Coding Definitions throughout the DVR Process  
(Updated: September 25, 2017)

This document has been created to assist staff in ensuring accurate information is entered into the IRIS system. Included in this document are the required data fields that the Rehabilitation Services Administration (RSA) requires we collect. We have included the RSA definition and special instructions to assist staff in ensuring the correct data is entered.

For instructions on how to properly code other required IRIS fields please see the Help Pages in IRIS.

When including information in the IRIS system, it is important to ensure that the information entered is accurate. The codes and entered information are used in numerous ways within the Division, within the Department, and by the Rehabilitation Service Administration (RSA) (e.g., RSA-911 report, internal tracking and data collection).

Coding Information Gathered in Federal Requirements at Time of Application

Information should be entered into the Federal Requirements at the time of referral. This information should not be altered at a later date unless entered in error.

Miscellaneous Section

Social Security Number
Enter the individual's nine-digit Social Security number (SSN).

If no SSN is provided, the consumer's wage information cannot be verified through unemployment insurance data and would need to be determined through supplemental information. All efforts should be made to collect the SSN for this purpose.

Client refused SSN
When a SSN is not available or if the individual prefers not to provide his/her SSN, Assign System SSN.

Date of Birth
Record date (year, month, and day) of birth using the eight-digit protocol. This includes potentially eligible students who are receiving only Pre-Employment Transition Services.

Gender
Selections include male, female, or individual did not self-identify.
Race and Ethnicity

Note: Both race and ethnicity should be reported.

RSA continues to require self-identification to the greatest extent possible. It is generally expected that the information recorded will reflect the individual's own identification of race and ethnicity from the categories provided. Observer identification is not required for individuals with disabilities who are not in elementary or secondary education and they can choose not to self-identify. For students or youth with disabilities in elementary or secondary education, reporting on race is required. However, if a student or youth refuses to identify race or Hispanic ethnicity status, the counselor should, at a minimum, notify respondents that failing to self-identify will result in the observer-identification method being used. The counselor or interviewer would then provide the best assessment of the student or youth’s race and ethnicity.

Note: It is known that some people consider Hispanic ethnicity as a race. If Hispanic ethnicity is chosen, a race must also be selected. The same procedures as used above should be followed. People that identify as Hispanic may belong to any race group.

Race

- **White**: An individual having origins in any of the original peoples of Europe, the Middle East or North Africa.
- **Black or African American**: An individual having origins in any of the Black racial groups of Africa.
- **Asian**: An individual having origins in any of the original peoples of Southeast Asia, Far East, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **American Indian or Alaska Native**: An individual having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Native Hawaiian or Other Pacific Islander**: An individual having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Ethnicity - Hispanic or Latino

Select yes if the consumer’s Ethnicity is Hispanic or Latino (an individual of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race). If the consumer is NOT a student or youth and refuses to self-identify, select "did not self-identify his/her ethnicity." For students or youth with disabilities in elementary or secondary education, reporting on race is required. However, if a student or youth refuses to identify race or Hispanic ethnicity status, the counselor should, at a minimum, notify respondents that failing to self-identify will result in the observer-identification method being used.
How did you hear about DVR?

- Self-Referral
- Family/Friends
- 14(c) Certificate Holders/Sheltered Workshops
- American Indian VR Services Program
- Another State VR Agency
- Centers for Independent Living
- Child Protective Services
- Community Rehabilitation Programs
- Consumer Organizations or Advocacy Groups
- Dept. of Labor Employment and Training Service Programs for Adults, Dislocated Workers & Youth
- Wagner-Peyser Employment Service Program (Job Service/Job Center)
- Other One-Stop Partner (Veteran's Employment, Etc.)
- Other WIOA Programs (Job Corps, YouthBuild, Indian/Native Americans, Migrant/Seasonal Farmworkers)
- Adult Education and Literacy Programs
- Educational Institutions (Elementary/Secondary)
- Educational Institutions (Postsecondary)
- Employers
- Intellectual and Developmental Disabilities Providers
- Long Term Support Providers (Family Care, IRIS, Partnership, Extended Employment Provider)
- Medical Health Provider (Public or Private)
- Mental Health Provider (Public or Private)
- Public Housing Authority
- Religious Organizations
- Social Security Administration (Disability Determination Service/Bureau or District Office)
- State Department of Corrections/Juvenile Justice
- Veteran's Benefits Administration (including VA VR)
- Veteran's Health Administration (including VA Hospital System, VA Transitional Living, etc.)
- Temporary Assistance for Needy Families (TANF, e.g., W-2)
- Welfare Agency (State or Local Government)
- Worker's Compensation
- Other State Agencies
- Other Sources
**Student Status**
A student with a disability means, in general, an individual with a disability in secondary, postsecondary, or other recognized education program who is not younger than the earliest age for the provision of transition services under the IDEA; no older than 21 years of age; is eligible for and is receiving special education or related services under the IDEA; or is a student who is an individual with a disability for the purposes of section 504.

- Not a Student.
- Student in middle or high school with a 504 plan.
- Student in middle or high school with an IEP.
- Student in middle or high school with no IEP and no 504 plan.
- Student in postsecondary education or other education program.

**Veteran**
Enter if the person is a veteran: Yes or No.

**Living Arrangement at Application**
Indicate the living arrangements of the individual, either temporarily or permanently, on the date of application to DVR.

