1. **SCOPE OF SERVICES**

Rehabilitation closure is the final step in a successful program of services and includes a review with the job candidate of the services provided, the successes achieved, and an offer of re-establishing services in the future, if needed by the job candidate.

a. **Rehabilitated:** A case in which the job candidate had an Individualized Plan for Employment (IPE) with a specific vocational goal, received substantial rehabilitation services and has been employed on the job identified on the IPE and in Status 22-0 for a minimum of 90 calendar days. Movement to Status 26-0 can only occur from Status 22-0.

b. **Substantial Rehabilitation Services:** Services that are provided within the rehabilitation process, which when completed, accomplish the job candidate’s vocational rehabilitation.

c. **Suitable Occupation:** A job where, after a reasonable period of adjustment (not less than 90 days) the following conditions are met:
   i. Job candidate and the business are mutually satisfied;
   ii. Job candidate is maintaining adequate interpersonal relationships and acceptable behavior on the job;
   iii. Occupation is consistent with the job candidate’s capacities and abilities and is the job candidate’s choice;
   iv. Job candidate possesses acceptable skills to continue to perform satisfactorily;
   v. Job will not aggravate the job candidate’s disability or jeopardize the health or safety of the job candidate or others;
vi. Employment is regular and reasonably permanent;
vii. Work is performed in a competitive integrated employment setting in the community with non-disabled workers; and
viii. Job candidate earns at least the minimum wage, but not less than the wage and benefits normally paid to other workers for similar work.

2. AGENCY EXPECTATIONS
a. There will always be a tangible relationship between the services provided (as reflected in the IPE) and the vocational outcome.
b. A case cannot be closed in Status 26-0 for high school students who have not graduated or exited. For high school students who become employed while still enrolled, the 90 days of stabilization occurs after the high school student has graduated/exited.
c. Employment and wage information can be verified through IowaWorks for those job candidates who are too busy to meet with IVRS in person.
d. Supporting documentation for wage verification is required prior to Status 26-0 closure.
e. A closure summary is required at case closure. The summary must contain the reason for the closure, the services the job candidate has received while working with IVRS, and the job candidate’s employment information.
f. An IPE-3S should be completed to place a job candidate into Status 26-0.
g. When appropriate, IVRS staff will work with job candidates who receive SSI/SSDI to facilitate the reassignment of the Ticket to Work to an Employment Network (EN) that will provide the necessary job supports to increase the likelihood of job retention.
h. Staff should notify individuals that upon closure they will be contacted and asked to complete a confidential online survey regarding their service through IVRS. The results of surveys are utilized by the Quality Assurance team and the State Rehabilitation Council (SRC).

3. EXCEPTIONS
a. None
4. **APPLICABLE FORMS/DOCUMENTS**
   a. Competitive Integrated Employment Setting Policy
   b. Employed/Closure Form (IPE-3S)
   c. Individualized Plan for Employment Policy
   d. Status 22-0 Policy

5. **TRAINING**
   a. Status 26-0: Closed Rehabilitated Policy Training