**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). |