

Text in red are VR comments/feedback for training and not a part of the original report.

Services to be Provided to:

Name : [REDACTED]
Address : [REDACTED]

Return Billing Copy to:

Iowa Vocational Rehabilitation Services
[REDACTED]

Services Provided by:

Payee : [REDACTED]
Address : [REDACTED]

Authorization # : [REDACTED]
Case # : [REDACTED]
IVRS Contact : [REDACTED]
Contact Phone # : [REDACTED]
Vendor # : [REDACTED]

INSTRUCTIONS: Complete the billing section and sign and return this form (or attach an original invoice) within 45 days after services have been provided. If services are completed on different dates, photocopy this form and submit separately for payment after each service. Claims may not exceed the maximum. Return completed form to the address above. You may make a photocopy for your records. As an agency of the State of Iowa, IVRS is exempt from State of Iowa sales and use taxes.

Authorized Service Description # 1	Start Date	End Date	Qty	Unit Cost	Adjustment(+/-)	Total
Job Development	01/18/2021	03/31/2021	80	\$16.53	\$0.00	\$1,322.40

Billing Section	Service Provided Date	Qty Billed	Unit Cost	Total Billed
To be Completed By Payee :	02/02-23/2021	49	\$16.53	\$809.97

Original Authorization Total	(+) Amendment Total To-Date	(-) Cancellation Total To-Date	Current Authorization Total
\$1,322.40	\$0.00	\$0.00	\$1,322.40

[REDACTED SIGNATURE]

JAN 15 2021

Authorized By : [REDACTED]

Authorized Date: 01/15/2021

Any apparent errors or misunderstandings should be reported to the Agency at once. Acceptance of this authorization is certification that the provider of services does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, disability, ancestry, sexual orientation, gender identity, or veteran status. Persons with concerns or questions regarding civil rights compliance should contact: Attorney, Iowa Vocational Rehabilitation Services, 510 East 12th Street, Des Moines, Iowa 50319 (Telephone 515/281-4146). Training institutions will provide this agency with regular progress reports. The continuation of this program is at all times dependent upon satisfactory progress. The Agency assumes no responsibility for payment if any deviation from the authorized program of services is made without prior approval and official revision of this authorization. Authorized amounts may be reduced or canceled should funds be delayed or curtailed.

I certify services have been provided as specified in this authorization/billing.

[REDACTED SIGNATURE]
Payee Signature (or attach original invoice)

03/10/2021
Signature Date

For IVRS Office Use Only:

I certify the goods and/or services have been received.

Approval to pay: _____

Date: _____

Final Invoice: Please check this box if this is the final claim for this authorization.

___ Billing Copy ___ Case file copy ___ Client Copy (This is not a bill.)

Supported Employment Placement Agreement

If the interdisciplinary team determines that the Job Candidate demonstrates the appropriate work habits, behaviors and skills for community work, team members complete Section IV with the appropriate funding source.

Job Candidate: **XXX**

Alternative Vocational Goals: **Loader/Unload**

Maximum hours capable of working: **15 hrs/wk**

Minimum hours that are acceptable: **10 hrs/wk**

Non-negotiable requirements:

- **Can't work before 10am or passed**
- **Can't do**

Job Candidate Responsibility: **Be ready for work**

Family/Guardian Responsibility: **Reporting**

IVRS Responsibility: **Fund job dev & SES job**

Case Manager Responsibility: **Fund LTSS**

CRP Responsibility: **Job**

Desired Vocational Goal:
Kitchen help - no contact w/

Desired Wage: **\$10/hr**

Desired Schedule:

**Mon-Fri 11am-1:30pm
Mon-Fri 2pm-4pm
No first Mondays of the month due to**

Who will provide/fund long term follow-up, advancement and placement support?

Name/ Position	Address	Phone	Service
HCBS Waiver			LTSS
XX CRP			Job dev, coaching &

HCBS Waiver &

Transportatio

What are the training needs for this person to be successful on a job in the community?

