



Vocational Rehabilitation

DVR Technical Specification & Report Updates

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Agenda

- Welcome!
- Overview of updates
- Key changes to Tech Specs and reports
- Documentation and reporting expectations
- Fee Schedule and other updates
- What this means for Service Providers
- Questions



Why We Update Technical Specifications

- Improve clarity and consistency across services
- Reduce duplication in reports
- Incorporate provider and staff feedback
- Support quality employment outcomes



How Feedback Shaped These Updates

- Ongoing feedback collected providers and DVR staff
- Service Provider surveys
- DVR staff survey (new this cycle)
- Common themes included:
 - Need for clearer expectations
 - Report duplication and complexity
 - Inconsistent application
- Workgroups (providers + DVR staff) used this feedback to revise:
 - Tech Specs and reports



How We Gathered Feedback - Surveys

- Separate surveys collected information from Service Providers and DVR staff
 - Surveys included all statewide services
- Topics included:
 - Service delivery (Tech Spec) and reporting use
 - Documentation expectations
 - Waitlists, capacity, and communication
 - System and workflow challenges
- Additional input gathered through workgroups / feedback



What We Heard – What's Working

- Report updates are improving efficiency for many providers
- Hire Report in the portal is generally easier to use and saves time
- Strong effort towards meeting wage documentation requirements
- High engagement with DVR communication and meetings



What We Heard - Challenges

- Reports can feel repetitive or duplicative
- Inconsistent expectations across WDAs creates confusion
- Wage documentation can still be difficult to obtain
- System and workflow issues (e.g., portal processes)
- Desire for clearer communication and expectations



Key Themes & Focus Areas

- **Clarity:** Clear expectations for service delivery and documentation
- **Consistency:** More aligned expectations across DVR staff, WDAs, and providers
- **Usability:** More streamlined reports and easier-to-use materials that reflect actual service delivery
- **Alignment:** Better connection between services, reports, and outcomes
- **Communication and collaboration:** Strengthened guidance for provider, DVR, and partner interaction / ongoing feedback



How Feedback Shaped the Updates

- Reports streamlined to **reduce duplication and align with workflow**
- Tech Specs updated to improve **clarity and consistency**
- Stronger guidance added for service purpose and documentation expectations
- Language simplified and standardized across services
- Greater alignment between **services, reports, and expectations**



How We'll Walk Through the Updates

- Updates that apply across all services
- Key changes by service category:
 - Report updates and examples
- Other administrative updates



What's New Across All Services

- New standardized format across all Tech Specs:
 - Consistent headers and organization
 - Collapsible sections for easier navigation
 - Shorter paragraphs, more bullet formatting
- Key topics are now centralized (appendix), including:
 - Wage documentation requirements
 - Preferred outcome incentive
 - Rapid hire incentive
 - Support delivery methods



Layout Changes

[Providers](#) > [Technical Specifications](#) > Job Preparation, Development, Hire, and Retention

Job Preparation, Development, Hire, and Retention

- About
- Service Details
- Fee Schedule
- Reports/Forms
- Resources/Links

About

Job Preparation, Development, Hire, and Retention Services are a comprehensive set of services their efforts to plan for, seek, obtain, and maintain employment. Three services are included in this s

Consumer Engagement and Relationships

It is important for the consumer, the provider staff, and DVR to establish a productive working relati progress. Included in DVR reporting, please identify and update, as needed, an expected contact sta consumer should discuss and agree to how often, the length of meetings, type of meeting (in perso they will meet to promote progress. The consumer and providers should also agree to how to comn meetings. If a consumer is disengaged for more than a month, or there are critical issues impacting services, please reach out to notify DVR directly via phone or email. Please also share the [Roles and](#) which may be helpful in describing expectations.

Providers should monitor progress and adhere to the timeframes for delivery of individual services i

SERVICE	PURPOSE	TIMEFRAME(S)	DELIVERABLES
Job Preparation and Development Plan:	Assist DVR consumers with basic job preparation skills, resumes, cover letters, interview skills, and job applications to prepare for the job development process.	45 days to complete the service	1. Job Preparation and Development Plan (and attachments) 2. Job Development Plan review meeting (phone, virtual, or in-person)
Job Development and Hire	Begins immediately following the Job Preparation and Development Plan and is ongoing until a job matching the consumer's Individualized Plan for Employment (IPE) goal is	Review plan every 90 days	1. Job Development Monthly Report detailing ongoing activity 2. Review meeting is required every 90 days in-person or by phone or virtual, and an

[Providers](#) > 2026 - 2028 Technical Specifications

Technical Specifications

[Expand All](#) | [Collapse All](#)

Statewide Services



Other Services



Guidance & Tools



Appendix



What This Means for Providers

- Easier to find information quickly
- More consistent expectations across services
- Less duplication across Tech Specs
- Clearer guidance on key topics



Global Updates Across Services

- Plain language and standardized terminology
- Service delivery expectations:
 - Initial contact within five business days
 - Authorization required before services begin
 - Alignment with competitive integrated employment (CIE) principles
- Updated Consumer Engagement and Partnerships statement
- Updated wage documentation requirements



Key Report Updates Across Services

- Reports updated to improve clarity and consistency
- Prompts refined to better align with service delivery
- Revised signatures sections to allow documentation of meeting outcomes when signatures are not obtained

Transition to Long-Term Support Coordination

Signatures are optional. If signatures are not obtained, Service Providers must document the plan discussion and agreement in the section below the signature lines. DVR staff must also document the meeting and agreement in a case note.	
Consumer Signature	Date Signed/Agreement
Guardian Signature (if applicable)	Date Signed/Agreement
DVR Signature	Date Signed/Agreement
Long-Term Support Provider Signature	Date Signed/Agreement
Service Provider Signature	Date Signed/Agreement
Other	Date Signed/Agreement
If signatures were not obtained, complete the following:	
Date of plan review meeting: _____	
Meeting format: <input type="checkbox"/> In-person <input type="checkbox"/> Phone <input type="checkbox"/> Virtual <input type="checkbox"/> Other (explain)	
Meeting participants: _____	
Agreement confirmed by all parties: <input type="checkbox"/> Yes <input type="checkbox"/> No (explain)	
Date of next scheduled review meeting: _____	