- Community Residential Facility/Group Home
- Correctional Facility
- Halfway House
- Homeless/Shelter
- Mental Health Facility
- Nursing Home
- Other
  - Private Residence (independent, or with family or other person in house, apartment, condo, etc.)
- Rehabilitation Facility
- Substance Abuse Treatment Center

**Zip Code**
Record the five-digit numeric U.S. Postal Service Zip Code corresponding to the location where the consumer resides.

**Primary Source of Support**
Enter based on the individual's largest single source of economic support at application, even if it accounts for less than one-half of the individual's total support.
• **Personal income**: Own earnings, interest, dividends, rent, personal savings, retirement includes Social Security Retirement.

• **Family and Friends**: Spouse’s income or UI checks, parent/guardian income, family received public supports.

• **Public Support**: SSI, SSDI, TANF*, WC, UI, incarcerated, etc. (*TANF Examples: Kinship Care, W-2, Wisconsin Shares, Caretaker Supplement.)

• **All Other Sources**: e.g., private disability insurance and private charities.

**Note**: When Public Support (SSI, SSDI, TANF, WC, UI, etc.) is selected as the Primary Source of Support, then at least one of the Monthly Public Support Amounts below must be selected.

**Monthly Public Support Amount at Application**

Public support refers to **cash** payments made by Federal, State, and/or local governments for any reason including individual’s disability, age, or economic status. Include payments to a family unit precipitated by the individual’s disability or when the individual’s presence is taken into account in the computation of the family benefit. Also include any payments that are sent directly to the individual in an institution or to dependents on his/her behalf. *Exclude any non-cash support payments such as Medicaid, Medicare, FoodShare, and rental subsidies.*

Indicate if the consumer receives public supports at time of application for any of the following sources:

• **Supplemental Security Income (SSI)**:
  - Monthly SSI payment to individual for older adults and people who are blind, or who have disabilities. Only the individual’s portion should be recorded here.

• **Temporary Assistance for Needy Families (TANF)**:
  - Cash public assistance payments made through the federally-funded TANF program (e.g. W-2, Kinship Care, Wisconsin Share, Caretaker Supplement). If payment made to the family unit, use the local disbursing agency’s procedure to estimate the individual’s portion of the payment.

• **General Assistance**: State or local (e.g. county funds, etc.).

• **Social Security Disability Insurance (SSDI)**: Monthly SSDI payment to the individual.

• **Veteran’s (VA) Disability Benefit**: VA Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.

• **Workers Compensation**

• **Unemployment Insurance**

• **Other Public Support**:
  - Other Public Support payments are cash payments to individuals beyond those otherwise listed. Include payments made by Federal, State and local governments for retirement or survivor benefits to the individual as well as other temporary programs.
Medical Insurance Coverage at Application
Enter if the individual has medical insurance at the time he/she is applying for VR services. If the consumer has medical insurance available through a listed source, select Yes.

- Medicaid/BadgerCare/MAPP (Medicaid Purchase Plan).
- Medicare.
- State or Federal Affordable Care Act Exchange.
- Public Insurance from Other Sources (Workers Compensation, Children's Health Insurance Program, etc).
- Private through Own Employer.
- Private Insurance Through Other Means (through parent/family member's insurance plan).
- Not Yet Eligible for Private Insurance through Employer.

Coding Information Gathered at Eligibility and OOS

Primary Impairment: Required if Eligible, Drop-Down List (see below)
Select the code that best describes the individual's primary physical or mental impairment that causes or results in a substantial impediment to employment. Codes and descriptions are listed below.

Primary Cause: Required if Eligible, Drop-Down List (see below)
Select the appropriate two-digit code for the consumer's primary impairment cause. Codes and descriptions are listed below.

Secondary Impairment: Required if Eligible, Drop-Down List (see below)
Select the code that best describes the secondary impairment. This is the physical or mental impairment that contributes to, but is not the primary basis of, the impediment to employment. Codes and descriptions are listed below.

Secondary Cause: Required if Eligible, Drop-Down List (see below)
Select the appropriate two-digit code for the consumer's secondary impairment cause. Codes and descriptions are listed below.
## CODES FOR IMPAIRMENTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>No impairment</td>
</tr>
</tbody>
</table>

### SENSORY/COMMUNICATIVE IMPAIRMENTS:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Blindness</td>
</tr>
<tr>
<td>02</td>
<td>Other Visual Impairments</td>
</tr>
<tr>
<td>03</td>
<td>Deafness, Primary Communication Visual</td>
</tr>
<tr>
<td>04</td>
<td>Deafness, Primary Communication Auditory</td>
</tr>
<tr>
<td>05</td>
<td>Hearing Loss, Primary Communication Visual</td>
</tr>
<tr>
<td>06</td>
<td>Hearing Loss, Primary Communication Auditory</td>
</tr>
<tr>
<td>07</td>
<td>Other Hearing Impairments (Tinnitus, Meniere's Disease, hyperacusis, etc.)</td>
</tr>
<tr>
<td>08</td>
<td>Deaf-Blindness</td>
</tr>
<tr>
<td>09</td>
<td>Communicative Impairments (expressive/receptive)</td>
</tr>
</tbody>
</table>

### PHYSICAL IMPAIRMENTS:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Mobility Orthopedic/Neurological Impairments</td>
</tr>
<tr>
<td>11</td>
<td>Manipulation/Dexterity Orthopedic/Neurological Impairments</td>
</tr>
<tr>
<td>12</td>
<td>Both mobility and Manipulation/Dexterity Orthopedic/Neurological Impairments</td>
</tr>
<tr>
<td>13</td>
<td>Other Orthopedic Impairments (e.g., limited range of motion)</td>
</tr>
<tr>
<td>14</td>
<td>Respiratory Impairments</td>
</tr>
<tr>
<td>15</td>
<td>General Physical Debilitation (fatigue, weakness, pain, etc.)</td>
</tr>
<tr>
<td>16</td>
<td>Other Physical Impairments (not listed above)</td>
</tr>
</tbody>
</table>

