

## Supporting Documentation Guideline

Data Element	IRSS Location	Definition	Supporting Documentation
<b>DE 7:</b> Date of Application	Entered on <b>Case Tools:</b> Change Status (02-0); View on <b>Case History</b> (Status 02-0 Case Event Effective Date)	§361.41(b)(2) The <b>Date of Application</b> is the date on which the individual expresses an interest in services whether verbally or by submitting a Referral/Application form.	<ul style="list-style-type: none"> <li>Application Form (when received via mail/fax/drop off and date stamped when received by IVRS)</li> <li>A case note detailing the date the applicant expressed an interest in services</li> </ul> <p><i>The application date in IRSS <u>MUST</u> match the date-stamped date on the application form, or the case note date identifying the individual's interest in services.</i></p>
<b>DE 38:</b> Date of Eligibility Determination	Entered on <b>Case Forms:</b> Eligibility form; View on <b>Case History</b> (Eligibility Determination Case Event Effective Date)	§361.41(b)(1) and §361.47(a)(1) The <b>Date of Eligibility Determination</b> is the date on which the eligibility determination was completed and signed by a qualified VR counselor employed by IVRS (including agreed upon extension).	<ul style="list-style-type: none"> <li>Signed Eligibility form</li> <li>Copy of appropriate Eligibility letter sent to job candidate</li> <li>Eligibility Extension (if applicable)</li> </ul> <p><i>The date on the eligibility facesheet <u>MUST</u> match the date in IRSS.</i></p>
<b>DE 398:</b> Date of Initial IPE	Entered on <b>Case Forms:</b> IPE-2 (New) form; View on <b>Case History</b> (Initial Plan for Employment (IPE-2) Case Event Effective Date)	§361.47(a)(6) The IPE is effective on the date on which both the VR counselor and individual reach agreement, as indicated by the signatures and dates on the IPE (initial/amendments). If the two signatures bear different dates, the later date is considered the effective date of the IPE.	<ul style="list-style-type: none"> <li>A copy of all signed IPE/amendments</li> <li>Evidence of job candidate approval may be documented by signature or email</li> <li>IPE Extension (if applicable)</li> </ul> <p><i>The latest approval date <u>MUST</u> match the date in IRSS.</i></p>
<b>DE 350:</b> Start Date of Employment in Primary Occupation  <b>DE 356:</b> Employment Outcome at Exit	Entered on <b>Case Forms:</b> IPE-3 (Amend for Employment) form; View on <b>Case History</b> (IPE-3 Amendment for Employment status change 22-0 Case Event Effective Date)  Entered on <b>Case Forms:</b> IPE-3 (Closure; Reason for Closure = 14: Achieved Competitive Integrated Employment Outcome) form; View on <b>Case History</b> (Successful Case Closure (IPE-3) - Status 26-0 Case Event Effective Date)	§361.56 The <b>Start Date of Employment in Primary Occupation</b> is the date when the individual becomes employed in their identified IPE goal and the 90-day timeframe may begin.  The <b>Employment Outcome at Exit</b> describes the employment outcome the individual achieved when the case service record was closed (i.e., CIE). This outcome should match the identified IPE goal and be after the individual is employed for at least 90-days.	<ul style="list-style-type: none"> <li>Pay stub identifying the individual's start date.</li> <li>A detailed case note by the counselor in IRSS, including the date employment start date verification was received and justification for individual not providing formal documentation.</li> <li>UI Wage Report showing the job candidate's earnings together with a detailed case note indicating the individual start date and confirmation with the employer that the individual is still employed.</li> <li>Self-employment worksheets indicating the individual's start date</li> <li>Verification received from employer (as appropriate) documented the employment start date in case service record, including date of verification or copy of email, fax, or letter.</li> </ul>
<b>DE 359:</b> Hourly Wage at Exit	Entered on <b>Case Forms:</b> IPE-3 (Closure; Reason for Closure = 14: Achieved Competitive Integrated Employment Outcome) form	§361.47(a)(9) and §361.5(c)(9)(i) The individuals <b>hourly wage</b> at exit in the employment outcome consistent with the employment goal on the IPE. The documentation must include the individual's hourly wage, or average hourly rate if compensated through commission, along with the minimum wage rate for the location where the	<ul style="list-style-type: none"> <li>Unemployment Insurance (UI) wage match, Federal employment records, or military employment records that verify the hourly wage rate (not aggregated for the quarter).</li> <li>Pay stub identifying the individual's hourly wage rate or annual salary.</li> <li>Income earned from commission in sales or other similar positions.</li> </ul>