Consumer Engagement & Partnerships

- A strong partnership between the consumer, provider, and DVR is essential to support forward progress toward employment goals. A productive working partnership includes regular communication, clarity on expectations, and shared problem-solving.
- Included in DVR Reports, providers should identify an expected contact standard. The provider and consumer should discuss and agree on this contact standard, including how often they will connect, the type of contact, and how long meetings will typically last. They should also agree on how any changes will be communicated.
- Written reports document services provided and progress, but do not replace timely communication with DVR when urgent issues arise. Notify DVR as soon as you become aware of situations that present a risk to consumer safety or well-being, or that may require immediate intervention.
- For less urgent barriers or changes that may affect employment progress, use professional judgement and communicate with DVR when appropriate.



Wage Documentation Updates

- Guidance updated to support consistency in documentation
- Continued emphasis on obtaining documentation as early as possible
- Clarified that wage documentation is required before receiving the final payment for retention or transition to LTS
- Documentation can take multiple forms, but it must include **both**:
 - Consumer start date
 - Hourly wage
- If using a letter, fax, or email, documentation must **also** include:
 - Employer/business name, and
 - Signature of the employer or clearly identifiable name, with job title
- Start date and wage information may come from separate documents; they do not need to be on a single document



Statewide Services

- Some services were updated primarily for formatting and alignment
- Minimal or no substantive changes
- For statewide services, these include:
 - Vocational evaluation
 - Work incentive benefits services



Job Prep, Dev, Hire, & Retention - Overview

- Improved alignment across services
- Job Support Plan sections intended to **build on** one another across services (JD Plan → Hire → Retention)
 - **Job Supports Plan section** of Hire Report being restored in portal
- Preferred Outcome payment criteria updated.
 - Wage threshold increased to \$16.00/hour for Preferred Outcome Retention payment. Other criteria (hours/week, insurance) remain the same
- No longer required to review **JD Plans** at 90-day review meetings; 90-day meetings still required to review job development progress



Job Prep & Development - Tech Specs

- Clarified employment **eligibility verification** expectations
 - Confirm with the consumer that they have the necessary documentation for completing hire paperwork. If they do not, the plan should describe next steps for obtaining it and supports or resources discussed
- Clarified **plan attachments** expectations
 - Listed attachments should be included “unless otherwise specified by DVR, based on the needs of the consumer”
 - Job Center of Wisconsin (JCW) resume upload no longer required, still encouraged when appropriate. JCW registration still required



Job Prep & Development - Tech Specs (cont.)

- Standardized **sample job application options**:
 - DVR Sample Job Application (new form)
 - Printable Practice Job Application from CareerOneStop (mimics online job application process)
- Added guidance regarding job prep materials
 - Upload editable resumes, cover letters, and reference lists
 - Share electronic copies with consumers
 - Ensure documents are accessible for consumers and compatible with ATS systems



Job Dev & Hire / Job Retention – Tech Specs

- Job development and hire:
 - Digital communication must reflect substantive discussion (meaningful contact related to employment)
 - Attempted contact alone does not count toward contact requirements
- Job retention:
 - Support duration may extend beyond 90 days when appropriate (individualized)
 - The final 30-day increment may be extended when needed until the consumer reaches stability.
 - Clarified existing language on “other supports” and “off-site supports” (Full descriptions moved to appendix for consistency)



Job Development Plan

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is required for payment, and failure to submit reports will result in nonpayment. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted **within five (5) days** of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Service Type: Choose the applicable service types from the list below: <input type="checkbox"/> General Job Development <input type="checkbox"/> Supported Employment <input type="checkbox"/> Individual Placement and Support <input type="checkbox"/> Customized Employment <input type="checkbox"/> Internship/Temporary Work <input type="checkbox"/> Student Work-Based Learning	
Purchase Order (PO Number)	Report Author
Has the consumer signed a release authorizing the provider to contact potential employers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred or Target Wage	Preferred Hours/Week Optional comments:
Consumer Employment Goals Long-Term (IPE) Employment Goal: Short-Term Employment Goal (for students or other approved situations): Consideration of Additional Employment Goals, if applicable:	
Purpose of Internship/Temporary Work (I/TW) If an I/TW may be authorized, indicate the primary purpose based on DVR referral and guidance. <input type="checkbox"/> Determine or confirm a compatible vocational goal. <input type="checkbox"/> Assess needs for assistive technology or job accommodations. <input type="checkbox"/> Build endurance or stamina for work (work hardening). <input type="checkbox"/> Develop or strengthen work skills. <input type="checkbox"/> Establish current work references. <input type="checkbox"/> Try out a position to determine if it is a good fit. <input type="checkbox"/> Other (please specify):	

Job Preparation & Development Plan

- DVR-17036-e
- Removed “updated/revised plan” date references
- Expanded Consumer IPE Goal section
 - Distinguishes long-term (IPE) goals vs. short-term goals for students or consideration of additional goals if approved
- I/TW question reframed to focus on purpose, aligned with Tech Specs

Initial Job Support Plan (Before Job Start)

This section captures the *initial* discussion and planning with the consumer about anticipated needs and supports based on what is currently known. Plans and supports are expected to evolve once a specific job is obtained.

List the anticipated needs or supports in each area below:

- Accommodations: (e.g., Schedule, environmental, work task modifications):
- Support Needs (instructional/workplace): (e.g., learning job tasks, communication, navigating employer expectations):
- Transportation: (e.g., assistance with planning, coordination, or funding):
- Work Clothing (e.g., interview clothing, work uniforms, specialized attire):
- Equipment/Tools: (e.g., work-related tools, assistive devices, or other equipment):
- Other: (e.g., additional supports needed to begin or maintain employment):

How will the consumer get to and from work? What is their backup plan if that option is not available?