### MENTAL IMPAIRMENTS:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Cognitive Impairments (impairments involving learning, thinking, processing information and concentration)</td>
</tr>
<tr>
<td>18</td>
<td>Psychosocial Impairments (interpersonal and behavioral impairments, difficulty coping)</td>
</tr>
<tr>
<td>19</td>
<td>Other Mental Impairments</td>
</tr>
</tbody>
</table>

## CODES FOR CAUSES/SOURCES OF IMPAIRMENTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Cause unknown</td>
</tr>
<tr>
<td>01</td>
<td>Accident/Injury (other than TBI or SCI)</td>
</tr>
<tr>
<td>02</td>
<td>Alcohol Abuse or Dependence</td>
</tr>
<tr>
<td>03</td>
<td>Amputations</td>
</tr>
<tr>
<td>04</td>
<td>Anxiety Disorders</td>
</tr>
<tr>
<td>05</td>
<td>Arthritis and Rheumatism</td>
</tr>
<tr>
<td>06</td>
<td>Asthma and other Allergies</td>
</tr>
<tr>
<td>07</td>
<td>Attention-Deficit Hyperactivity Disorder (ADHD)</td>
</tr>
<tr>
<td>08</td>
<td>Autism</td>
</tr>
<tr>
<td>09</td>
<td>Blood Disorders</td>
</tr>
</tbody>
</table>
10 Cancer
11 Cardiac and other Conditions of the Circulatory System
12 Cerebral Palsy
13 Congenital Condition or Birth Injury
14 Cystic Fibrosis
15 Depressive and other Mood Disorders
16 Diabetes Mellitus
17 Digestive
18 Drug Abuse or Dependence (other than alcohol)
19 Eating Disorders (e.g., anorexia, bulimia, or compulsive overeating)
20 End-Stage Renal Disease and other Genitourinary System Disorders
21 Epilepsy
22 HIV and AIDS
23 Immune Deficiencies excluding HIV/AIDS
24 Mental Illness (not listed elsewhere)
25 Cognitive Disability
26 Multiple Sclerosis
27 Muscular Dystrophy
28 Parkinson's Disease and other Neurological Disorders
29 Personality Disorders
30 Physical Disorders/Conditions (not listed elsewhere)
31 Polio
32 Respiratory Disorders other than Cystic Fibrosis or Asthma
33 Schizophrenia and other Psychotic Disorders
34 Specific Learning Disabilities
35 Spinal Cord Injury (SCI)
36 Stroke
37 Traumatic Brain Injury (TBI)

Important: If Secondary Impairment is coded "00" (No Impairment), then Secondary Cause must also be coded "00" (Cause Unknown). There are also several Impairment and Cause code combinations that RSA does not allow. These combinations are not edited on this case note. Instead, DVR runs the Error Checker report randomly throughout the year to find and correct the combinations that are considered errors by RSA.
Coding Information Gathered at IPE Development

Employment

Employment at IPE
Record the code value that best describes the employment status. The first 5 options indicate a form of employment. Options 6-9 indicate a form of unemployment.

- **Competitive Integrated Employment**: Must reach **all** the following criteria:
  - Part-time or full-time
  - Is at least minimum wage
  - The same pay rate as other individuals without disabilities
  - Has access to the same benefits as other employees
  - Is typically found in the community
  - Where interaction occurs both with people with and without disabilities
  - Has access to opportunities for advancement.

- **Self-Employment**: Work for profit or fees including operating one’s own business, farm, shop, or office and includes sharecroppers, but NOT wage earners on farms.

- **Randolph-Sheppard Business Enterprise Program (BEP)**: Entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are operators/managers of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.

- **Employment**: Extended Employment: Non-integrated employment or sheltered setting for a public or private nonprofit agency or organization that is subminimum wage.

- **Employed**: Employment Ending or Transitioning Service Member
  - Received a notice of termination of employment or Worker Adjustment and Retraining Notification or other notice that the employer is closing.
  - Is a transitioning service member who is someone in active duty status who registers for employment services and is within 24 months of retirement or 12 months of separation.

- **Not Employed**: Student in Secondary Education: Includes GED classes and special education classes, with the intent of obtaining a secondary school diploma or GED.

- **Not Employed**: All Other Students: Attending school full or part-time other than students in secondary education such as postsecondary education, adult education, or vocational training.

- **Not Employed-Trainee, Intern or Volunteer**: Participating in unpaid work experiences, internships, or volunteer work in order to increase employability and may receive a stipend.

- **Not Employed-Other**: Individuals not placed in any of the above categories (e.g. person just out of school who is not yet employed; person unable to retain or obtain work; a person who has recently left a specialized medical facility).
Search for Primary Occupation at IPE by Job Title

How to search for an O*NET Code:

1. Type in the Job Title and click on the Search button.
2. Click on the O*NET Occupational Title Drop Down List.
3. Choose the best match.
4. If none of the items is a good match, click on the Clear Search button, change the Job Title, and click on the Search button again.

Primary Occupation at IPE
Enter the O*NET code that best matches consumer's primary occupation (majority of hourly earnings).

Note: Leave blank if unemployed at time of IPE.