		individual is employed (Federal, State, or local, whichever is higher).	<ul style="list-style-type: none"> <li>• Detailed case notes signed by the counselor in the case service record, including the date verification was received and justification for individual not providing formal documentation.</li> <li>• UI Wage Report showing the job candidate's quarterly earnings</li> <li>• administrative records, such as current records of eligibility for programs with income-based eligibility (e.g., TANF or SNAP).</li> <li>• Self-employment worksheets;</li> <li>• Verification received from employer (as appropriate) documented in case service record, including date of verification or copy of email, fax, or letter.</li> </ul>
<b>DE 353:</b> Date of Exit	Entered on <b>Case Forms:</b> IPE-3 (Closure) form; View on <b>Case History</b> (Any IPE-3 Closure Form Case Event Effective Date)	<p>§361.47(a)(14) and §361.47(a)(15) The <b>Date of Exit</b> is the date the individual exited the VR or SE program consistent with the requirements in the regulations.</p> <p><i>If the two signatures bear different dates on the IPE-3 form, the later date should be considered the effective date of the IPE-3.</i></p>	<ul style="list-style-type: none"> <li>• IVRS IPE-3 Closure Form (IPE-3S or IPE-3U) – Copy of closure form sent to job candidate</li> </ul> <p><i>The latest approval date <u>MUST</u> match the date in IRSS.</i></p>
<b>DE 354:</b> Type of Exit	Entered on <b>Case Forms:</b> IPE-3 (Closure) form	<p>§361.47(a)(14) and §361.47(a)(15) The <b>Type of Exit</b> is a description of the individual's status in the program at the time of case closure.</p>	<ul style="list-style-type: none"> <li>• IVRS IPE-3 Closure Form (IPE-3S or IPE-3U) – Copy of closure form</li> <li>• Closure Summary case note in IRSS</li> </ul>
<b>DE 84:</b> Enrolled in Postsecondary Education or career or technical training	Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> Post-Secondary Enrollment	<p>§361.155(a)(1)(iv) Record when a participant is <b>enrolled in a postsecondary education program</b> that leads to a credential at any point during VR participation under an IPE.</p> <p><i>(This data element relates to the Credential Attainment Rate Denominator)</i></p>	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Detailed case notes* in IRSS</li> <li>• Postsecondary Education School Records</li> <li>• Electronic Records</li> <li>• Transcript or Report Card</li> <li>• Data match with postsecondary data system</li> </ul>
<b>DE 78:</b> Enrolled in Secondary Education	Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> Secondary Enrollment; Achieving a High School Diploma is a Goal on the IPE	<p>§361.155(a)(1)(iv) Record when a participant is either already <b>enrolled in a recognized secondary equivalency program</b> at the time of IPE or become <b>enrolled in a recognized secondary equivalency program</b> (at or above the 9<sup>th</sup> grade level) with the goal of achieving a secondary school equivalency (e.g., HiSED) on the IPE.</p> <p><i>(This data element relates to the Credential Attainment Rate Denominator)</i></p>	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Detailed case notes* in IRSS</li> <li>• Secondary Education School Records</li> <li>• IEP Documentation</li> <li>• Electronic Records</li> <li>• Transcript or Report Card</li> <li>• Data match with K-12 data system</li> </ul>
<b>DE 400:</b> Enrolled in a Recognized Secondary School Equivalency Program	Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> Adult Education and Literacy Program Enrollment; Enrolled in Secondary School Equivalency Program = Yes	<p>§361.155(a)(1)(iv) Record when a participant is either already <b>enrolled in a recognized secondary equivalency program</b> at the time of IPE or become <b>enrolled in a recognized secondary equivalency</b></p>	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• Detailed case notes* in IRSS</li> <li>• Adult Education School Records</li> <li>• Electronic Records</li> <li>• Transcript or Report Card</li> </ul>

