

Project Search IPE Checklist

All IPE's or Plan Amendments must contain the following components:

The counselor must use the checklist. This page may be printed and added to the individual's file.

- The supported employment services box must be check marked on the IPE.
- The IPE goal from the ORCA checklist must match the major duties the individual will perform during their nine-month rotation through the worksite. The Project Search site manager should provide a copy of the job/task description. [O*NET](#) and the [Dictionary of Occupational Titles](#) are great resource for the VRC to determine an appropriate Occupational category.
- The occupational goal must also match the individual's interests, strengths, priorities, concerns, etc. listed in their Individualized Service Plan (ISP) and other comprehensive assessments.
- Each of the specific sections in ORCA, i.e., unique strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice should describe why the individual chose to apply for Project Search and how this internship will provide them with the desired transferrable skills they need to secure employment.
- Summarize and discuss how Project Search rotational internship sites match with local Labor Market demand. Also describe how this internship will enhance the individual's ability to work in the local labor market.
- ORCA Section: What Steps Are Needed to Reach the Employment Goal?** The VRC must list any anticipated accommodations and discuss how participation in Project Search will assist the individual in obtaining employment.

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- The VR counselor must list Career Exploration as the planned service for the instructional time. List the site vendor and the anticipated cost. The Project Search manager may provide an estimate for the number of days the interns are anticipated to attend. The vendor will ensure that VR is only billed for actual days each intern attends.
- If the intern is hired at the host site, the IPE will be amended to include Direct Placement and other applicable contracted job placement services.
- VR cannot pay for job coaching during the internship. During the internship job coaching is covered through ODDS. However, if job coaching is necessary once the participant is hired, job coaching must be amended to the IPE upon graduation from the program.
- The IPE must be amended to include job placement services after exit from Project Search. The Project Search vendor has a well-developed sense of the individual's strengths and understands their job coaching needs. It is highly encouraged to continue using the Project Search site vendor for job developing services.
- The VRC must complete the IPE according to current policy and procedure with the exceptions noted above.
- The VRC and participant are required to sign the IPE.