Hourly Wage at IPE
Record the hourly wage earned at time of IPE (rounded to the nearest cent).

Includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary. Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an average hourly wage over a representative period of time, such as one month or one quarter, to obtain a reportable figure.

Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

Weekly hours worked at IPE
Enter the number of hours worked for earnings in a typical week at time of IPE.
Barriers to Employment

Long-Term Unemployed
- Has been unemployed for 27 or more consecutive weeks
- Has NOT been unemployed for 27 or more consecutive weeks

Exhausting TANF within Two Years
- Within two years of exhausting lifetime eligibility for TANF assistance, even if receiving them at time of IPE
- Does NOT meet condition listed above
- Never received TANF or already exhausted lifetime TANF eligibility

Foster Care Youth
- Currently in foster care or aged out of foster care system
- Not currently in foster care and has not aged out of foster care system

Homeless Individual, Children, and Youth or Runaway Youth
- Meets the definition of homeless
- Does NOT meet the definition of homeless

An individual is considered homeless if the person:
- Lacks a fixed, regular nighttime residence, and therefore is:
  - Sharing the housing of another person because of loss of housing, economic hardship, or similar reason;
  - Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
  - Living in an emergency or transitional shelter;
  - Abandoned in a hospital; or
  - Awaiting foster care placement.
- Has a primary nighttime residence that is a public or private place NOT designed for regular sleeping accommodations such as a car, park, abandoned building, bus or train station, airport, or camping ground.
- Is a migratory child who was required to move from one school district to another in the preceding 36 months due to changes in parents' seasonal employment in agriculture, dairy, or fishing work.
- Is under 18 years of age and self-removes from home or place of legal residence without the family's permission.

Ex-Offender
- Meets the definition of an ex-offender
- Does NOT meet the definition of an ex-offender
- Did not self-identify
Someone who has been subject to any stage of the criminal justice process for committing a status offense or delinquent act or requires assistance in overcoming barriers to employment due to a record of arrest or conviction.

Note: This includes individuals with a conviction that they report on an application for employment. This information is gathered by self-report. Staff are not required to verify/document this information in IRIS.

**Low Income**
- Meets the definition of low income
- Does NOT meet the definition of low income

Someone is considered low income if:
- They receive, or in the six months prior to DVR application received SNAP, TANF, or SSI; or
- They are a member of a family that receives, or in the six months prior to DVR application received SNAP, TANF, or SSI; or
- Is in a family with the total family income that does not exceed 70% of the lower standard income level; or
- Is a youth who receives, or is eligible to receive a free or reduced price lunch; or
- Is a foster child on behalf of whom State or local government payments are made; or
- Is someone with a disability whose own income is the poverty line but is a member of a family whose income does NOT meet this requirement; or
- Is a homeless individual, child, youth, or runaway youth; or
- Is a youth living in a high poverty area.

Refer to the following Low Income Resource Document:

**English Language Learner**
- Meets the definition of English language learner
- Does NOT meet the definition of English language learner

Someone who has limited ability in speaking, reading, writing or understanding the English language and meets one of the two conditions:
- The person’s native language is a language other than English; or
- The person lives in a family or community where a non-English language is the dominant language.

**Basic Skills Deficient/Low Levels of Literacy**
- Individual meets the criteria for the basic skills definition/low levels of literacy
- Individual does NOT meet the criteria for basic skills/low levels of literacy
Someone is considered to be basic skills deficient or have low levels of literacy if the person:
- Is a youth who has English reading, writing, or computing skills at or below the 8th grade level on a generally-accepted standardized test; or
- Is a youth or adult who is unable to compute and solve programs, or read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Cultural Barriers
- Meets the criteria for cultural barriers
- Does NOT meet the criteria for cultural barriers
- Did not self-identify

Someone with a cultural barrier believes he/she possesses attitudes, beliefs, customs, or practices that influence a way of thinking, acting or working that may serve as a hindrance to employment.

Single Parent
- Meets the definition of a single parent
- Does NOT meet the definition of a single parent
- Did not self-identify

Someone is a single parent if they are single, separated, divorced, or widowed and have primary responsibility for one or more dependent children under the age of 18 years (includes single pregnant women).

Displaced Homemaker
- Meets the definition of a displaced homemaker
- Does NOT meet the definition of a displaced homemaker

Someone who has been providing unpaid services to family members in the home:
- Who has been dependent on the income of another family member but is no longer supported by that income; or
- Is the dependent spouse of a member of the Armed Forces on active duty and whose family income is significantly reduced due to deployment, call to active duty, permanent change of station, service connected disability or death; and
- is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.

Migrant Seasonal Farmworker
- A person primarily employed in agriculture or fish farming labor for 12 months out of past two years and struggles with self-sufficiency, or the person's dependent
  - Not being self-sufficient in this case is someone that is low-income with chronic unemployment or underemployment in the above defined labor and faces multiple barriers to economic self-sufficiency
• Seasonal farmworker who travels to a job site and is unable to return to permanent residence that same day or the person's dependent
• Does NOT meet any above listed criteria

Education

School Status
• No secondary school diploma or equivalent and is attending any elementary or secondary school, or is between school terms.
• No secondary school diploma or equivalent and is attending an alternative school or approved alternative course of study.
• Received a secondary school diploma or equivalent and is attending a postsecondary school, or is between school terms.
• Not within the age of compulsory school attendance (age 18), is not attending any school, and no secondary school diploma or its equivalent.
• Not attending any school, but has a secondary school diploma or equivalent.
• Within age of compulsory school attendance (age 17), but has not attended school for at least the most recent complete school year calendar quarter and has not received a secondary school diploma or equivalent.

