

July, 2024

# VR IPS Process Update

Effective July 1, 2024, Vocational Rehabilitation (VR) has updated its Individual Placement and Support (IPS) process regarding reauthorizations for milestone payments to reflect the following:

***Reauthorization for milestone is dependent on service documentation verifying satisfaction of that milestone, team consultation and a plan to address improvements to support reauthorized activities. An Exception to Policy (ETP) is required for services exceeding the monthly cap on the cost of services. The MOA between IVRS and HHS supports IPS fidelity as it clearly outlines the funding structure in regards to long term support services within IPS.***

## VR Process for Milestone Reauthorizations Requests

1. Identify milestones that require reauthorization.
2. Review original milestone payment documents from Community Rehabilitation Program (CRP) to verify that services were delivered to satisfaction.
3. Staff case and obtain approval with IVRS IPS team (Vienna or Ashley).
4. Team meeting with Job Candidate's (JC) support team, JC, and IPS team to obtain agreement for reauthorization renewal. Document team support in casenotes.
5. Complete and obtain supervisor ETP if services will exceeded the monthly cap as outlined above. Document ETP in case notes.
6. Follow local office procedures for authorization request.

## CRP Process for Milestone Reauthorization Requests

1. Identify milestones that require reauthorization.
2. Ensure all IPS documentation has been submitted to IVRS staff to provide current case updates.
3. Request reauthorization from IVRS Counselor via email for documentation.
  - a. *This does not guarantee a reauthorization will be granted.*

*\*Refer to IPS Flowchart or VR IPS team for additional questions.*