Additional recommendations to support progress or address barriers (e.g., vocational services, benefits counseling, or referrals to partner agencies):

Note: Any recommendations listed will be reviewed by DVR. DVR staff will determine whether additional services or referrals are appropriate and can be authorized.

Job Preparation & Development Plan

- DVR-17036-e
- Condensed Initial Job Supports Plan section
 - Reduced duplicative questions
 - Added transportation and additional recommendations prompts

Job Development Monthly Report

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is required for payment, and failure to submit reports will result in nonpayment. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within five (5) days of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Service Type: Choose the applicable service types from the list below:

General Job Development
 Supported Employment
 Individual Placement and Support
 Customized Employment
 Internship/Temporary Work
 Student Work-Based Learning

Purchase Order (PO Number)	Report Author
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Planned contact standard: How often, how (e.g., in person, virtual), and where the provider and consumer will meet (e.g., weekly in-person at local library or twice-monthly virtual meetings).

Job Preparation and Development Plan Approval Date

Consumer Employment Goals

Long-Term (IPE) Employment Goal:

Short-Term Employment Goal (for students or other approved situations):

Consideration of Additional Employment Goals, if applicable:

Monthly Progress

Date	Activity Type (consumer meeting, employer outreach, application, interview)	Employer	Position	Method (in- person, phone, email, virtual)	Outcome/Notes

Job Development Monthly Report

- DVR-18028-e
- Removed “updated/revised plan” date references
- Expanded Consumer IPE Goal section (aligned with JD Plan)
- Clarified contact standard prompt (frequency, method, location), to align with other reports
- Reformatted monthly progress questions into contact grid and one structured summary prompt

Job Development Monthly Report

- DVR-18028-e
- Reformatted monthly progress questions into contact grid and one structured summary prompt
- Combined recommendations and consumer feedback into a single, focused prompt

Provide a brief summary of the progress made this month that includes:					
<ul style="list-style-type: none">• Key job leads or interviews.• Employer feedback received.• Progress toward securing employment or an I/TW.• Plans for job development next month.					
Any recommendations to support progress or address barriers? Include any consumer feedback here, if applicable.					

Retention Report

Only use this report when SI is not authorized, except the final month of Retention, when both reports are required

This information is collected under the authority granted by 34 CFR § 381.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is required for payment, and failure to submit reports will result in nonpayment. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within five (5) days of the end of service, or, if the service is continuing, at the end of each month or 30-day increment in which the service is provided.

Report Month and Date (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Service Type: Choose the applicable service types from the list below: <input type="checkbox"/> General Job Development <input type="checkbox"/> Supported Employment <input type="checkbox"/> Individual Placement and Support <input type="checkbox"/> Customized Employment <input type="checkbox"/> Internship/Temporary Work <input type="checkbox"/> Student Work-Based Learning	
Purchase Order (PO) Number	Report Author
Report Period (choose one): <input type="checkbox"/> Month 1 <input type="checkbox"/> Month 2 <input type="checkbox"/> Month 3 / Final Month <input type="checkbox"/> Additional month (if approved)	
Consumer's Job Title	Employer
Employment Start Date	Hourly Wage
Is the consumer eligible for health insurance benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours per Week
Wage verification attached: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Previously Submitted	
Planned contact standard: How often, how (e.g., in person, virtual), and where the provider and consumer will meet (e.g., weekly in-person at local library or twice-monthly virtual meetings).	
Has the consumer provided consent for the provider to contact the employer regarding progress or feedback? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Job Supports Plan - Monthly Progress

Use this section to document ongoing supports, progress toward independence, and any changes in the consumer's needs. Provide enough detail to show how supports are evolving from month to month.

Retention Report

- DVR-17038-e
- Added consumer consent for employer-specific contact
- Added fields for wage, hours, and insurance benefits, to support capturing eligibility for Preferred Outcome payments

Date	Contact With (Consumer, Employer, DVR)	Method (in- person, phone, email, virtual)	Duration	Purpose/Brief Notes
<p>Progress Toward Independence and Job Stability: Describe the consumer's progress toward increased job stability and independence this month, including progress in performing job tasks and following their schedule. Include any changes in support level or natural supports developed, and how strategies from the Hire Job Supports Plan were implemented or adjusted.</p>				
<p>Supports Provided This Month: Describe activities and supports provided to promote success and independence (e.g., problem-solving, communication with employer, coordination of natural supports, addressing attendance or scheduling issues). Include any adjustments to prior supports or accommodations.</p>				
<p>Updates to Job Supports Plan: Describe any updates or changes to the supports originally identified in the Hire Job Supports Plan. Include considerations related to training, communication, strategies for addressing potential problems on the job, or adjustments needed to help the consumer meet job expectations.</p>				
<p>Consumer Feedback</p>				

Retention Report

- DVR-17038-e
- Refined prompts to focus on fading of supports and progression toward stability
- Reframed reporting around Job Supports Plan progress (builds on Hire Report), rephrasing into clearer prompts
- Added “Next Steps/Plans for Coming Month” prompt to capture forward-looking strategies, recommendations, and potential need for additional services or referrals

Retention Report

- DVR-17038-e
- Added “Next Steps/Plans for Coming Month” prompt to capture forward-looking strategies, recommendations, and potential need for additional services or referrals

Employer Feedback
Next Steps / Plans for the Coming Month: Identify next steps or strategies to increase independence, maintain performance, or adjust supports. Include any provider observations or recommendations related to additional needs (e.g., Systematic Instruction, accommodations, work clothing, transportation, or potential referrals to partner agencies or long-term care if applicable).

