# Vocational Rehabilitation Services Manual C-100: Counseling and Guidance

Revised July 1, 2021

## C-102: Individualized Plan for Employment Requirement

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### C-102-1: Frequency of Counseling and Guidance

In addition to including counseling and guidance (C&G) as a specific service on the IPE, the frequency of C&G is captured on the IPE and individualized to meet the customer’s needs. C&G frequency may change as needed throughout the life of the case. If C&G frequency changes from a lower number of days to a higher (less frequent) number of days, an IPE amendment is required. If C&G frequency changes from a higher number of days to a lower (more frequent) number of days, an IPE amendment is not required.

For example, if the frequency of C&G on the IPE is identified as 60 days, but the customer needs weekly C&G for a period of time, then C&G may be provided weekly and the IPE does not need to be changed because this is within the minimum threshold of the time frame indicated on the IPE.

The minimum frequency of C&G with the customer must be clearly explained in the comprehensive assessment, included on the customer's IPE, and individualized to meet the customer’s needs, and it must not exceed 180 days. C&G must be provided, at a minimum, at the frequency agreed to by the VR counselor and customer as indicated on the customer’s IPE. Although a case note may be entered that C&G was attempted, using the ReHabWorks drop-down Attempt to Complete C&G selection, C&G must still be completed at the frequency indicated on the IPE in order for the case to be compliant. However, VR counselors should indicate when they have attempted to provide C&G but were unable to do so.

For more information on documenting C&G or Attempt to Complete C&G, refer to [E-300: Case Note Requirements](https://twc.texas.gov/files/partners/vrsm-e-300.docx).

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