**Service Provided - Supported Employment Meeting and Transition to Long Term Support and Report**

A meeting with the service provider, consumer, counselor and long term support provider (as well as others invited by the consumer) should be conducted to discuss the timing and plan to facilitate the transfer.

 **Required Service Elements:**

* Discussion of transfer of support if the service provider is anticipated to change.
* 90 day follow-up and DVR case closure date identification.
* Discussion of resources and referral process for consumer if service needs change.

**Required Reporting Elements:**

* Effective date of transfer to Long Term Support and end of DVR funding of supported employment.
* Employer contact information.
* Employment start date, job title, name of supervisor, wages, availability of benefits.
* A description of impact on social security benefit eligibility.
* Detailed description of the supports anticipated to receive outcome payment.
* (Dates/hours and type of support-task behavior, sequencing, work quality/accuracy, speed etc.).