What This Means for Providers

- Job Supports Plan sections should build across services, not restart each time
- Include required plan attachments unless DVR directs otherwise
- Ensure job prep materials are usable by the consumer and employers
- Document meaningful contact (not just attempts or short, two-word text exchanges)
- Be prepared to document wages, hours, and benefits



Student Work-Based Learning – Tech Specs

- SWBL experiences focus on career exploration and skill development, not long-term employment outcomes
- Plan timeframe: 45 days
- Review meeting required, same as other services
- Maximum retention period: 90 days
 - If additional support is needed, SI may be authorized if appropriate.
- Reporting updates same as Job Development (same reports)



All SE-type (CE/SE/IPS) – Tech Specs

- Strengthened collaboration and coordination between DVR, providers, and long-term care (LTC) systems.
- Added LTC coordination column in service summary tables with expectations per service phase.
- Strengthened language on the distinction between retention services and SI.
- Preferred outcome payment criteria updated.
 - Wage threshold increased for Preferred Outcome Hire payments. Other criteria (hours/week, insurance) remain the same.
 - Lower tier: \$12.00/hour (previously \$9.00/hour)
 - Higher tier: \$16.00/hour (previously \$12.00/hour)



IPS – Tech Specs

- Service descriptions streamlined for consistency with other services while maintaining alignment with IPS model
- Youth/pre-ETS guidance updated:
 - Clarifies IPS delivery to youth prior to high school exit
 - Discusses service transition from pre-ETS funded services to adult-funded services once a long-term employment goal is identified
- Qualifications language revised:
 - Clarifies expectations for provider staff delivering IPS services, including participation in the DHS IPS Learning Collaborative (IPS Foundations training, BEES meetings, and Systematic Instruction training). Training through the IPS Employment Center is also strongly encouraged.



Supported Employment – Tech Specs

- Career Profile expectations clarified: Community-based meetings and interactions/activities must reflect structured observation and employment-related exploration.
- Service Providers will hold several meetings (three or more) with the consumer and members of the SE team. One meeting may occur at the consumer's home or provider's site (often for intake or orientation). The remaining meetings should take place in the community and include at least one structured career exploration activity.
- As part of the Career Profile Assessment, career exploration activities are informational and exploratory. They are intended to learn about potential jobs, workplaces, or industries, and to guide employment planning.
- Meetings and assessment activities should occur in formats appropriate to the consumer needs and circumstances, including integrated community settings, to observe interactions, identify strengths and barriers, and determine support needs.



Transition to Long Term Support Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within five (5) days of the end of service.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)
Supported Employment Service Type: Choose the applicable service type from the list below: <input type="checkbox"/> Customized Employment <input type="checkbox"/> Individual Placement and Support <input type="checkbox"/> Supported Employment	
Purchase Order (PO) Number	Report Author
Report Date	Invoice Amount
Effective date of Transition to Long-Term Support and end of DVR funding:	
Employer Name/Contact Information	Employment Start Date (First day on the job)
Supervisor Name	Hourly Wage
Job Title	Hours per Week
Job Duties	Benefits
Wage Documentation: List the date wage documentation was supplied to DVR.	
Discussion with consumer regarding impact on Social Security benefits eligibility:	
Source of Long-Term Support & Contact Information	
Agency name:	Email address:
Point of contact name:	Phone number:

Transition to Long-Term Support Report

- DVR-18037-e
- Added wage documentation question
- Clearer separation of summary vs. detailed supports sections
- Structured support description guidance for Supports Requested prompt
- Example line provided in Breakdown of Supports table for added clarity
- Prompt added for estimated percentage of supports provided

Transition to Long-Term Support Report

- DVR-18037-e
- Clearer separation of summary vs. detailed supports sections
- Structured support description guidance for Supports Requested prompt
- Prompt added for estimated percentage of supports provided
- Example line provided in Breakdown of Supports table for added clarity

Discussion of transfer of support if a new Service Provider will be involved:

Discussion of resources and referral process if consumer service needs change:

Supports Requested by the Consumer

Provide a brief narrative description of the supports requested by the consumer, including:

- The types of support requested and/or provided.
- Key tasks or behaviors addressed.
- Approximate percentage of work hours the consumer receives support.
- Any important considerations for coordination or transition to long-term support.

Detailed Breakdown of Supports

Complete for each type of support provided. An example line is provided.

Date / Hours	Type of Support / Task	Individual Who Will Provide Support	Sequencing / Frequency	Work Quality / Accuracy	Other
01/10/2026, 2 hours	Cash handling and stocking	SE specialist	First 2 hours of shift	Assist initially; improve accuracy	Supports will fade over 90 days

Note: DVR should be notified if consumer stops working within the 90-day period following transition.

SE Career Profile Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Report must be submitted within five (5) days of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Consumer & Supported Employment Team Interactions

Record interactions with the consumer and SE team members to gather information about vocational strengths, preferences, and work exploration. This includes community visits, home/provider site meetings, or other interactions relevant to understanding the consumer's employment goals and support needs, in order to complete the Career Profile assessment.

Types of Interaction

- **Observation / Exploration** – Observing the consumer in a natural setting to gather information about interest, preferences, capabilities, skills, barriers, and strengths.
- **Discussion / Interview** – Meeting with the consumer, SE team, or others to discuss goals, interests, barriers, or supports needed.
- **Employer / Community Exploration** – Visiting or learning about a workplace, job role, or industry. Intended to be informational and exploratory; consumers are not expected to complete work or perform tasks beyond observation and discussion. Examples include:
 - **Interview:** A prearranged conversation to learn about the job, workplace, and expectations. Providers should discuss ahead of time what the consumer wants to learn.
 - **Informational Interview:** Meeting or discussion with an employee, supervisor, or employer to understand the role, work environment, and daily tasks. This can be prearranged or happen as part of a workplace visit or tour. Plan discussion with the consumer beforehand about what information they want.
 - **Workplace Tour:** Structured visit to observe the workplace, including work environment, staff roles, and overall conditions. Helps the consumer explore possible jobs.
 - **Workplace Visit (informal):** Unstructured visit or observation of a workplace to learn about different roles, staff, and work conditions. Can include observing operations or casual conversations.
- **Other** – Any other planned interaction with a community site or workplace for learning purposes. Document details below.

Dates of Interaction	Location (e.g., consumer home, provider office, business name)	Participants (Consumer, SE team members, others)	Type of Interaction (Observation, Informational Interview, Application, Business tour, Workplace Visit, Other)

SE Career Profile Report

- DVR-18033-e
- Section added to document interactions with consumer and SE team, including community-based meeting and activities, feedback, observations, etc.