Training needs	Supports Necessary	Provided by
Initial on the job	Direct supervisor & job	Employer & XX CRP
Budgeting & Wage	Payee	Parents
Building natural	Introduction to	Employer & job
Ongoing on the job	Follow up from job	Job

How many hours does the team think will be reasonable to commit to weekly in finding a job? 1 hr/wk

Upon hire, who is responsible for submitting job candidate's employment information to Social Security?

Parents will work with VR benefits planning person to learn how to do it and then take it on

Signature page:

XXX		1/15/2021
<hr/>		
Job Candidate Signature		Date
XXX-XX		1/15/2021
<hr/>		
Guardian Signature		Date
<i>Casemanager Signature</i>		1/15/2021
<hr/>		
Case Manager Signature (if applicable)		Date
Employment Specialist		1/15/2021
<hr/>		
CRP Staff Signature		Date
<i>VR Counselor</i>		1/15/2021
<hr/>		
IVRS Signature		Date
<hr/>		
Other Team Members Signature	Relationship	Date

Job Development Monthly Report Form

Job Candidate Name: [REDACTED]

-Service: Job Development

CRP Staff: [REDACTED]

Month: February 2021

Services Provided

Completed Application (list businesses below)

Application Follow-Up

Interview Skills

Interview

Mock Interview

Assistive Technology

Career Counseling

Employment Preparation/Training

Resume building

Employer Development

Disability Awareness Training

Plan for Natural Supports

Hiring Event

Reasonable Accommodation(s)

Other _____

Boxes need to be checked off

1. Employers contacted

Business Name	Type of contact
Need to fill out names of all businesses contacted	<input type="checkbox"/> Phone <input type="checkbox"/> In-person <input checked="" type="checkbox"/> Interview
	<input type="checkbox"/> Phone <input type="checkbox"/> In-person <input type="checkbox"/> Interview
	<input type="checkbox"/> Phone <input type="checkbox"/> In-person <input type="checkbox"/> Interview
	<input type="checkbox"/> Phone <input type="checkbox"/> In-person <input type="checkbox"/> Interview
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	<input type="checkbox"/> Phone <input type="checkbox"/> In-person <input type="checkbox"/> Interview
	<input type="checkbox"/> Phone <input type="checkbox"/> In-person <input type="checkbox"/> Interview

2. A description of any newly identified barriers to successful employment: **JC sent multiple text messages to staff about his mental health, and how he was not doing alright. Staff responded and tried to help with the situation, however JC got upset and started to send messages with foul language to staff. Staff did not think that he was career ready, and staff contacted his team to discuss further steps. JC did not submit any applications with staff due to his current mental health situation. Staff decided to put JC on hold for 60 days.**

3. Feedback from Employers/Businesses contacted: **TBD**

4. CRP Comments/Next Steps: **Hold 60 Days.**

If Employment is obtained, complete the following to submit to IVRS with a finalized Job Analysis Form.

Business name	Address	Position	Hours per week	Wage/hr	Start Date

See Correspondence Billing Log VR comments for why following "Total number of hours worked" has been corrected.

Job Development Monthly Report Form

Job Candidate Name: [REDACTED]

Service provided: **Job Development**

Date(s) of service and hours worked each date:

2/2	2	
2/4	1.5	2/4/21 = 0.25 hr
2/5	1	2/5/21 = 0.25 hr
2/5	0.25	This transaction is administrative and not billable.
2/5	0.25	This transaction is administrative and not billable.
2/5	0.25	This transaction is administrative and not billable.
2/5	1.5	2/5/21 = 0.25 hr
2/5	1.25	This transaction is administrative and not billable.
2/8	0.25	
2/8	1	2/5/21 = 0.25 hr
2/9	0.25	
2/9	0.25	This transaction is administrative and not billable.
2/9	0.25	This transaction is administrative and not billable.
2/10	0.25	This transaction is administrative and not billable.
2/10	0.5	This transaction is administrative and not billable.
2/10	0.25	This transaction is administrative and not billable.
2/10	0.25	This transaction is administrative and not billable.
2/23	1	This transaction is administrative and not billable.