Highest Education Level Completed
• Individual attained a secondary school diploma.
• Individual attained a secondary school equivalency (e.g., GED, HSED).
• Individual attained a special education certificate of attendance/completion (if diploma, GED, or HSED was obtained, do not select this option).
• Individual completed one or more years of postsecondary education.
• Individual attained a postsecondary certification, license, or educational certificate (non-degree).
• Individual attained an Associate’s Degree.
• Individual attained a Bachelor's Degree.
• Individual attained a degree beyond a Bachelor's degree (e.g., MS, PhD, JD).
• No educational level was completed.

Highest Elementary or Secondary School Grade Completed
Use the appropriate code to report the highest school grade completed by the individual.
• Record the number of the highest school grade completed by the individual.
• 0 – If no school grades were completed

Completed Some Postsecondary Education, No Degree or Certificate
• No
• Yes
Credentials Attained Prior to Initial IPE
Enter the dates for any Credential attained prior to the time of intital IPE development. These fields will be locked down after the initial IPE is developed.

- Approximate dates can be entered as exact dates may not be known.
- Use self-report, no supporting documentation is needed for these.
- If a consumer has not yet attained any credentials, no credential date needs to be entered.
- Future credential dates will not be recorded in this section. These will be recorded through the Education/Training module.
- If a consumer has only attained only one credential, for example their H.S. diploma, that is the only date that needs to be entered.
- If a consumer has attained multiple credentials such as a HS diploma, bachelor's degree, and a master's degree, all dates will need to be entered.
- If a consumer has attained multiple credentials that are the same type, only enter the most recent. For example if a consumer has attained two vocational licenses, enter the date of the most recent as there is only one date field available.

These are the drop down options that will appear in IRIS:

- Special Education Certificate of Completion Date
- High School Diploma Date
- High School Equivalency Date (GED, HSED)
- Associates Degree Date
- Bachelor's Degree Date
- Master's Degree Date
- Graduate Degree Date
- Vocational/Technical License Date (Registered Nurse, Cosmetologist, Licensed Professional Counselor, Master Plummer)
- Vocational/Technical Certificate Date (Commerical Drivers License, Microsoft Information Technology Certificate, Certified Nursing Assistant)
- Other Recognized Diploma, Degree or Certificate Date

WIOA Program Involvement

The data elements in this section are completed at each IPE and updated as necessary. They should be reviewed and any changes noted with each subsequent IPE or more frequently if indicated.

Vocational Rehabilitation (Title IV)

- Received services from the Division of Vocational Rehabilitation
- Received services from the Department of Veterans Affairs VR and Employment Program
- Received services from BOTH vocational rehabilitation programs above
- Did NOT receive any services described above
- Unknown
Wagner-Peyser Employment Service (Title III)
- Received services listed above
- Did NOT receive service listed above
- Unable to track enrollment in program

Indicate if the consumer received services under the Wagner-Peyser Program (Job Service). Services provided by Job Services could include:
- Registered on Job Center of Wisconsin
- Attended a Job Service Workshop
- Participated in a Job Service On-site Recruitment or Hiring Event
- Participated in a DWD Career Expo or Job Fair
- Received Job Service assistance in a Resource Room
- Received services from a Job Service career counselor
- Took an assessment provided by a Job Service career counselor or staff
- Took a WorkKeys assessment provided by Job Service
- Had a resume critiqued by a Job Service staff
- Received career guidance or labor market information from a Job Service staff

Adult Education (Title II)
- Received Adult Education Services
- Did NOT receive Adult Education Services
- Unable to track enrollment in the program

Indicate if the consumer received services under the Adult Education program. These services include academic instruction and education services below the postsecondary level that increase an individual’s ability to read, write, and speak in English and perform math or other activities necessary to obtain a secondary school diploma or equivalent, transition to postsecondary education and training, and obtain employment.

Dislocated Worker (Title I)
- Received Dislocated Worker Program Services
- Did NOT receive these Services

Indicate if the consumer received services under the Dislocated Worker Program from a Workforce Development Board. Title I considers a Dislocated Worker someone who:
- Has been terminated/laid off or received notice of termination/layoff; is eligible for or exhausted UI or able to demonstrate to Title I program that duration of employment meets their criteria; and is unlikely to return to previous industry or occupation; or
- Has been terminated/laid off or received notice of termination/layoff due to permanent closure or substantial layoff; or
- Works in a facility that has made a general announcement of closure within 180 days or a general announcement that facility will close; or
• Was self-employed but is now unemployed due to general economic conditions due to natural disasters; or
• Is a displaced homemaker; or
• Is the spouse of a member of the Armed Forces on active duty who has experienced loss of employment due to relocation.

**Note:** A Dislocated Worker is eligible to receive the same services as those in the Adult Program.

**Adult (Title I)**
- Received Adult Program Services
- Did NOT receive these Services

Indicate if the consumer received services under the Adult Program provided by a Workforce Development Board. Services provided under the Adult Program could include:
  - Individualized career exploration
  - Career services
  - Financial assistance for training
  - Job training
  - Job search and placement assistance
  - Support for work related expenses

**Youth Program (Title I)**
- Received services from the Youth Program
- Did NOT receive these services

Indicate if a consumer received services under the Youth program provided by the Workforce Development Board. The Youth program can assist with such services as the attainment of a high school diploma or its recognized equivalent, entry into postsecondary education, and individualized delivery of 14 types of educational and career readiness opportunities.

