

## Required Meetings by Service: Quick Reference Guide

DVR Statewide Services – 2026-2028 Technical Specifications

Service	Applies To	Requirement
Discovery and Discovery Profile	CE	Meeting prior to service initiation AND <b>upon completion of service</b>
Career Profile	IPS   SE	<b>Meeting upon completion of service</b>
Job Preparation and Development Plan	CE   IPS   SE   JD   SWBL	Plan review meeting (phone, virtual, or in-person)
Job Development and Hire	CE   IPS   SE   JD   SWBL	Review meeting at least every 90 days until hire
Monthly Systematic Instruction	CE   IPS   SE	<b>60-days on-the-job meeting</b>
Retention Services	CE   IPS   SE   JD   SWBL	<b>60-days on-the-job meeting</b>
Transition to Long-Term Support	CE   IPS   SE	<b>Meeting required <i>before</i> transition to LTS</b> Transition to LTS requires documented contact and agreement to transition
Vocational Evaluation Assessment; Vocational Evaluation with Work Sample	VE	Review meeting (in-person, phone, or virtual, unless otherwise directed by DVR case facilitator)
Work Incentive Benefits Introductory Meeting	WIBS	Intake interview with consumer; DVR staff attendance optional
Work Incentive Benefits Portfolio	WIBS	Portfolio review meeting
Work Incentive Benefits Analysis with Plan	WIBS	Plan review meeting (may combine with Portfolio)

### KEY

**Bold** = Key LTS Coordination Points

#### Service Abbreviations:

CE: Customized Employment

IPS: Individual Placement and Support

SE: Supported Employment

JD: Job Preparation, Development, Hire, and Retention

SWBL: Student Work-Based Learning Services

VE: Vocational Evaluation

WIBS: Work Incentive Benefits Services