Total number of hours worked: **12.25**

Corrected Total number of hours worked: 3.50

CRP Signature: [REDACTED]

CRP staff submit this form to IVRS with any narrative needed to document the provision of this service.

CORRESPONDENCE BILLING LOG

*** Billing Code indicates the type of service being provided:

Individual Placement & Supports (IPS), Customized Employment (CE), Workplace Readiness Assessment (WRA), Job Shadow(JSD), Career Exploration (CRE), Work Adjustment Training (WAT), Job Seeking Skills Training (JSST), Transportation Training (TT), Job Development (JD), Natural Supports Planning (NSP), Supported Employment Job Coaching (SEJC), Job Follow-Up (JFU), Non-Supported Employment Job Coaching (NSJC), & Pre-ETS Supported Short-Term Paid Work Experience (PETSSTPWE)

CONSUMER NAME:	MEDICAID ID#:	***BILLING CODE:	PROVIDER NAME:	JOB TITLE:
XXX	XXX	JD	XX	

Date: Please use 00/00/0000 format for date.

Location: Where did employment specialist (ES) provide the support? Field (FD), Office (OFC), Consumer Home (CH), Staff Home (SH), Other (OT)

Support Type: Indicate if email (EM), text message (TM), Phone call (PC), virtual meeting (VMTG), face-to-face (F2F), misc (MISC), job coaching supports (JS), & job development (JD)

Start/End Times: Round to the nearest whole minute (e.g. 1:02pm)

Refer to VR CRP/IP MOS Manual on how to calculate Total Time

XXXX

Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/2/2021	OFC	VMTG	10:00AM	11:00AM	1.00	<p>ES met with JC via Zoom. ES asked JC about his interests. JC expressed that he really enjoys sports. ES then asked JC what kind of job he would be interested in. JC expressed that he wants to work somewhere closer to home so that he can take the bus to work. ES and JC talked about the possibilities. We talked about things that he was interested in. We also talked about how he did not have much previous work experience. JC expressed that he did not want to work somewhere where there was a lot of social interaction. ES discussed with JC his transportation. ES helped JC look for things that were near his apartment so that he could still take the bus. We discussed maybe working at a hotel or something with janitorial services. We looked at positions open at Hy-Vee. He said he was not interested in any of the open positions because they all required to talk to people. JC agreed to look up 5 jobs that he would be interested in and bring them to the next meeting so that we could apply for some.</p> <p>Better narrative: While sharing screen & helping JC look for job online, we discussed what he liked/disliked in general and as it related to jobs we found online. We also discussed solutions to barriers to employment such as transportation use will be bus so job needs to be on bus line; how to talk about limited work experience; and jobs with little to no talking to others to support his personality. See list of employers on Job Development Log report. ES gave JC homework: come up with at least 5 jobs that he would be interested in and we will look into openings and apply at the next meeting 2/9/21.</p>	XX

Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/2/2021	SH	JD	12:00pm	1:00pm	1.00	<p>ES searched for jobs that JC might be interested in based on the conversation previously in the day. ES saved & will share with JC during next meeting.</p> <p>Better narrative: Completed online job searching & will share with JC at the next meeting 2/9/21. See list of employers on Job Development Log report.</p>	XX

Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/4/2021	SH	TM	12:00pm	1:30pm	1.50	<p>JC texted ES to let her know that he was interested in working at Jimmy Johns. ES responded, <u>that is great, how about we fill out an application next week when we meet.</u> JC texted staff and said he was excited to possibly work at Jimmy Johns. JC then asked ES if she was upset because he asked Jimmy Johns if they will work with job coach. ES responded she was not upset but that she was excited for him. JC texted ES and asked when he would be allowed to meet in person. ES told him we would be in person if he had an interview or when he started a job and we would be job coaching. JC asked ES if she still wanted him to find multiple part time jobs to apply for. ES responded with Yes. JC then texted ES and asked what other positions ES thought he would be good at. ES responded reminding him to find jobs he would like and we could apply at our next meeting. JC then texted ES and asked if ES thought Jimmy Johns would be a good fit and that he was excited to possibly work there. ES responded that she thinks it would be a good job and to keep looking for more jobs. JC responded I apologize for frustrating ES. ES responded that he did not frustrate her and that she was excited he was looking for jobs. JC then texted ES and let her know that he went in person to talk to Jimmy Johns about jobs and having a job coach. ES praised JC. JC then texted ES and asked if she thought him working at the mall would be overwhelming. ES responded and said it would depend on the position and again encouraged him to find the positions and then we could apply for them during next meeting. He then texted ES he was scared to work at a part time position. He then asked if it was okay for SCL staff to attend next meeting. ES responded that was fine.</p> <p>Refer to CRP/IP MOS Manual on how to count unscheduled encounters like these. Because VR acknowledges the value in text messages, emails and quick phone calls or voice messages yet the time it often takes to complete those transactions may not warrant an entire unit of payment per transaction or for the length of time from first to last transaction, VR lumps services and actions together to justify their unit of work. Each read-response transaction is equivalent to a minute of service. The above narrative shows the breakdown of how this unscheduled encounter should have been calculated. Each underlined segment is a minute of service. Therefore, the above unscheduled encounter is 10 minutes worth of reading-responding transactions which is 0.25 hr (not 1.50 hrs).</p>	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/5/2021	SH	TM	9:00am	10:30am	1.00	<p>JC asked ES to let him know that VR CO had emailed him to let him know that he should meet with ES w/o SCL staff. ES responded that it sounded perfect. JC texted staff and said that VR CO was proud that he is going to apply at Jimmy Johns. ES responded that she was excited too and reminded him of when we were going to meet. JC then texted ES and asked if he could tell sES something. ES responded "yes" JC then texted ES that he had recently been assaulted and he was scared to talk about it. ES responded and asked if he was okay and then asked how recent it was. JC responded that PTSD is worse from someone who had been recently assaulted. He sent another message that said "it is hard to talk about assault and he was wondering if ES was going to report because she was a mandatory reporter. ES replied and said "yes it is hard to talk about and asked if it was recent. JC responded with same text message above that it was hard to talk about, and even more hard with PTSD and wondering if ES was going to report. He then sent another message that assault was recent and that he was scared to talk about it. Another text message said assault was recent and he was still scared. ES responded that she had a meeting to get to but would respond as soon as possible.</p> <p>See guidance above. This impromptu transaction would be 7 minutes worth of reading-responding which is 0.25 hr (not 1 hr).</p>	XX

Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/5/2021	SH	PC	11:15am	11:30am	0.25	ES called her SO to talk about how she should handle this situation. She then sent an email to VR CO asking her to call her as soon as possible. ES then received call from VR CO. ES updated VR CO on the conversation that occurred between her and JC this morning. VR CO asked her to send her an email with screenshots of text messages and that she would pass the information to JC's case manager and mother. This transaction is administrative and not billable.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/5/2021	OT	EM	2:00pm	2:15pm	0.25	ES emailed VR CO with an update from conversation earlier in the day. ES attached screenshots from text with JC. Email copied below. Hi, VR. As attached, you had stated to ES that JC had emailed you about job opportunities with Jimmy Johns and JC asking SCL staff to be a part of that process. We also discussed this text messages that were received from JC and I just wanted to send an update regarding the ocrrespondence with JC. I have some concerns regarding the job development process with JC. Today I received some text messagtes from JC about being assaulted. I have asked him about who the person was and he informed me that his SCL roommate had assaulted him recently. I have attached those text messages to this email. This transaction is administrative and not billable.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/5/2021	OT	EM	2:30pm	2:45pm	0.25	ES received email from casemanager in response to VR CO's previous email. Response included "Thanks for sharing your concerns and am very aware of trauma concerns and allegations and is folowing up on them and making the appropriate contacts/safety measures regarding these concerns. The program director with JC are working through next steps. Thank you for your concern for his well being. ES then replied to email asking about clarification. Hi casemanager, just wanted to check in and see if I needed to file anything. Casemanager replied to ES, I think that would be up to you and your supervisor. SCL agency completed an internal investigation and completed any reports that they felt were necessary and they have taken other steps to protect all parties involved. I would suggest trying to gather more information from JC before you make a decision. DHS will ask many quesitons and it generally needs to be first-hand knowledge. I am happy to talk more about this if you want, but there is never anything wrong with calling if you tihk that is best. This transaction is administrative and not billable.	XX

Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
						<p>ES received text from JC saying "PTSD is worse for someone who has been assaulted and another text that said "Did you know that it is hard to talk about assault and I was wondering if ES was going to report. And a 3rd text that said "did you know that because was recent assault I am scared. ES replied and asked who did it. JC sent a bunch of sad faces to ES. ES replied & said "I want to listen to you & help you but in order to help you I need to know who did it. JC replied and said SCL roommate recently assaulted. I think it is my fault that this was recent assault. He then sent a bunch of sad faces and sent the same messages 3 times and sent another that said I feel alone and not understood. ES replied & asked why he felt alone and that she was there to listen. JC replied that he was not alone but it was hard to understand why someone would assault. ES replied and asked when did it happen. He responded and said that he cries at night because of recent assault. ES replied and asked when it happened. JC responded and said that last Wednesday. ES responded that she understood and that she was sorry he was going through this. JC responded, "Did you know that ES help with recent assault to make sure alright that PTSD won't develop. ES responded and asked him to clarify. He responded with multiple messages. "Did you know that I will be alone not talk about what happened, did you know that nothing will help from recent assault, did you know that I apologize for being disrespectful to ES. ES responded and said he was not being disrespectful and that she was just trying to figure out what was going on so she could support him with getting a job. JC responded, "ES is helping me talk through happening so I feel better not worse and that I apologize for not mentally being alright. ES responded that she understood and that she wanted to help him get a job he enjoys. JC responded, "his favorite job coach was this ES and that he wanted to know what other jobs he could apply for. ES responded asking about the hotel. JC then said that there were no hotels near where he lived. ES said she thinks he would do great there. JC then asked ES she thought Fareway would be a good job. ES responded yes that would be great. ES told him lets apply for Jimmy Johns and Fareway at next meeting. JC responded "Of course."</p> <p>See guidance above. This impromptu transaction would be 12 minutes worth of reading-responding which is 0.25 hr (not 1.5 hrs)</p>	XX
2/5/2021	OT	TM	3:00pm	4:30pm	1.50		
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
						<p>ES called casemanager about abuse procedure to report recent dependent adult abuse that JC had shared. ES spoke to hotline and gave as much information as possible. ES later received multiple text messages from JC that said "Did you know that I am not doing alright" Did you know I apologize for not mentally being alright. JC asked ES the same questions 5 times.</p> <p>This transaction is administrative and not billable.</p>	XX
2.5/2021	SH	TM	6:00pm	7:15PM	1.25		
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
						<p>JC texted ES to let her know that he was excited to apply at Jimmy Johns and Fareway with ES. He also asked ES if she had heard of Firehouse Subs. ES replied that she had and she thinks he should apply at all 3 places.</p>	XX
2/8/2021	OFC	TM	2:00pm	2:15pm	0.25		