		<p><b>program</b> (at or above the 9<sup>th</sup> grade level) with the goal of achieving a secondary school equivalency (e.g., HiSED) on the IPE.</p> <p><i>(This data element relates to the Credential Attainment Rate Denominator)</i></p>	
<p><b>DE 376:</b> Date Enrolled in <b>Post-Exit Education or Training Program</b> Leading to a Recognized Postsecondary Credential</p>	<p>Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> Post Exit Credential Attainment</p>	<p>§361.155(a)(1)(iv)(B) Record the <b>date the participant enrolled in an education or training program</b> that leads to a recognized postsecondary credential within one year (365 days) of exit from the program.</p> <p><i>(This data element relates to the Credential Attainment Rate Numerator)</i></p>	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• <i>Detailed</i> case notes* in IRSS</li> <li>• Postsecondary Education School Records</li> <li>• Transcript or Report Card</li> <li>• Data match with postsecondary data system</li> </ul> <p><i>The date of post-exit enrollment in an education or training program <b>MUST</b> match the date of the supporting documentation.</i></p>
<p><b>DE 379:</b> Employment – First Quarter After Exit</p>	<p>Entered on <b>WIOA Post Exit Employment and Wages</b></p>	<p>§361.155(a)(1)(iv)(B) Record the participants <b>employment status in the first quarter after exit</b> – in competitive integrated employment. This is only required when necessary to document credential attainment for students who attained a secondary education credential.</p> <p><i>(This data element relates to the Credential Attainment Rate Numerator)</i></p>	<ul style="list-style-type: none"> <li>• UI/SWIS wage data match</li> <li>• Supplemental Wage Information (i.e., follow up survey, pay stubs, IRS tax forms)</li> <li>• Detailed case notes* in IRSS</li> <li>• Verification from the employer attesting to an individual’s employment status and earnings</li> </ul>
<p><b>DE 383:</b> Employment – Second Quarter After Exit</p>	<p>Entered on <b>WIOA Post Exit Employment and Wages</b></p>	<p>§361.155(a)(1)(iv)(B) Record the participants <b>employment status in the second quarter after exit</b> – in competitive integrated employment.</p> <p><i>(This data element relates to the Employment Rate in the Second Quarter After Exit Numerator)</i></p>	<ul style="list-style-type: none"> <li>• UI/SWIS wage data match</li> <li>• Supplemental Wage Information (i.e., follow up survey, pay stubs, IRS tax forms)</li> <li>• Detailed case notes* in IRSS</li> <li>• Verification from the employer attesting to an individual’s employment status and earnings</li> </ul>
<p><b>DE 385:</b> Quarterly Wages – Second Quarter After Exit</p>	<p>Entered on <b>WIOA Post Exit Employment and Wages</b></p>	<p>§361.155(a)(1)(iii) Record the <b>total quarterly earnings</b> (total wages) during the second quarter after exit from the VR program.</p> <p><i>(This data element relates to the Median Earnings in the Second Quarter After Exit Numerator)</i></p>	<ul style="list-style-type: none"> <li>• UI/SWIS wage data match</li> <li>• Supplemental Wage Information (i.e., follow up survey, pay stubs, IRS tax forms)</li> <li>• Detailed case notes* in IRSS</li> <li>• Verification from the employer attesting to an individual’s employment status and earnings</li> </ul>
<p><b>DE 386:</b> Employment – Third Quarter After Exit</p>	<p>Entered on <b>WIOA Post Exit Employment and Wages</b></p>	<p>§361.155(a)(1)(iv)(B) Record the participants <b>employment status in the third quarter after exit</b> – in competitive integrated employment. This is only required when necessary to document credential attainment for students who attained a secondary education credential.</p> <p><i>(This data element relates to the Credential Attainment Rate Numerator)</i></p>	<ul style="list-style-type: none"> <li>• UI/SWIS wage data match</li> <li>• Supplemental Wage Information (i.e., follow up survey, pay stubs, IRS tax forms)</li> <li>• Detailed case notes* in IRSS</li> <li>• Verification from the employer attesting to an individual’s employment status and earnings</li> </ul>