**YouthBuild (Title I)**
- Record the 14-character grant number if received these services under the YouthBuild Program (ex: AA-12345-12-55-A-26)
- If grant number is unknown, enter all 9's.
- Leave blank if person did NOT receive YouthBuild services.

Indicate if a consumer received services under the Youth Build program. The Youth Build programs assists students with assistance towards attaining their high school diploma or its equivalent and training in mastering the skills and industry-recognized certifications they need to succeed high demand careers through hands-on work experience and certification processes. Youth learn construction skills through building affordable housing for homeless and low-income people in their neighborhoods and other community assets such as schools, playgrounds, and community centers.
Job Corps (Partner)
- Received Job Corps Services
- Did NOT receive Job Corps Services
- Unable to track enrollment in program

Indicate if the consumer received services under the Job Corps program. Job Corps is a free education and training program for low-income youth beginning at age 16 that helps them learn a career, earn a high school diploma or GED, and find and keep a good job.

IPE Draft

Plan Type
- **BEP (Business Enterprise Program) (Status 18)**
  - Select BEP when the consumer will be participating in the Business Enterprise Program for the blind. Change plan type as appropriate.
- **Counseling (Status 14)**
  - Select Counseling when ‘counseling and guidance’ is the primary activity being provided to prepare the consumer for employment. Change plan type as appropriate.
- **Placement-Job Ready (Status 20)**
  - Select Placement when the consumer has completed preparation for employment and is ready to seek and accept a job, or has been placed into, but has not yet begun employment. Change plan type as appropriate.
- **Restoration (Status 16)**
  - Select restoration services when time-limited physical and/or mental restoration services are the primary activity being provided to prepare the consumer for employment (e.g., cataract surgery interrupts other planned DVR services for three months). Change plan type as appropriate.
- **Self-Employment (Status 18)**
  - Select Self-Employment when the employment plan is for self-employment or business planning/development. (Includes consumers with dual track goals and self-employed farmers. Do not include Customized Self-Employment. Change plan type as appropriate.
- **Supported Employment (Status 20)**
  - Select Supported Employment when the consumer requires long-term support to maintain competitive employment. Includes Customized Self-Employment. Change plan type as appropriate.
- **Training (Status 18)**
  - Select Training to identify persons who are receiving academic, business, vocational, on-the-job, or personal and vocational adjustment training. Change plan type as appropriate.
• **Transition** (Status 18)
  o Select Transition when the consumer will be transitioning from a secondary education program to employment. Once exited from high school change plan type as appropriate.

**Services**
Insert the necessary and appropriate primary services and secondary services. Include the start date, end date, provider, who pays, payment method.

Employment Data Elements

First Day of Work/Start Date of Employment in Primary Occupation
Enter the date when the individual began the job coded in the Primary Occupation.

Hours Worked in a Week
Enter the number of weekly hours worked in the employment outcome recorded as the Primary Occupation that matches the individual's IPE goal.

Hourly Wage/Earnings
Enter the hourly wage including cents earned after achieving employment consistent with the employment goal on the consumer's IPE. If the individual is employed in more than one job that matches their IPE goal, record the hourly wage for the primary source of income.

Includes all wages, salaries, tips, profits from self-employment and commissions received as income. These earnings are before payroll deductions of Federal, State and local income taxes and Social Security.

Wages for salespersons, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimate profits of farmers, if necessary. Where wages are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), they should be calculated as an average hourly wage over a representative period of time, such as one month or one quarter, to obtain a reportable figure.

Commissions are generally not paid when earned, but rather are paid periodically, such as weekly, biweekly, or even monthly. To bring standardization to this data element, wages should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout.

Primary Occupation at Employment Outcome: O*Net Code
- Type in the Job Title and click on the Search button.
- Click on the O*NET Occupational Title Drop Down List.
- Choose the best match.
- If none of the items is a good match, click on the Clear Search button, change the Job Title, and click on the Search button again.
- For the employment situations unique to the VR program, click on the drop-down list for O*Net Occupational Code and use the special codes indicated below. These codes do not duplicate any six-digit codes in the O*NET/SOC structure:
  - 899999 if the consumer is a Randolph-Sheppard Vending Facility Clerk.
  - 999999 if the consumer is a Randolph-Sheppard Vending Facility Operator.
Employment Status/Outcome
For an individual who achieved employment, record the applicable code value that describes the employment of the individual when the employment is achieved. If classifying the individual into two different employment statuses, select a code designating the principal status.

- **Competitive Integrated Employment:**
  - Full-time or part-time employment where the individual is compensated at a rate that is not less than minimum wage; is not less than the customary rate paid by the employer for the same or similar work performed by other employees who do not have disabilities and have similar training, experience, and skills; is eligible for benefits provided to other employees; is at a location typically found in the community and where the employee with a disability interacts with other employees in the work site who do not have disabilities; and has access to the same opportunities for advancement as other employees without disabilities.

- **Randolph-Sheppard Business Enterprise Program (BEP):**
  - Entrepreneurial self-employment through the Randolph-Sheppard Vending Facilities Program in which individuals who are legally blind are manager operators of vending facilities located on Federal, State, or private locations with management services and supervision provided by a State VR agency that serves as the State Licensing Agency for the Randolph-Sheppard program.

- **Self-Employment (except BEP):**
  - Work for profit or fees including operating one's own business, farm, shop or office. "Self-employment" includes sharecroppers, but not wage earners on farms. Must be earning minimum wage.