						JC texted ES to let her know that he was excited to apply at Jimmy Johns and Fareway (again). He again asked ES if she had heard of Firehouse Subs. ES texted back and said she was excited to apply at Firehouse Subs and Jimmy Johns. He asked ES if she thought those places would work with him having a job coach. ES replied that she thought they would but that we could submit the application and then follow up with the employer. He then texted staff and asked staff if she had received a resume from this casemanager. ES said that she did not receive one but then asked if he had one or needed to make a new one. JC said he had one and wanted casemanager to send it to sES. ES let JC know she was done for the day and that she would call him in the morning. JC responde with a bunch of sad face emojis. See guidance above. This impromptu transaction would be 4 minutes worth of reading-responding which is 0.25 hr (not 1.0 hr)	XX
2/8/2021	OFC	TM	3:45pm	4:45pm	1.00		
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/9/2021	OFC	TM	9:00am	9:15am	0.25	JC texted staff to let him know he was not doing alright. He then texted again and said "I apologize for not being alright" ES asked what was going on and he responded by sending sad emojis back. VR recognizes that many little efforts occur to keep service provision moving forward. Billable since the team has not put things on hold yet.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/9/2021	OFC	EM	9:30am	9:45am	0.25	ES emailed VR CO & casemanager to let them know that was requesting to put JC on hold until a meeting could happen. Email copied below. This transaction is administrative and not billable.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/9/2021	OFC	TM	9:45am	10:00am	0.25	VR CO and casemanager. JC responded with "why" at least 4 times. ES explained to him that we just needed to wait. JC sent sad emojis to staff. This transaction is administrative and not billable.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/10/2021	OT	EM	10:00am	10:15am	0.25	ES received email from VR CO asking if she had invited guardinas to meeting and if JC was coming to the meeting. ES explained that she thought they should meet w/o JC and develop a plan and that if needed they could schedule a second meeting with Logan included. This transaction is administrative and not billable.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/10/2021	OT	TM	12:00pm	12:30pm	0.50	ES received text from JC that said did you know that I let VR CO know that I want a new job coach. ES replied that she wanted to know what was going on. He replied with did you know that I am not interested in working with ES. ES replied "I understand that and I am asking what I did to upset you. I have listened to you and have been trying to help you find a job, however I have more people that I have to see and I need to set boundaries in my life too which means that I can not always answer your text messages all day every day. He replied with "GTFO" 4 times. He also sent emojis and then a message that said I am not scared at what is happening. He then sent a message that said "Holy F*** 4 times as well. ES did not reply to messages. This transaction is administrative and not billable.	XX
Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:

Date:	Location:	Support Type:	Start Time:	End Time:	Total Time:	Documentation Notes:	Completed By:
2/10/2021	OT	PC	2:00pm	2:15pm	0.25	ES received call from VR CO. ES updated her on the text messages that she had received from JC all morning long. She then informed ES that she would let casemanager know and she advised that ES tell JC to contract her with any further concerns. This transaction is administrative and not billable.	XX
2/10/2021	OT	TM	2:15pm	2:30PM	0.25	ES texted JC to let him know that profanity is not acceptable and that she does not apprciare that kind of communication. ES let JC know that if he had any further concerns he could contact VR CO and that ES would not be meeting with him for a while. He repsonded "cool." This transaction is administrative and not billable.	XX
2/23/2021	OFC	F2F	11:00am	12:00pm	1.00	ES met with VR CO and casemanager to discuss next steps for JC. There were a lot of concerns regarding if he was career ready. ES and VR decided to put JC on a 90 days hold and to talk bo his guardians to get him into therapy services so that he could enroll in employment services in the future. This transaction is administrative and not billable.	XX
					TOTAL TIME:	12.25	Correct TOTAL TIME: 3.50

CRP Approver Signature: XX Title: XXXX Date: 3/10/2021

CRP staff must submit this form to IVRS with any supporting reports needed to document the provision of services (e.g. planning reports, statistical analysis, spreadsheets, tracking & outcomes, etc.)