Purpose / Expected Learning: What specific information or skills were you trying to learn or assess during this interaction/visit?

Preparation: How did the consumer prepare for the interaction/visit? Were there any materials, discussions, or strategies used in advance?

Observations / Results: What was observed about the consumer's skills, interests, behaviors, or responses? How did the interaction/visit go?

Supported Employment Team Input: What do the team members say about the consumer's vocational strengths and challenges?

Next Steps / Follow-Up: Based on this interaction/visit, what actions or plans are recommended next (additional visits, skill-building activities, job exploration, etc.)?

Consumer Questions

Work Goal

Have you identified a job goal with your DVR case facilitator? What was that goal? (Identify if the provider discovers that the goal is different from what was discussed with DVR.) If no, what job or types of jobs are you interested in?

Discussion about the job goal should include:

- Do you like (or think you will like) that kind of work?
- Job you would not want.
- People you know who are working and the types of jobs.
- Concerns or worries about going to work.
- Motivation for working.
- Past successful jobs or environments.

SE Career Profile Report

- DVR-18033-e
- Section added to document interactions with consumer and SE team, including community-based meeting and activities, feedback, observations, etc.
- Consolidated narrative discussions into bullet prompts for clarity & consistent POV (e.g., work goals questions)
- Restructured prompts with checkboxes for simplicity (e.g., education/training, transportation grid)
- Minor formatting and simplified wording changes to improve readability

Are there any daily living or other support needs that may require another individual to assist? (e.g., going to the bathroom, assistance to eat/drink during breaks and lunch, taking medications, etc.)?

Ability	Value	Notes / Relevant Work Details
The consumer can stand for	hours/minutes.	
The consumer can lift	pounds.	
The consumer can walk	miles/blocks.	
The consumer can work	hours per day.	
The consumer can work	days per week.	

Consideration	Yes	No	Notes / Relevant Work Details
The consumer can climb stairs.	<input type="checkbox"/>	<input type="checkbox"/>	
The consumer has issues with balance.	<input type="checkbox"/>	<input type="checkbox"/>	
The consumer has issues with fine motor skills.	<input type="checkbox"/>	<input type="checkbox"/>	
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>	

Life Activities and Experiences

Information in this section is used to identify any other interests, networking, volunteer, or work experience, or strength areas not identified in other sections.

Friends and social groups:
Personal activities, including hobbies, performed at home and in the community:
Family / friend activities, including hobbies, performed at home and in the community:

SE Career Profile Report

- DVR-18033-e
- Restructured prompts with checkboxes for simplicity (e.g., education/training, transportation grid)
- Minor formatting and simplified wording changes to improve readability

What This Means for Providers

- Document structured, employment-related activities and community-based observations in the Supported Employment Career Profile assessment and report.
- Coordinate and collaborate with LTC systems as indicated in the service summary tables.



Internship/Temporary Work – Tech Specs

- Clarified purposes of I/TW
 - Emphasis on individualized I/TW development
 - DVR responsibility to identify and communicate purpose and goals to providers
- Timeframe expectations: typical I/TW “two weeks to 45 days”
 - I/TWs exceeding 45 days require local DVR management approval
- Added guidance for when SI is provided concurrently – plan for how support will fade over time
- I/TW resources:
 - I/TW Agreement updated (EOR system changes)
 - Other I/TW resources revised for plain language and alignment



Internship/Temporary Work – Purposes

- Possible purposes of an I/TW include:
 - Determine a compatible vocational goal
 - Determine needs for assistive technology or job accommodations
 - Build endurance for work (work hardening)
 - Develop new skills
 - Establish current work references
 - Try out a position to determine if it is a good fit



Internship/Temporary Work – Goals

Purpose: Build endurance for work (work hardening)

- Example goals:
 - Increase work shifts from 2 hours to 4 hours over the course of the I/TW
 - Attend scheduled shifts consistently (e.g., 3 shifts per week)
 - Sustain engagement in work tasks with no more than 1-2 breaks per hour
 - Demonstrate ability to remain on task for at least 30-45 minutes at a time

Purpose: Determine a compatible vocational goal

- Example goals:
 - Complete job tasks across two different departments to assess preferences
 - Identify job duties that align with strengths & interests
 - Demonstrate ability to complete core tasks with decreasing prompts
 - Provide feedback on job likes/dislikes to inform vocational goal development



I/TW Placement Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Submit the final completed report within 5 days of the conclusion of the I/TW. If no SI is provided, submit the report monthly during the I/TW to report progress.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Purchase Order (PO) Number	Report Author
Report Date	Consumer Work Location (Name and Address)
Consumer's Job Title	I/TW Worksite Business Supervisor (Name and Contact Information)

Summary of Duties

Start Date	End Date
------------	----------

Hours per week	Work Schedule
----------------	---------------

--	--

Purpose and goals of the I/TW as identified by DVR*
--

Accommodations identified and used during the I/TW, including Systematic Instruction
--

Summary of Consumer Performance

Complete this section for both Monthly and Final Reports. Monthly submissions should reflect progress to date.

Summary of consumer absenteeism/tardiness:
--

I/TW Report

- DVR-18025-e
- Streamlined prompts reduce duplication and align with service delivery
- Reorganized into sections:
 - Summary/ongoing updates (for monthly reports)
 - Outcomes/recommendations (completed only in the final report)
- Instructional text added: clarifies monthly vs. final report sections
- New/revised questions to document:
 - Purpose and goals of the I/TW
 - Whether purpose was achieved and/or progress toward goals was made

What did the consumer like and dislike about the job? Please explain:
Summary of strengths:
Summary of areas for improvement:
Summary of ability to follow instructions, interaction with coworkers, supervisors, etc.:
Work site business supervisor feedback and any additional comments or observations:
Outcomes & Recommendations
Complete this section only for the Final I/TW Report; it is not required for Monthly report submissions.
*Was the purpose of the I/TW achieved? Was there progress made toward the identified goals? Please explain.
If position was not offered, recommendations for permanent employment and/or other companies of interest:
Skills/certifications obtained during the I/TW:
Skills/certifications required for future permanent employment in this field:

I/TW Report

- DVR-18025-e
- Streamlined prompts reduce duplication and align with service delivery
- Reorganized into sections:
 - Summary/ongoing updates (for monthly reports)
 - Outcomes/recommendations (completed only in the final report)
- Instructional text added: clarifies monthly vs. final report sections
- New/revised questions to document:
 - Purpose and goals of the I/TW
 - Whether purpose was achieved and/or progress toward goals was made

What This Means for Providers

- Ensure each I/TW has a clearly defined purpose and goals
- Confirm DVR communicates purpose / goals in the referral
- Document progress toward the stated purpose / goals
- Use the revised report structure to separate monthly updates and final outcomes



Pause for Questions



Questions about JD, SWBL,
SE/CE/IPS, or I/TW?



