

# **IRIS Consultant Agency (ICA)**

As an **IRIS (Include, Respect, I Self-Direct) Consultant Agency (ICA)**, I can expect the individuals listed below to:

## **Job Seeker**

- Provide information about their competitive integrated employment interests.
- Participate in and prepare for their employment planning meetings by helping to organize, facilitate, and invite people to the meetings.
- Be a full partner in the employment process.
- Complete activities that will help identify and achieve their competitive integrated employment outcomes.
- Ask questions, share ideas, feelings, and thoughts.
- Share my community connections/social networks during employment planning discussions.
- Participate in developing their Individual Support and Services Plan within their budget.

## **Legal Decision Maker (LDM)**

- Encourage and support the job seeker to pursue a job or further training to get a job.
- Help the job seeker apply for services and explore service options.
- Help the job seeker explore what they may want to do for a job in the community.
- Be an active participant in and support the employment process.
- Encourage the employment team to be active participants in the job seeker's employment planning.
- Help the job seeker complete activities that will meet their employment goals.
- Provide consent for employment team members to help the job seeker learn about their services, encourage them to get to know the job seeker, and help them work toward their competitive integrated employment goals.
- Help the job seeker invite other team members to employment planning meetings.
- Share their community connections/social networks to assist with job development.
- Help the job seeker make sure their employment activities are coordinated and successful.
- Communicate significant changes with the job seeker to the employment team that may affect progress toward achieving their employment goals.
- Sign release of information forms, when appropriate, to allow all partners on the employment team to communicate about the job seeker.

## **Division of Vocational Rehabilitation (DVR) Representatives**

- Determine DVR eligibility.
- Provide information about DVR, attend joint meetings as invited, and help the job seeker choose their vocational provider.

- Develop an Individualized Plan for Employment (IPE), coordinate this plan and services with job seeker's employment support team and share the specific employment goals with the team.
- Authorize agreed services to help achieve the job seekers employment goal.
- Ensure progress toward competitive integrated employment.
- Review/update IPE at minimum annually and as needed.
- Discuss Work Incentive Benefits Counseling, transportation, on-the-job support, and any other needed services during the IPE development.
- Invite us to participate throughout the DVR process, minimally including invitations to the DVR post-career profile, DVR 60-day on-the-job, and DVR Prior-to-Transition meetings.
- Coordinate transition from DVR services to long-term care support service with the employment team.
- Exchange information with the IRIS Consultant (IC), with a signed release.
- Inform the job seeker of their DVR appeal rights.

### **Aging and Disability Resource Centers (ADRC) or Tribal Aging and Disability Resource Specialist (Tribal ADRS)**

- Assist the job seeker to identify the full range of community resources and other benefits and services that may be available to them (e.g., DVR, FoodShare, etc.).
- Determine the job seeker's initial functional eligibility for Family Care, Family Care Partnership, and IRIS through the Long-Term Care Functional Screen (LTCFS).
- After eligibility is determined, provide the job seeker with enrollment counseling for Family Care, Family Care Partnership, and IRIS to help them enroll in the program of their choice.
- Refer the job seeker for Mental Health/Substance Use Disorder (MH/SUD) Functional Screen or perform screen if applicable when the job seeker shares interest in receiving psychosocial rehabilitation services.
- Provide information to the job seeker about competitive integrated employment and employment support options.
- Exchange information with the employment team with a signed release of information.
- Refer the job seeker to DVR when requested.
- Inform the job seeker about their appeal rights if there is disagreement with the functional eligibility determination from the ADRC/Tribal ADRS.

### **Managed Care Organizations (MCO)**

- Not applicable.

### **Behavioral Health (BH) Provider**

- Help create person-centered plans that will help the job seeker meet their behavioral/mental health goals, such as explore and manage their feelings, and know their strengths, interests, and future career plans.

- Identify supports and services to help manage their physical and mental health such as managing medications, learning life skills, finding/attending therapy and support groups, building peer connections, and developing coping skills.
- Assist with making connections to employment and education service providers and DVR, as applicable, and ensuring that their supports are coordinated and successful.
- Sign consent forms, when appropriate, to allow all partners in the employment team to be active participants in the job seeker's planning.
- Inform the job seeker of their appeal rights if they disagree with a decision of the Behavioral Health staff.
- Participate in the coordination of the transition from DVR to long-term support so that the ongoing employment support continues to meet the job seeker's employment outcomes.
- Communicate any information, changes, and updates to the employment team that could assist in the job seeker's care and support.

## **Vocational Services Provider**

- Listen to the job seeker about what they want to do for work, where they would like to work, and provide support to meet their employment goal(s).
- Deliver services using best practices including individualized, person-centered, strength-based employment planning and support in a timely manner.
- Help the job seeker determine their preferences for employment.
- Contact employers on the job seeker's behalf to find and maintain a job.
- Collaborate with the job seeker to explore their existing networks.
- Provide a variety of community-based work experiences for the job seeker to learn about their skills, abilities, and interests.
- Provide written reports to DVR as required by the DVR technical specifications and provide copies to employment team if requested, along with other documentation as required.
- Attend and participate in employment team meetings, communicating progress and changes.
- Collaborate with the job seeker and their team to identify quality job matches that benefit both the employer and the job seeker.
- Provide on-the-job support to help the job seeker learn their job, if needed, with the intentional goal of maximizing independence.
- Help the job seeker maximize independence by exploring avenues to fade support including natural, remote, and paid coworker support, including assistive technology.
- Provide ongoing support services to the job seeker and their employer, when needed.
- Coordinate with the employment team throughout the DVR process, including participation in the DVR post-career profile, DVR 60-day on-the-job, and DVR prior-to-transition meetings.
- Continue to communicate with and attend employment team meetings, as needed.

## **As an IRIS (Include, Respect, I Self-Direct) Consultant Agency (ICA)**

### **I am expected to:**

- ✓ Provide information, resources, and options to help the job seeker pursue competitive integrated employment goals and outcomes.
- ✓ Discuss development of competitive integrated employment outcomes during the IRIS plan process and then review outcomes at least every six months.
- ✓ Assist the job seeker to work with employment team members to align services.
- ✓ When invited, participate in the DVR post-career profile meeting, DVR 60-day on-the-job meeting, and DVR prior-to-transition meeting.
- ✓ Participate in other meetings, as requested by the job seeker, legal decision maker, or the job seeker's DVR counselor.
- ✓ Encourage the job seeker to include others like residential care providers, behavioral support specialists, vocational providers, natural supports, and anyone else who might be helpful in achieving competitive integrated employment outcomes.
- ✓ Assist with the transition from DVR funded services to IRIS long-term care services, when needed.
- ✓ Help the job seeker achieve their competitive integrated employment goals.
- ✓ As requested, assist the job seeker to apply for DVR services, when the job seeker wants to work in competitive integrated employment.
- ✓ Assist the job seeker to create an IRIS plan that will aide them to achieve long-term care employment outcomes within their estimated monthly budget.
- ✓ When on-the-job support needs exceed the monthly budget allowance, assist the job seeker with the budget amendment process.
- ✓ Inform the job seeker of their IRIS appeal and grievance rights.