is not possible to identify the source of extended services at the time the IPE is developed, include a description of the basis for concluding that there is a reasonable expectation that those sources will become available;
4. Provide for periodic monitoring to ensure that the person is making satisfactory progress toward meeting the weekly work requirement established in the IPE by the time of transition to extended services;
5. Provide for the coordination of services provided under an IPE with services provided under other individualized plans established under other federal or state programs which may include the Developmental Disabilities Administration, or the Department of Behavioral Health;
6. To the extent that job skills training is provided, identify that the training will be provided at the job site; and



7. Include placement in an integrated setting for the maximum number of hours possible based on the unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice of persons with the most significant disabilities.

D. Post-Employment Requirements

The IPE for each person must contain, as determined to be necessary, statements concerning:

1. The expected need for post-employment services prior to closing the record of services of a person who has achieved an employment outcome;
2. A description of the terms and conditions for the provision of any post-employment services; and,
3. If appropriate, a statement of how post-employment services will be provided or arranged through other entities as the result of arrangements made pursuant to the comparable services or benefits requirements in 34 C.F.R. § 361.53.

A handwritten signature in black ink, appearing to read 'Darryl Evans', written over a horizontal line.

Darryl Evans  
Deputy Director, DCRSA

A handwritten date '2/12/19' in black ink, written over a horizontal line.

Approval Date

A handwritten signature in blue ink, appearing to read 'Andrew P. Reese', written over a horizontal line.

Andrew P. Reese, Director

A handwritten date '2/13/19' in blue ink, written over a horizontal line.

Approval Date