Job/Task Analysis & Systematic Instruction –Tech Specs

- Job and Task Analysis (JTA)
 - Clarified timing for completion:
 - “The JTA must be completed prior to the job start date **whenever possible** but must be completed within one calendar week of the job start.”
 - Language added to support individualization of JTA:
 - “...individualized to each consumer, considering their unique abilities, learning style, and support needs.”
 - “Do not rely solely on prior JTAs for the same/similar positions or on employer-provided task lists. The JTA must go beyond listing job duties to identify how the consumer will learn and perform their assigned tasks. Consumers...may require different strategies, sequencing, or supports based on their individual abilities and needs.”



Job/Task Analysis & Systematic Instruction –Tech Specs

- Systematic Instruction (SI):
 - Strengthened focus on fading of supports
 - Distinction between SI and JTA:
 - When JTA and SI are authorized concurrently, they remain separate services (separate purposes and separate billing). SI hours cannot be used to complete the JTA.
 - Added remote supports guidance (DVR approval required)



Remote Supports (for SI) - NEW

- Remote instruction allowed if approved by DVR
- Consumer is on site at the job; instruction is delivered remotely (provider is off site)
- May be used as a supplement to in-person SI, when in-person supports are not feasible or appropriate
- Intended to support continued skill development while maintaining the instructional intent of SI
- Remote supports involve technology-assisted instruction (e.g., phone or video-based support) to address identified job tasks or instructional goals
- Examples of situations when remote supports may be considered:
 - Geographic or travel barriers (e.g., rural locations, excessive travel time)
 - Situations where the consumer requires brief, targeted support (e.g., support at the start and end of shift) and in-person delivery would be disproportionately burdensome



Remote Supports (for SI) - NEW

- When approved, remote supports must be clearly tied to tasks and goals in the JTA, be time-limited and reviewed regularly, and be documented clearly in the SI Report
- Remote supports are **not** appropriate when:
 - The consumer requires hands-on instruction to learn or perform job tasks
 - The use of technology is not feasible, is not permitted by the employer or the job duties, or the consumer's access to technology is otherwise not appropriate
 - Remote delivery would reduce the effectiveness of instruction or compromise job performance
- If you have a case that you feel may be appropriate for remote supports, please reach out to the DVR case facilitator **before** providing any remote supports, as pre-approval is required



Off-Site Supports (for SI) - Revised

- Consumer is **not** physically present at the worksite
- Instruction is delivered from a community-based or non-worksite setting; may include a range of modalities (in-person community-based, phone, video, or other communication methods)
- May be used due to employer restrictions, consumer needs or preferences, or other disability-related or work environment considerations
- DVR pre-approval still required
- Must be documented in Job Supports Plan sections, including modality (how support is delivered), frequency & parameters, and how it supports skill development and job stability



Systematic Instruction Report

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is required for payment, and failure to submit reports will result in nonpayment. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Report must be filled in completely and submitted within five (5) days of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)
<p>Service Type: Choose the applicable service types from the list below:</p> <p>Hourly Systematic Instruction- provided as a support with the following services:</p> <p><input type="checkbox"/> Internship/Temporary Work</p> <p><input type="checkbox"/> Job Preparation and Development</p> <p><input type="checkbox"/> Student Work-Based Learning</p> <p><input type="checkbox"/> On-The-Job Training</p> <p>Monthly Systematic Instruction - provided as a support with the following services:</p> <p><input type="checkbox"/> Customized Employment</p> <p><input type="checkbox"/> Individual Placement and Support</p> <p><input type="checkbox"/> Supported Employment</p> <p><input type="checkbox"/> Partners with Business</p>	
Purchase Order (PO) Number	Report Author
Report Date	Consumer Work Location Name
Consumer's Job Title	Start Date
Immediate Work Supervisor Name/Contact Information	Backup Name/Contact Information
Schedule	Has the schedule changed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:
Current Wage	Has the wage changed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:
Total Hours SI Provided This Period	

Planned Job Supports – Instruction Hours & Fading Plan

Provide an estimate of supports for the next four to eight weeks of employment, based on the consumer's schedule and instructional needs. Include planned hours of Systematic Instruction and any anticipated changes to the support plan.

JTA Report SI Report

- JTA Report: DVR-180XX-e
- SI Report: DVR-18212-e
- Reports split to reflect distinct purposes and reduce length
- Support plan section updated in both reports
- Both reports:
 - Allow for documentation of remote supports (with DVR approval)
 - Estimated supports grid extended up to 8 weeks
 - Includes fading plan and rationale prompt
- SI Report:
 - Optional provider notes in SI grid
 - Total SI hours provided fields added

Week	Number of Instruction Hours
Week 1	
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Total	
Rationale and plan for fading: Describe the reasoning behind the planned supports and any anticipated fading or reduction of support over time. Include strategies for increasing consumer independence.	
Providers must contact DVR before delivering SI hours beyond what is already authorized. Estimates listed in this section do not guarantee authorization; DVR will determine the number of hours approved.	
Remote Supports Planning (if approved): If any instruction hours that are anticipated to be delivered remotely, briefly describe the format, support, and rationale here. All remote supports must be DVR-approved and meet the same standards as on-site supports.	