<p><b>DE 389:</b> Employment – Fourth Quarter After Exit</p>	<p>Entered on <b>WIOA Post Exit Employment and Wages</b></p>	<p>§361.155(a)(1)(ii) Record the participants <b>employment status in the fourth quarter after exit</b> – in competitive integrated employment.  <i>(This data element relates to the Employment Rate in the Fourth Quarter After Exit Numerator)</i></p>	<ul style="list-style-type: none"> <li>• UI/SWIS wage data match</li> <li>• Supplemental Wage Information (i.e., follow up survey, pay stubs, IRS tax forms)</li> <li>• Detailed case notes* in IRSS</li> <li>• Verification from the employer attesting to an individual’s employment status and earnings</li> </ul>
<p><b>DE 81-82:</b> Secondary Credentials</p>	<p>Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> High School Diploma or High School Equivalency, as applicable</p>	<p>§361.155(a)(1)(iv) The date a participant <b>attained a secondary school diploma or its recognized equivalent</b> after receiving services under an IPE and becoming a participant.  <i>(This data element relates to the Credential Attainment Rate Numerator)</i></p>	<ul style="list-style-type: none"> <li>• Copy of credential</li> <li>• Detailed case notes* in IRSS documenting information attained from education or training provider</li> <li>• Secondary Education School Records</li> <li>• Follow up survey</li> </ul> <p><i>The date of credential attainment in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>
<p><b>DE 87-95:</b> Postsecondary Credentials</p>	<p>Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> Graduate Degree, Master’s Degree, Bachelor’s Degree, Associate’s Degree, Vocational/Technical License, Vocational/Technical Certificate, Other Recognized diploma, Degree or Certificate, as applicable</p>	<p>§361.155(a)(1)(iv) The date a participant <b>attained a postsecondary credential</b> (AD, BD, MD, GD, Voc/Tech License, Certificate, Certification) after receiving services under an IPE and becoming a participant.  <i>(This data element relates to the Credential Attainment Rate Numerator)</i></p>	<ul style="list-style-type: none"> <li>• Copy of credential</li> <li>• <u>Detailed case notes*</u> in IRSS – <u>documenting information attained from education or training provider</u></li> <li>• Postsecondary Education School Records</li> <li>• Follow up survey</li> <li>• Data match with postsecondary data system</li> </ul> <p><i>The date of credential attainment in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>
<p><b>DE 85:</b> Date Enrolled During Program Participation in an Education or Training Program Leading to a Recognized Postsecondary Credential or Employment</p>	<p>Entered on <b>WIOA Programs/Education/ Employment/Credentials:</b> Derived from start dates for Secondary Education, Post-Secondary Education, Adult Education &amp; Literacy, Job Corps, and VR Training Programs</p>	<p>§361.155(a)(1)(v) The <b>date a participant is enrolled in an education or training program that leads to a recognized post-secondary credential or employment</b> – and who are achieving measurable skill gains (documented academic, technical, occupational, or other forms of progress, towards such a credential or employment. (Including secondary education)  <i>(This data element relates to the MSG Rate Denominator)</i></p>	<ul style="list-style-type: none"> <li>• Copy of enrollment record</li> <li>• <u>Detailed case notes*</u> in IRSS</li> <li>• Secondary Education and Postsecondary Education School Records</li> <li>• Transcript or Report Card</li> </ul> <p><i>The date of MSG enrollment in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>
<p><b>DE 343:</b> MSF - EFL</p>	<p>Entered on <b>WIOA Measurable Skills Gains</b></p>	<p>§361.155(a)(1)(v)(A) The <b>Date of EFL</b> – documented achievement of at least one educational functioning level of a participant who is receiving instruction below the postsecondary education level during a program year.  <i>(This data element relates to the MSG Rate Numerator)</i></p>	<ul style="list-style-type: none"> <li>• Pre and post test results measuring EFL gain</li> <li>• Adult High School Transcripts showing EFL gain through the awarding of credits or Carnegie units</li> <li>• Postsecondary education or training enrollment (verified through a data match, survey documentation or program notes)</li> </ul> <p><i>The date of MSG in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>

