

IPS Billing and Documentation Requirements

All report forms must be individualized per job seeker.
All report forms are required with each Milestone claim.

Milestone 1:

- Career Profile
- Job Search Plan (part of IPS Fidelity report)

Milestone 2:

- IA IPS Milestone Progress Report
- Job Development Log
- Job Development Monthly Report Form
- Job Start Form (formerly called Placement Report)

Milestone 3:

- IA IPS Milestone Progress Report (as needed)
- Job Analysis form

Milestone 4:

- IA IPS Milestone Progress Report (as needed)
- Employment Training Plan
- Job Support Plan (formerly required at Milestone 3; formerly the Plan for Natural Supports/LTJC Supports)