Task Analysis –Tasks Requiring Systematic Instruction

List the tasks from the Job and Task that continue to require Systematic Instruction. For each task, identify any natural cues and/or the instructional strategies used.

Tasks Requiring Systematic Instruction	Natural Cues and Instructional Strategies

SI Report

- SI Report: DVR-18212-e
- JTA and SI reports split to reflect distinct purposes and reduce length
- Support plan section updated in both reports
- Both reports:
 - Allow for documentation of remote supports (with DVR approval)
 - Estimated supports grid extended up to eight weeks
 - Includes fading plan and rationale prompt
- SI Report:
 - Optional provider notes in SI grid
 - Total SI hours provided fields added

Service Summary

Document all Systematic Instruction provided during this reporting period. If more space is needed, attach additional pages or add additional information below the line at the bottom of this report.

Date	Hours SI Provided	Name of SI Instructor	Remote (DVR-approved)	Date-specific Notes (Optional)
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
			<input type="checkbox"/> Remote	
Total Hours:				

SI Report

- SI Report: DVR-18212-e
- JTA and SI reports split to reflect distinct purposes and reduce length
- Support plan section updated in both reports
- Both reports:
 - Allow for documentation of remote supports (with DVR approval).
 - Estimated supports grid extended up to eight weeks
 - Includes fading plan and rationale prompt
- SI Report:
 - Optional provider notes in SI grid
 - Total SI hours provided fields added

What This Means for Providers

- Ensure each JTA is individualized to the consumer.
- Include fading plans and rationale for supports.
- Remote SI supports require DVR pre-approval.
- Use new or updated report fields (e.g., optional provider notes) to report important service delivery information.



Other Services

- Some services were updated primarily for formatting and alignment
- Minimal or no substantive changes
- For **Other Services**, these include:
 - Explore Work
 - On-the-Job Training (OJT)
 - Partners with Business
 - Skills to Pay the Bills
 - Visual Resume
 - Walgreens REDI
- More specialized Other Services (Project SEARCH, Customized Self-Employment) were not part of the Tech Spec review process



Assistive Technology (AT) – Tech Specs

- Expanded the About section to include federal definition, service categories, and key aspects
- Clarified recommendations should include low-cost/free solutions
- WisTech certification recognized alongside ATP credentials
- Services summary table revised to better delineate authorization instructions from purpose language
- Referral section reorganized as bulleted list; clarified DVR staff referral form should standardize referrals
- Added guidance for subscription-based services
- Reorganized reporting requirements by report type



AT Assessment Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications for additional service information. Report must be submitted **within 5 days** of the end of service or previous month if service is continuing.

Report Month [REDACTED]	Report Year (YYYY) [REDACTED]
Consumer IRIS Number (9 Digits) [REDACTED]	Service Provider Name (10-Character Abbreviation) [REDACTED]
Consumer Name (As Listed on Purchase Order) [REDACTED]	Service Authorization Date (MM/DD/YYYY) [REDACTED]
Purchase Order (PO) Number [REDACTED]	Report Author [REDACTED]
Report Date [REDACTED]	DVR Case Facilitator Name [REDACTED]
Functional Barriers to be Addressed [REDACTED]	
Goals of Assessment (as provided by DVR) [REDACTED]	
Consumer Assessment Goals [REDACTED]	
Assessment Information	
Assessor Name and Credentials [REDACTED]	

AT Assessment Report

- DVR-18541-e
- Reorganized product recommendations by category
- Revised methods/tools and subsequent prompts to be more descriptive of expectations
- Added **Training Recommendations** section

AT Training Competency Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications for additional service information. Report must be submitted **within 5 days** of the end of service or previous month if service is continuing.

Report Month [REDACTED]	Report Year (YYYY) [REDACTED]	
Consumer IRIS Number (9 Digits) [REDACTED]	Service Provider Name (10-Character Abbreviation) [REDACTED]	
Consumer Name (As Listed on Purchase Order) [REDACTED]	Service Authorization Date (MM/DD/YYYY) [REDACTED]	
Purchase Order (PO) Number [REDACTED]	Report Author [REDACTED]	
Report Date [REDACTED]	DVR Case Facilitator Name [REDACTED]	
Functional Barriers to be Addressed [REDACTED]		
Training Summary		
Date	Total Hours	List Specific Training Provided (tasks, equipment, software, apps, etc.)
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

AT Training Competency Report

- DVR-18542-e
- Allows training progress to be grouped by product or skills area, to reduce redundancy/duplication
- Removed AT Training Proposal Report
 - Training recommendations now in AT Assessment Report

Job Shadow – Tech Specs & Report

- Terminology updated:
 - “Non-accompanied” → “Unaccompanied”
- Job Shadow report (DVR-18030-e):
 - Prompts reorganized to better align with workflow
 - Rephrased some prompts for clarity of expectations and to reduce duplication
 - Job shadow questions can now be added directly into report (no separate attachment required but can still be used if preferred)



On-the-Job Assessment (OJA)

- Clarified purpose of OJA:
 - Paid, time-limited assessment
 - Distinct from I/TW or job development
- Removed unnecessary operational language:
 - EOR “mechanics” language not always applicable to OJA
- OJA report (DVR-18041-e):
 - Reorganized prompts to better align with workflow
 - Separated applicable prompts into new Summary & Recommendations section
 - Rephrased some prompts for clarity of expectations and to reduce duplication
- OJA checklist updated (linked in Tech Specs)



Other Updates

- Resources / links
 - Resources were updated/added across many services.
- Qualifications and metrics
 - Both qualifications and metrics language was updated across services.
- Reports / forms
 - Two new or formalized forms were also added:
 - Wage verification form
 - DVR sample job application form



Employment / Wage Verification Form

Please review the Technical Specifications and Fee Schedule for additional service information.

Report Month (Month)	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Section 1 – Authorization to Release Employment Information

I, (employee/consumer name), authorize (Service Provider name) to collect information regarding my employment start date, job title, and hourly wage from my employer.

