



Policy No. 602	Subject: Status 28-0: Closed After Plan Initiated
Section: Closure	Revised: 09/2016
Signature: Brandy McOmber, Resource Manager	Version: FINAL

1. DEFINITIONS

A case is closed Status 28-0 when the job candidate was found eligible and received services under an IPE and it had been determined that suitable employment could not be achieved or that employment resulted without benefit derived from VR services and has been in Status [14-0](#), [16-0](#), [18-](#), [20-0](#), [22-0](#), or [24-0](#).

2. SCOPE OF SERVICES

The final case process for an individual who meets the criteria listed in the definition.

3. AGENCY EXPECTATIONS

- a. R-413 Closure Summary: When the decision is made that it is necessary to close the case, the agency representative should develop a case narrative, which to the extent that it has not been previously recorded in the case file, will include:
 - i. A description of the services provided to the job candidate and any benefits which the job candidate may have received from those services;
 - ii. The reason the file is being closed and any attempts to remedy the situation;
 - iii. As appropriate the R-413 will also reflect efforts of the agency representative to identify any other agency or services, including Independent Living Services, which might be available and appropriate to the needs of the job candidate; and that the job candidate was advised and assisted in making application for such other agency or resource; and
 - iv. If job candidate is closed working in an extended employment situation or due to an exacerbation of the disability preventing employment activities, the annual review of this placement is conducted by DHS who funds extended employment. Upon their review, the job candidate may be referred to IVRS for community employment. After review of the decision, the R-413



must clearly show that the determination to not pursue competitive employment was made only after full consultation with the job candidate, or as appropriate, with a parent, guardian, or other representative.

- b. The IPE-3 will be completed and signed. If the job candidate is not available to sign it, the reason should be shown on the job candidate signature line and the job candidate copy sent to the job candidate or other representative.
- c. The agency representative will make an effort to contact the job candidate by using sources identified in the file listed as knowing where the job candidate can be located.
- d. If the job candidate has not been cooperative and is moving to another state, whenever feasible, they will be given the name and address of the rehabilitation office nearest the new residence.
- e. IVRS Staff will follow up on the case to determine the progress and if the job candidate requires an appointment with the counselor.
- f. The rehabilitation counselor determines when it is appropriate to close the case record in Status 28-0 and directs the IVRS staff to complete the closure.

4. EXCEPTIONS

- a. None

5. APPLICABLE FORMS

- a. [Employed/Closure Form \(IPE-3\)](#)