<b>DE 344:</b> MSG – Secondary	Entered on <b>WIOA Measurable Skills Gains</b>	§361.155(a)(1)(v)(B) The <b>Date of Secondary</b> – documented attainment of a secondary school diploma or its recognized equivalent during a program year.  <i>(This data element relates to the MSG Rate Numerator)</i>	<ul style="list-style-type: none"> <li>• Copy of credential</li> <li>• <i>Detailed</i> case notes* in IRSS – <u>documenting information attained from education or training provider</u></li> <li>• Secondary Education School Records</li> <li>• Follow up survey</li> </ul> <p><i>The date of MSG in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>
<b>DE 345:</b> MSG – Secondary or Postsecondary Transcript/Report Card	Entered on <b>WIOA Measurable Skills Gains</b>	§361.155(a)(1)(v)(C) The <b>Date of Secondary or Postsecondary Transcript or Report Card</b> for a sufficient number of credit hours that shows a participant is meeting the State unit's academic standards.  <i>(This data element relates to the MSG Rate Numerator)</i>	<ul style="list-style-type: none"> <li>• Secondary Education Report Card showing the student had passing grades in academic classes and advanced a grade level</li> <li>• Postsecondary Education Transcript</li> </ul> <p><i>The date of MSG in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>
<b>DE 346:</b> MSG – Training Milestone	Entered on <b>WIOA Measurable Skills Gains</b>	§361.155(a)(1)(v)(D) The <b>Date of Training Milestone</b> – satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of 1 year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training.  <i>(This data element relates to the MSG Rate Numerator)</i>	<ul style="list-style-type: none"> <li>• OJT Form or Progress Report</li> <li>• BEP Hadley Training and OJT completion</li> <li>• Registered Apprenticeship Progress Reports</li> <li>• Contract and/or evaluation from the employer or training provider</li> </ul> <p><i>The date of MSG in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>
<b>DE 347:</b> MSG – Skills Progression	Entered on <b>WIOA Measurable Skills Gains</b>	§361.155(a)(1)(v)(D) The <b>Date of Skills Progression</b> – successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.  <i>(This data element relates to the MSG Rate Numerator)</i>	<ul style="list-style-type: none"> <li>• Results of knowledge-based exam or certification of completion</li> <li>• Documentation demonstrating progress in attaining technical or occupational skills</li> <li>• Documentation from training provider or employer</li> <li>• Copy of a credential that is required for a particular occupation and only is earned after the pages of an exam</li> </ul> <p><i>The date of MSG in IRSS <b>MUST</b> match the date of the supporting documentation.</i></p>

**\*Case Note Supporting Documentation**

Case Noting should only be used as supporting documentation (where allowable) when no other options are available. Case notes should always accompany any other forms of supporting documentation in a case record. When this option is used by the VR Counselor the following parameters must be met:

1. Include specific details:
  - a. Applicable dates (e.g., participant enrollment date, date the information was received)
  - b. Names and/position (e.g., who provided the information, vendor name, training institution name, employer name)
  - c. Timeframes the information is applicable
2. Justification for not providing formal documentation – For example:

- a. VR Counselor cannot get verification of the enrollment date of a recognized education program but was able to speak to the registration office via phone.
- b. VR Counselor received pay stubs during the 90-days of employment, but at closure was only able to verify employment status via the telephone with the consumer and the employer.

### Other Documentation Requirement

Documentation requirements exist at every stage of the VR process. Every VR case record will include a variety of documentation, supporting documentation and IRSS data, depending on the circumstances. These documentation requirements include, but are not limited to, the following (See applicable policy chapter for details):

- Case notes\* documenting all interactions with or on behalf of the job candidate, decision making, ethical dilemma resolutions, supervisory consults/approvals, vendor contacts, progress notes, etc.
- Releases of Information
- Authorizations and contract documents
- Trial Work Experience Documents
- Assessments/Evaluations
- Diagnoses/Disability Documentation
- Correspondence (i.e., meeting case notes, emails, letters)
- WIOA source documentation for Credentials and Measurable Skill Gains (MSG)
- Other