

REHABILITATION DIVISION: BVR / BSBVI

Participant Services Policy Manual

Section 10, Title: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)



Contents

I. Rehabilitation Counseling.....	1
II. Assessment of Vocational Rehabilitation Needs (AVRN).....	1
A) Federal Requirements.....	1
B) Agency Requirements when Determining a Vocational Goal.....	2
C) Agency Requirements when Determining IPE Services	2
III. Limitations on Services	3
IV. Individualized Plan for Employment (IPE).....	3
A) Federal Requirements.....	3
B) Additional Nevada Requirements.....	4

I. Rehabilitation Counseling

Provision of quality counseling and guidance is a key component to Rehabilitation Counseling and is critical to the mission of the State VR Agency. This service is an integral component to the delivery of services which is provided throughout the life of the VR case.

II. Assessment of Vocational Rehabilitation Needs (AVRN)

The Assessment of Vocational Rehabilitation Needs (AVRN) is a transparent process of exploring vocational options; determining how disability related barriers to employment can be diminished, accommodated or eliminated; and exploring how other vocational needs can be met in order to assist the participant to make informed choices, that have a high probability of leading to sustainable employment, regarding:

1. The employment outcome (vocational goal) and
2. The nature and scope of vocational rehabilitation services to be included in the IPE.

A) Federal Requirements:

To the extent possible the employment outcome and IPE services must be determined based on the data used for the assessment of eligibility and, as appropriate, in accordance with confidentiality requirements, information from other programs such as education officials, Social Security Administration, and information provided by the individual and the individual's family. If additional data is necessary, a comprehensive

REHABILITATION DIVISION: BVR / BSBVI

Participant Services Policy Manual

Section 10, Title: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)



assessment to determine the participant's unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, including the need for supported employment, must be conducted in the most integrated setting possible consistent with the informed choice of the individual.

B) Agency Requirements when Determining a Vocational Goal:

1. Required Considerations:

The counselor provides vocational counseling and guidance to assist the participant in determining the direction of the employment plan outcome (vocational goal). Participants are expected to actively engage in the research for this process. When identifying potential employment goals, the counselor and participant will consider various aspects to narrow down vocational options to one goal that has a high probability of leading to long-term sustainable employment, including consideration for: short and long-term goals, individual participant needs and interests, labor market and employment trends, and the pros and cons of vocational options.

2. Before Finalizing a Chosen Goal or Amending an IPE Goal:

The counselor and participant must agree that the goal will be a good match and has a high probability of leading to sustainable employment.

3. Informed Choice and Limitations on Vocational Goals:

Participants are expected to make informed decisions regarding their employment outcome/vocational goal, and their decision will be taken into consideration.

C) Agency Requirements when Determining IPE Services:

Required Services. The following services must be adequately provided for or addressed as applicable to the needs of the individual:

1. Vocational Counseling and Guidance
2. Services that will accommodate, diminish, or eliminate barriers to employment due to the disability
3. Measurable Skill Gains and Credentials
4. Other services needed to reach the specific vocational goal chosen
5. Services or actions needed to address non-disability related barriers to employment (as applicable)
6. Services integral to entering or obtaining employment
7. Services to develop good work habits, appropriate social skills and/or to identify and address reasons for previous job losses

REHABILITATION DIVISION: BVR / BSBVI

Participant Services Policy Manual

Section 10, Title: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)



8. Job retention services to promote sustainable employment success

III. Limitations on Services

Services are subject to other requirements I, including, but not limited to financial participation, comparable benefits, requirements found in scope of services, conditions regarding the purchase of goods and services, etc.

While participants should make an informed decision regarding vocational services, a “want” is not always a vocational need. The Division will not fund services that are not necessary for the achievement of the employment outcome and cost-effective methods will be considered.

IV. Individualized Plan for Employment (IPE)

The IPE is a participant’s roadmap to successful employment. The IPE is not a contract, but rather an agreement made in good faith, which delineates the employment outcome and services to be provided that are needed to achieve the outcome.

The IPE describes timelines, the criteria for evaluating progress toward the outcome, and the participant’s responsibilities for reaching the employment outcome. The federal regulations pertaining to IPEs are found at: [34 CFR 361.45 Development of the individualized plan for employment](#) and [34 CFR 361.46 Content of the individualized plan for employment](#).

A) Federal Requirements:

Definition of a Participant

The federal regulations frequently refer to “eligible individuals or, as appropriate, the individual’s representative.” The term “participant” is used by the agency with the assumption that its use includes the phrase “or, as appropriate, the individual’s representative.”

