**Supported Employment**

**Case Review Checklist**

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| --- |
|[ ]  Referral Form |
|[ ]  PCEP Authorization |
|[ ]  PCEP Activity Notes |
|[ ]  PCEP |
|[ ]  Job Development Authorization |
|[ ]  Job Development Activity Notes |
|[ ]  Work Summary |
|[ ]  Authorization from OVR for Outcome/Placement |
|[ ]  Worksite Activity Notes (Day 1 to 90 keep in SE file only). |
|[ ]  30 Day Summary |
|[ ]  60 Day Report/Long Term Support Plan |
|[ ]  90 Day Summary  |
|[ ]  Follow-up notes – minimum of two contacts per month kept in SE file (one contact should be face to face with consumer). |