

## IVRS Responsibilities for Job Follow-Up Services

- Obtain supervisory approval to authorize this service under an exception before proceeding with a service request to a CRP/partner.
- Establish follow-up strategies and specified timeframes per agreed-upon strategies.
- Communicate areas of concern to CRP and revisit strategies as needed.
- Monitor and approve payment documentation to service provider.
- Ensure job candidate is working in a competitive integrated job, earning commensurate wage that is at or above minimum wage.
- Problem-solve with team to address issues hindering progress as needed.

## CRP Responsibilities for Job Follow-Up Services

- Develop a plan to deliver Job Follow-Up services that addresses the needs of the job candidate and the employer for IVRS approval.
- Connect with employer to understand the training needs of the job candidate and ensure employer satisfaction.
- Provide Follow-Up services to job candidate based on the areas of need identified by employer.
- Work with employer and co-workers to ensure understanding of disability-related issues or training (if needed) for job candidate to become an integral part of the business.
- Document discussion with employer once a decision is made that the job candidate's job is stable and suitable.
- Document time spent with employer and job candidate, and provide report that outlines number of hours devoted to Job Follow-Up services.
- Provide notice of job stabilization to IVRS for payment indicating procedures to utilize if continued Follow-Up services become necessary.
- Submit documentation of employer satisfaction with written report when stabilization occurs using the form associated with this service.

## Job Candidate Responsibilities for Job Follow Up Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions that the team agreed on.
- Make sure that JC talks with all those who are involved in the employment journey.

- Provide any documents that are requested that will help JC reach his/her employment goals.