- **Supported Employment in Competitive Integrated Employment:**
  - Competitive integrated employment as described above with ongoing support services for individuals with significant disabilities (supported employment).
Coding Information Gathered at Closure

The following information is to be gathered and entered at the time of case closure. This information is then automatically pulled for the federal requirements reporting.

Type of Closure
Select one from the six types listed below.

- Closed After Eligibility, but Prior to a Signed IPE (30)
- Closed After Eligibility from an Order of Selection Waiting List (38)
- Closed after IPE Without an Employment Outcome (28)
- Closed After IPE in Competitive and Integrated Employment or Supported Employment (26)
- Closed after IPE in Noncompetitive and/or Nonintegrated Employment (28)
- Closed as an Applicant Prior to Eligibility Determination (08)
- Closed as an Applicant After Ineligibility Determination (08)

Note: The closure status is listed in parenthesis.

Closure Reason
Select the reason for closing the service record of an individual:

- **Achieved Competitive Integrated Employment Outcome**: Rehabilitated
- **All Other Reasons**: All reasons not covered by other codes.
- **Criminal Offender**: An individual is unavailable to participate in a VR program for a considerable period of time because they are incarcerated in a prison, jail, or other criminal correction facility.
- **Death**
- **Disability Too Significant to Benefit from VR Services**: An individual whose mental or physical disability is so significant that the individual cannot benefit from VR services in terms of employment. (To close a case for this reason, an IPE must be written to assess the individual’s ability to benefit from VR services. See DVR Policy Manual for further information.)
- **Does Not Require VR Services**: An applicant does not require VR services to prepare for, enter into, engage in, or retain gainful employment consistent with their strengths, resources, priorities, concerns, abilities, capabilities, and informed choice.
- **Extended Employment**: The individual received services and was placed in a non-integrated setting for a public or non-profit organization. If the person is working in extended employment, we leave the employment section blank on the closure - as it is not considered employment for RSA.
- **Extended Services Not Available**: The individuals would have benefited from the provision of supported employment services but for whom no source of extended
services was available. This code is used only for individuals who have received VR services.

- **Foster Care**: Individual is in the foster care system as defined in 45 CFR 1355.20(a), and has moved from the area as part of such program or system (youth only)/

- **Health/Medical**: Individual is receiving medical treatment that is expected to last longer than 90 days and precludes entry into unsubsidized employment or continued participation in the program.

- **Individual in an Institution (other than a prison or jail)**: An individual has entered an institution other than a prison or jail, and will be unavailable to participate in a VR program for an indefinite or considerable period of time. Includes hospitals, nursing homes, treatment centers, etc.

- **Ineligible**: After the individual was determined to be eligible, is later determined not to have met eligibility criteria (very rare)

- **No Disabling Condition**: An applicant is not eligible for VR services because no physical or mental impairment exists.

- **No Impediment to Employment**: An applicant is not eligible for VR services because their physical or mental impairment does not constitute a substantial impediment to employment.

- **No Long Term Source of Extended Services Available**: Individual who would have benefited from the provision of VR and supported employment services but was determined ineligible because a long term source of extended services is not available, AND is not anticipated to be available. This code is used at the initial eligibility determination only.

- **No Longer Interested in Receiving Services or Further Services**: The consumer does not want to receive any services or continue to receive services. This includes consumers who, through discussion with DVR, decide they no longer wish to have their case open. **Also, use this code to indicate when an individual's actions (or non-actions) make it impossible to begin or continue a VR program (e.g. repeated failures to keep appointments).**

- **Reserve Forces Called to Active Duty**: Individual is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days.

- **Transferred to Another Agency**: An individual needs services that are more appropriately obtained elsewhere such as State VR agencies or VA. Transfer to the other agency indicates that appropriate referral information is forwarded to the other agency so that agency may provide services more effectively.

- **Unable to Locate or Contact or Moved**: The individual has moved without a forwarding address. This includes consumers who we attempt to contact using multiple methods/multiple attempts, and all methods of contact are unavailable (e.g., mail or
emails returned, phone disconnected, etc.). Also, use this code for persons who have left the State and show no intentions of continuing in their VR program.

**Note:** If the consumer is not responding to multiple contact attempts but mail is not returned, listed phone number works, etc., please refer to No Longer Interested in Receiving Services or Further Services.

**RSA Service Listing with Activity Codes that Apply:**

**Employment Status at Closure**
The Employment Status is automatically entered if an Employment case note exists for the consumer. If necessary, for individuals who achieved an employment outcome, select the consumer’s current employment status from the eight listed ones. If classifying the individual into two different employments, select a code designating the principal status.

If the person is working in extended employment, we leave the employment section blank on the closure - as it is not considered employment for RSA.

- **Competitive Integrated Employment:** Full-time or part-time employment where the individual is compensated at a rate that is not less than minimum wage; is not less than the customary rate paid by the employer for the same or similar work performed by other employees who do not have disabilities and have similar training, experience, and skills; is eligible for benefits provided to other employees; is at a location typically found in the community and where the employee with a disability interacts with other employees in the work site who do not have disabilities; and has access to the same opportunities for advancement as other employees without disabilities.

- **Randolph-Sheppard Business Enterprise Program (BEP):** Refers to Randolph-Sheppard vending facilities and other small businesses operated by individuals with significant disabilities under supervision provided by a State VR agency.

