

Iowa IPS Documentation Requirements

Milestone 1:

- Career Profile (*fidelity & billing requirement*)
- Job Search Plan (*fidelity & billing requirement*)

Milestone 2:

- IA IPS Milestone Progress Report (*billing requirement*)
- Job Development Monthly Report Form (*billing requirement; IVRS form; individualized per job seeker*)
- Job Start Form (*fidelity & billing requirement*)

Milestone 3:

- IA IPS Milestone Progress Report (*billing requirement; use same document from Milestone 2, updated with any new information since last milestone*)
- Job Analysis form (*billing requirement; IVRS form*)

Milestone 4:

- IA IPS Milestone Progress Report (*billing requirement; use same document from Milestones 2 & 3, updated with any new information since last milestone*)
- Time-Unlimited Support Report (*billing requirement; IVRS form*)
- Job Support Plan (*fidelity & billing requirement; begin when the person obtains employment; continue adding information until support plan is complete; submit finalized document with Milestone 4*)

Additional IPS Documents

- Disclosure Worksheet (*not required, but useful for disclosure discussions; other documents also cover disclosure information – Career Profile, Job Search Plan, Job Start Form, Job End Form, Job Support Plan, daily contact notes, etc.*)
- Job End Form (*fidelity requirement*)
- Detailed progress notes of client sessions (*copies may be requested with Milestone documents*)