

### DEVELOPING AN INDIVIDUAL PLAN FOR EMPLOYMENT (IPE)

The purpose of Vocational Rehabilitation (VR) is to provide services to help an individual with a disability to get, maintain, retain or regain employment. The Individualized Plan for Employment (IPE) which is a written plan that is developed by the Vocational Rehabilitation client and their counselor. This IPE includes goals, services, timelines, benchmarks for progress, and supports needed. Without a clearly developed and detailed IPE, Vocational Rehabilitation is unable to properly assist with making the plan become a reality.

#### **ASK – Discuss with your youth what kind of work he/she wants to do in the future?**

- WORK NOW or LATER - Get a job or go to school to learn more skills? Discuss with your VR counselor what are the choices/options that will best work to support what the youth wants to do, to try, and to learn.

#### **PREPARE - Arrive at the meeting with some plans, ideas and completed forms.**

- RECORDS – Bring a copies of: the IEP from school; medical records that show the youth has a disability (even if its obvious, documentation is needed); SSI records and other test results that may help in developing a successful employment plan.

#### **THE IPE will include:**

- SPECIFIC EMPLOYMENT OUTCOME based on the individual's unique strengths, concerns, abilities and interests.
- COMMUNITY BASED supports and services provided in the most integrated setting. Working in the community dramatically increases the opportunities to be included and connected.
- TIMELINE - identifies when services will start and when each goal is expected to be met.
- SERVICES PAID FOR BY VR. After determining who/agencies that will provide each service, it's important to further discuss on what it will take to make it happen that supports success.
- PROGRESS. Discuss and agree on how progress will be measured and how everyone involved will know that progress has occurred.
- RESPONSIBILITIES OF VR, THE INDIVIDUAL AND THE AGENCY providing the services. A clear written understanding that states who is responsible for what and how communication will be maintained between all involved parties is included in the plan.
- SUPPORTED EMPLOYMENT. Is it needed to help the youth? Supported employment can make a dramatic difference for individuals with significant disabilities to be successfully employed in more integrated settings.
- POST-EMPLOYMENT SERVICES. Discuss types of follow-up supports needed to maintain and advance in his/her career path.

#### **QUESTIONS - Talk to others, learn more, share ideas and solutions.**

- Arkansas Vocational Rehabilitation Services: Helping People with Disabilities Go to Work  
<http://www.arsinfo.org/>