# Vocational Rehabilitation Services Manual B-500: Individualized Plan for Employment

Revised February 3, 2020

## B-504: Content of the IPE

The IPE must contain:

* a description of the secondary education goal;
* a description of the post-secondary education goal;
* a description of the specific competitive integrated employment goal;
* a discussion of the use of comparable services and benefits;
* a list of any needed intermediate objectives or steps;
* the criteria for evaluating progress;
* a description of specific rehabilitation services needed to reach the IPE goal, including:
  + start dates;
  + end dates;
  + specific providers and/or location of services;
  + plan service category; and
  + whether the service is arranged, provided, or purchased;
* a list of the specific responsibilities of the customer, TWC-VR, and other entities;
* identify if it is a supported employment plan;
* identify if it is a self-employment plan;
* an explanation of the customer's participation in the cost of services; and
* the frequency of contact that was agreed upon.

When appropriate, the IPE also includes:

* an explanation of the criteria used to determine customer participation in service costs; and
* additional information requested by the customer or considered vital by the VR counselor.

The service dates for the IPE must encompass the date that services are initiated to the expected date that services will be completed.

### B-504-1: Education Goal

The education goal that is documented on the IPE must be the agreed goal that the customer will work towards to achieve the identified employment goal.

The education goals to choose from in RHW include:

* Secondary education goal:
* Attain a secondary school diploma;
* Attain a secondary school equivalency;
* Attain certificate of attendance/completion; successfully completed IEP; and
* Not applicable no educational goal.
* Post-secondary education goal:
* Complete one or more years of postsecondary education;
* Attain a Non-degree postsecondary certification, license, or educational certificate;
* Attain an Associate Degree;
* Attain a Bachelor Degree;
* Attain a Master's Degree;
* Attain a PhD; and
* Not applicable no educational goal.

If the customer already has the degree or certification needed to achieve the employment goal, "not applicable" is listed on the IPE in this field in RHW.

### B-504-2: Employment Goal

The employment goal, as stated on the IPE, must be specific enough to be meaningful to the customer and agreed to by a VR counselor. Do not use general vocational objectives such as "to be determined" or "competitive integrated employment" or "supported employment" or "self-employment." The Standard Occupational Classification (SOC) must be included in the IPE.

If necessary, state the initial employment goal, particularly for transition students, in terms of a type of career or industry, such as Office Clerk-General (43-9061.00). Revise the goals later as the customer focuses on specific employment goals. For more information about services for students, refer to [C-1300: Transition Services for Students and Youth with Disabilities](https://twc.texas.gov/vr-services-manual/vrsm-c-1300).

If the comprehensive assessment results in more than one appropriate choice, include the employment goal that most closely reflects the customer's interests and expectations for salary and benefits at the time that the IPE is developed. As the case develops, amend the IPE if a different employment goal is more appropriate.

If a customer is interested in an employment goal that requires a license, criminal history check, or drug screening test, assess the ability of the customer to meet those requirements before the IPE is completed, and again when the customer is ready for employment. Refer to [B-404-3: Other Factors That May Impact the Choice of an Employment Goal](https://twc.texas.gov/vr-services-manual/vrsm-b-400#b404-3).

Uncompensated employment goals (such as homemaker or unpaid family worker) do not meet the definition of competitive integrated employment or supported employment and cannot be used as an employment goal for the customer's IPE.

The VR counselor cannot agree to an employment goal on the customer's IPE if the customer will not be able to meet the employment requirements after the provision of VR services.

#### Employment Goal Resources

Information about in-demand occupations and other workforce data is available from TWC’s [Labor Market and Career Information Department](http://www.lmci.state.tx.us/).

Detailed descriptions of occupations, information about industry categories, and Standard Occupational Classification (SOC) is available from [O\*NET](https://www.onetonline.org/).

### B-504-3: Intermediate Objectives

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### B-504-12: IPE Documentation Requirements

The content that is included in the customer's IPE must be supported by the information that is documented in the comprehensive assessment case note. In addition to the comprehensive assessment case note, when completing the IPE with the customer, Counseling and Guidance is provided by the VR counselor and must be documented in a C&G case note. This case note must be entered in RHW within 7 calendar days of completing the IPE. Refer to [E-300: Case Notes Requirements (Word)](https://twc.texas.gov/files/partners/vrsm-e-300.docx) for additional information.