Employee Signature <input type="text"/>	Date <input type="text"/>
---	---------------------------

Section 2 – Employer Information

To whom it may concern: This is an authorization to release the information concerning the employment of .

Employer/Business Name:
Street Address:
City: State: Zip:
Telephone:

Employment Start Date:
Current Hourly Wage:
Job Title:

Employer Signature <input type="text"/>	Date <input type="text"/>
---	---------------------------

Employer Printed Name <input type="text"/>	Employer Title <input type="text"/>
--	-------------------------------------

Section 3 – Return Information

Please return the completed form to:

Service Provider Contact:
Email:
Fax (if applicable):
Telephone:

Thank you!

Wage Verification form

- DVR-20153-e
- Optional resource for providers to support obtaining wage documentation

SAMPLE JOB APPLICATION

Application Information

Full Name:	
Address:	
Address Line 2:	
Phone:	Email:
Date Available:	Desired Wage:

Basic Information

Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No Any accidents in the past 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No Any moving violations in the past 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:
If asked, are you willing to consent to a background check? <input type="checkbox"/> Yes <input type="checkbox"/> No If asked, are you willing to consent to a drug screen? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Availability

Seeking: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Either						
How many hours per week can you work?						
Fill in your availability for each day below:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Education

High School:	City/State:
From:	To:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College:	City/State:
From:	To:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:

Sample Job Application form

- DVR-20154-e
- One of two options for Sample Job Application (for Job Preparation & Development Plan)

Other:	City/State:
From:	To:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:

Work Experience

Company:	Address:
Phone:	Email:
Supervisor:	Job Title:
Start Date/End Date:	Wage:
Responsibilities (List positions held, duties performed, skills used or learned, and any promotions or advancements):	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Company:	Address:
Phone:	Email:
Supervisor:	Job Title:
Start Date/End Date:	Wage:
Responsibilities (List positions held, duties performed, skills used or learned, and any promotions or advancements):	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Company:	Address:
Phone:	Email:
Supervisor:	Job Title:
Start Date/End Date:	Wage:
Responsibilities (List positions held, duties performed, skills used or learned, and any promotions or advancements):	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Military Service

Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No

Sample Job Application form

Branch:	Rank at Discharge:
From/To:	Type of Discharge:

References

Please list three professional references.	
Full Name:	Relationship:
Company:	Phone:
Address:	Email:
Full Name:	Relationship:
Company:	Phone:
Address:	Email:
Full Name:	Relationship:
Company:	Phone:
Address:	Email:

Disclaimer and Signature

<p><i>This sample job application is intended for practice purposes. Completing this form helps prepare applicants for real employment applications.</i></p> <p>I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that in an actual employment setting, false or misleading information in an application or interview may result in denial of employment or termination if hired.</p>

Signature:	Date:
------------	-------

What This Means for Providers - Overview

- Reports / forms:
 - Updated report templates with clearer prompts and structure
 - Designed to better reflect service delivery and expectations
 - Some future reporting may move to portal submission
- Tech Specs:
 - Updates take effect July 1, 2026
 - Review carefully to ensure alignment with service delivery and documentation expectations
- Ongoing guidance and resources:
 - Updated FAQs, capacity maps, and waitlist guidance will continue to be made available
 - Updated Provider Training by Statewide Service Type videos / slides; NEW report completion guides
 - Be alert for DVR communications regarding future updates



How These Updates Reflect Provider Feedback

- Clearer expectations:
 - Tech Specs and reports reflect more explicit service delivery requirements
- Greater consistency:
 - Standardized language and formats across WDAs and services
- Reduced duplication:
 - Reports streamlined to reduce duplication and align with workflow
- Reports reflect service delivery:
 - Documentation focuses on meaningful progress and outcomes



Why This Matters

- Responds directly to provider feedback
- Makes service expectations clearer and reporting more practical
- Supports consistent, high-quality service delivery statewide
- Helps DVR and providers work together toward stronger consumer outcomes



Training & Guidance Resources

- Updated required training by service type
 - Service Provider required training by statewide service type modules (videos and slide decks), updated
 - Materials reflect the 2026-2028 Tech Spec & report changes
- **NEW: report completion guides**
 - Guides will primarily focus on new or revised report sections and prompts
 - Provide additional detail about what DVR is looking for in responses, with examples where helpful
- **Purpose**
 - Clarify documentation expectations
 - Provide practical guidance for providers completing reports
 - Support training and onboarding of provider staff to DVR-specific expectations



Report Templates Update

- All new / revised report templates will be fillable PDF forms
- This is required to meet updated federal accessibility rules
- Future direction:
 - Continued exploration of portal-based reporting where feasible
 - Alignment with future system integration (VISTA) anticipated



Fee Schedule Updates

- No rate changes at this time
- Minor coding clarifications and corrections were made within the Fee Schedule
- Language updates to bring into alignment across services



Tech Spec Timeline

- **May (TBD), 2026:**

- Updated Tech Specs, reports, and related materials posted on Service Provider website

- **July 1, 2026:**

- New Service Agreement term begins
- 2026-2028 Tech Specs and reports go into effect



Looking Ahead



- Ongoing FAQ updates
- Quality and compliance reviews
- Progress toward expanded portal integration
- Updated capacity maps and waitlist monitoring
- Continued improvements to waitlist management guidance and resources



Resources

- Service Provider webpage:
 - <https://dwd.wisconsin.gov/dvr/service-providers/>
- New:
 - Summary of services tables – consolidated
 - Meeting requirements by service
- Reminder:
 - Subscribe to DVR Service Provider communications via GovDelivery!



Resources

Service Provider mailbox:

DVRServiceProviders@dwd.wisconsin.gov

Policy questions

Karla Opatz

Karla.Opatz@dwd.wisconsin.gov

Supported Employment questions

Andrzej Walz-Chojnacki

Andrzej.WalzChojnacki@dwd.wisconsin.gov

Technical Specification questions

Christina Tierney

Christina.Tierney@dwd.wisconsin.gov

Service Agreement questions

David Knuth

David.Knuth@dwd.wisconsin.gov



Questions?