- **Self-Employment (Except BEP):** Work for profit or fees including operating one’s own business, farm, shop or office. "Self-employment" includes sharecroppers, but not wage earners on farms. Earnings must be above minimum wage.

- **Supported Employment in Competitive Integrated Employment:** Competitive integrated employment as described above with ongoing support services for individuals with significant disabilities (supported employment).

**Primary Occupations at Closure**
Enter the O*Net code that best describes the individual's occupation that is consistent with the employment goal on their IPE. If the individual is not employed leave it blank.

**O*NET Code**
- Type in the Job Title and click on the Search button.
- Click on the O*NETOccupational Title Drop Down List.
• Choose the best match.
• If none of the items is a good match, click on the Clear Search button, change the Job Title, and click on the Search button again.
• For the employment situations unique to the VR program, click on the drop-down list for O*Net Occupational Code and use the special codes indicated below. These codes do not duplicate any six-digit codes in the O*NET/SOC structure:
  o 899999 if the consumer is a Randolph-Sheppard Vending Facility Clerk.
  o 999999 if the consumer is a Randolph-Sheppard Vending Facility Operator.

**Employment Start Date**
Enter the start date of employment.

**Hourly Wage at Closure**
Enter the hourly wage including cents earned after achieving an employment outcome consistent with the employment outcome on an individual’s IPE at the time of closure. If the individual is employed in more than one job that is consistent with the employment goal on the IPE, record the hourly wage for the primary source of income.

Wages for salesperson, consultants, self-employed individuals, and other similar occupations are based on the adjusted gross income. Adjusted gross income is gross income minus unreimbursed business expenses. Do not include estimates of in-kind payments, such as meals and lodging. Estimated profits of farmers, if needed.

**SPECIAL CASES:** To preclude misleading results such as a negative earnings situation, the following instructions are provided:

"Where earnings are based on commissions that are irregular (e.g., real estate, automobile sales, etc.), to obtain a meaningful figure for a hourly wage, it should be calculated as an average over a representative period of time such as one month. Earnings should be based on the actual receipt of the payment and not on amounts accruing until the next commission payout."

**Note:** Enter a 0 (zero) if the consumer generated no earnings.

**Hours Worked in a Week at Closure**
For an individual who achieved an employment outcome enter the number of hours worked on the primary occupation at closure consistent with the IPE goal.

**Note:** Enter a 0 (zero) if the consumer generated no earnings or did not achieve an employment outcome.

**Monthly Public Support Amount at Closure**
Public support means cash payments made by Federal, State and/or local governments for any reason, including an individual’s disability, age, or economic status. Include payments to
a family unit precipitated by the individual's disability or when the individual's presence is taken into account in the computation of the family benefit.

Record the monthly amount (to the nearest dollar) of public support received by the individual at closure from each of the following sources. Also include all payments that are sent directly to an individual in an institution or to dependents on his/her behalf. Exclude any non-cash support payments such as Medicaid, Medicare, food stamps and rental subsidies.

- **Supplemental Security Income (SSI):**
  - Monthly SSI payment to individual for older adults and people who are blind, or who have disabilities. Only the individual’s portion should be recorded here.

- **Temporary Assistance for Needy Families (TANF):**
  - Cash public assistance payments made through the federally-funded TANF program (e.g. W-2, Kinship Care, Wisconsin Share, Caretaker Supplement). If payment made to the family unit, use the local disbursing agency’s procedure to estimate the individual’s portion of the payment.

- **General Assistance:** State or local (e.g. county funds, etc.).

- **Social Security Disability Insurance (SSDI):** Monthly SSDI payment to the individual.

- **Veteran's (VA) Disability Benefit:** VA Disability Benefits are payments made by the Department of Veterans Affairs for partial or total disability.

- **Workers Compensation**

- **Other Public Support:**
  - Enter the monthly amount of public support from all other sources not listed including payments made by Federal, State and local governments for retirement or survivor benefits to the individual as well as UI and other temporary payments.

**Primary Source of Support at Closure**
Enter a code value from the options below to indicate the individual's largest single source of economic support at time of exit. Codes include:

- Primary source of support is personal income (e.g., employment earnings, interest, dividends, rent, retirement including social security).
- Primary source of support is family and friends (Spouse’s income or UI checks, parent/guardian income, family received public supports).
- Primary source of support is public support (e.g., SSI, SSDI, TANF, etc.).
- Primary source of support is from other sources (e.g., private disability insurance and private charities).

**Medical Insurance Coverage at Closure**
If the consumer has medical insurance available through a listed source at the time of Closure, select Yes.
• Medicaid/BadgerCare/MAPP (Medicaid Purchase Plan).
• Medicare.
• State or Federal Affordable Care Act Exchange
• Public Insurance from Other Sources (Workers Compensation, Children's Health Insurance Program, etc.).
• Private Thru Own Employment.
• Not Yet Eligible for Private Insurance through Current Employer, But Will Be Eligible for Private Insurance after a Certain Period of Employment.
• Private Other Insurance (through parent/family member's insurance plan).

**Account (Previously Object/Sub-Object) Coding Determination**

The purpose of the Account code is to identify if a payment is reportable or non-reportable to the Internal Revenue Service (IRS). When assigning this code, field staff should take into consideration ONLY the good or service being provided.

**How to determine if a payment should be coded as reportable or non-reportable:**

- If a service is being purchased, it is reportable (even if the vendor chosen is non-reportable).
- If an object or good is being purchased, it should be coded as non-reportable (code 8800000).
- If both a good and a service are included, they must be coded on separate lines of the purchase order with the appropriate object code.