1. **DISCOVERY**
   
   Start with Discovery; discovery is necessary for all individuals (SE or non-SE) though specific activities and scope and duration of activities will vary based on individual need.

2. **READY FOR JOB DEVELOPMENT?**
   
   Determination as to whether the individual is ready to begin job development.
   - Yes
   - No
   
   What additional discovery is necessary before job development begins?

3. **BEGIN JOB DEVELOPMENT**
   
   Begin job development under the new milestone structure.

4. **EMPLOYMENT OBTAINED?**
   
   Obtain employment in line with IPE goal; if employment is not obtained identify whether there are additional job readiness training activities necessary and/or consider modifications to employment goal or strategies to achieving goal.

5. **JOB DEVELOPMENT AND PLACEMENT ACHIEVED**
   
   Job Development and Placement (1 calendar Week of Employment) is achieved.
   
   **MILESTONE 1**

6. **SUPPORT AND SHORT-TERM RETENTION**
   
   Support and Short-Term Retention (4 calendar Weeks of Employment) is achieved.
   
   **MILESTONE 2**

7. **EMPLOYMENT SUPPORT AND RETENTION PLAN**
   
   ‘Employment Support and Retention Plan’ is developed during the first 4 calendar weeks of employment.

8. **NECESSARY SUPPORTS**
   
   Necessary supports are provided, including SE services for individuals with MSD.

9. **UPDATE EMPLOYMENT SUPPORT AND RETENTION PLAN**
   
   ‘Employment Support and Retention Plan’ is reviewed/revised as necessary, (at least quarterly).

10. **STABILIZATION ACHIEVED**
    
    Stabilization is achieved (the point in time where the consumer has reached his/her highest level of independence on the job).

11. **RETENTION ACHIEVED**
    
    Retention is achieved (individual has maintained employment for at least 90 days after reaching stabilization).