Definition of a Rehabilitation Counselor

References to the Rehabilitation Counselor refer to a qualified Rehabilitation Counselor employed by the Rehabilitation Division of Nevada’s Department of Employment, Training and Rehabilitation.

1. Participant Options and Information Needs for IPE Development

An eligible participant may choose to develop all or part of the IPE with or without assistance. Assistance is available from a qualified rehabilitation counselor

REHABILITATION DIVISION: BVR / BSBVI

Participant Services Policy Manual

Section 10, Title: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)



employed by VR or as appropriate, a counselor not employed by VR, a disability advocacy organization or assistance from other resources. Regardless of the option chosen, the IPE must be completed on the Division's forms, and agreed to and signed by both the participant and the Rehabilitation Counselor employed by VR.

The availability of the Client Assistance Program (CAP) and Fair Hearing information is provided to participants in writing at the time of IPE development (included under terms and conditions of the IPE).

2. Timeline

The IPE must be developed as soon as is reasonably possible, but not later than 90 days after an eligibility determination. In extenuating circumstances, the counselor and participant may agree to an extension of time. IPE Development Extensions must be time limited, agreed upon and signed by the counselor and participant utilizing agency developed forms. Generally, IPE development extensions occur when more time is needed to mutually agree on the proposed vocational goal and/or required services.

3. Mandatory Federal Procedures are described at [34 CFR 361.45\(d\) Development of the individualized plan for employment- Mandatory procedures](#)

4. Content of the IPE: Mandatory Federal Components are described at [34 CFR 361.46 Content of the individualized plan for employment](#)

- a. Description of the employment outcome
- b. Services needed to achieve the employment outcome
- c. Timelines for achievement of the employment outcome and services
- d. Service providers and procurement methods
- e. Criteria to evaluate progress
- f. Terms and conditions- responsibilities of the Division and the participant
- g. Supported Employment aspects, if applicable
- h. Post-Employment terms and conditions
- i. Employment Network (EN) services– Under the Ticket to Work and Self-Sufficiency Program, if applicable and the participant has their Ticket assigned to an EN

B) Additional Nevada Requirements:

1. Employment Outcome/Vocational Goal

Federal regulations require a description of the specific employment outcome (or projected outcome for students with disabilities receiving transition services) that

REHABILITATION DIVISION: BVR / BSBVI

Participant Services Policy Manual

Section 10, Title: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)



is consistent with the individual's primary employment factors; therefore, Nevada does not endorse the use of generic goals.

2. Services

- In addition to the federal requirements, at a minimum the IPE services should include:
 - Counseling and Guidance Services
 - Job placement services, as applicable
 - Job seeking skills and soft skills, as applicable
 - Skills training if needed to enter the field
 - Services to address functional limitations
 - Services to remove barriers to enable participants to obtain and/or maintain employment
- The description of services should be specific for the services being provided.
- Service costs and dates must be a realistic estimate for each service.

3. Informed Choice

Participants will exercise informed choice regarding the employment outcome, services chosen, and procurement methods.

4. IPE Timelines

The IPE includes realistic time frame estimates for service provision and achievement of the employment outcome.

5. Responsibilities

Services include the responsibility of each party, specifies who is providing the services, and outlines expectations and responsibilities.

6. Evaluation Criteria

Services include evaluation criteria which are measurable statements for reaching the vocational goal and each IPE service.

7. IPE Rationale

Justification and rationale for the included services and vocational goal are documented and reflected on the IPE.

8. IPE Services and Expenditure Approval

IPEs must be approved before obtaining signatures and providing services.

9. Changes to the IPE/IPE Amendments

REHABILITATION DIVISION: BVR / BSBVI

Participant Services Policy Manual

Section 10, Title: Counseling and Guidance, Assessment of Vocational Rehabilitation Needs (AVRN) and Individualized Plan for Employment (IPE)



IPE changes, including but not limited to those concerning the vocational goal, services, and/or increase service costs, require an IPE amendment and approval before obtaining signatures and providing services.

10. IPE Annual Reviews

IPE Annual Reviews document the participant's progress toward achievement of the employment outcome. They occur as often as necessary, but no less than annually.

11. Expired IPE and Individual IPE Services

Participants will be notified in writing with appeal rights of an upcoming expiring IPE and/or individual IPE services.

Other Annual Review Requirements:

At the time of the annual review release of information forms are reviewed and renewed, as appropriate; and financial participation is re-evaluated.