

IVRS/IDB Cheat Sheet

At Referral

- Job Candidate's Name and Phone Number
- Release of Information

Job Candidate Orientation (JC Confirms Moving Forward)

- Application (Screen shot must show the following data)
 - First, MI, Last Name
 - Address
 - Veteran Status
 - Race
 - Ethnicity
 - Phone Numbers
 - Email Address
 - Date of Birth
 - Gender
 - Living Situation
 - US Citizenship (I-9)
 - Zip Code
 - County
 - Student with a Disability
 - Monthly Public Supports
 - Medical Insurance Coverage
 - Employment Status including hours worked and wages
- Eligibility
 - Primary Impairment
 - Secondary Impairment
 - Waiting List Category (MSD, SD)
 - Date of Eligibility Determination
- Individualized Plan for Employment (IPE)
 - Most recent IPE showing ISE Technical Assistance Service as a service needed
 - Information Collection and IPE (R-3)
 - WIOA Programs/Credential Attainment/Measurable Skills Gains (R-4)

Comprehensive Annual Review

- Copy of IPE showing new review date and any changes made to the plan
- Information about any credentials earned with supporting documentation
- Information about any measurable skills gains earned with supporting documentation

Employment

- IPE showing employed status
 - SOC Code
 - Hours Worked and Wages
 - Start Date of Employment

Closure

- IPE showing closure information
 - Employment Information including Hours Worked and Wages
 - Monthly Public Supports
 - Medical Insurance Coverage

*Linda will provide any post-exit wage information she receives quarterly.