

**SUPPORTED EMPLOYMENT
INDIVIDUAL PLACEMENT AND
SUPPORT**

REQUIRED DOCUMENTATION

“So, you may be interested in a job . . .” Worksheet

This form is for mental health practitioners to use with clients who are considering employment. Practitioners and clients are encouraged to complete this worksheet together.

What are your hopes regarding a job? How will employment benefit your life?

What are your concerns about working?

Do you know how your benefits would be affected by a part-time or full-time job?

What type of assistance would be most helpful to you?

- | | |
|--|--|
| <input type="checkbox"/> help contacting employers | <input type="checkbox"/> help managing benefits while working |
| <input type="checkbox"/> help finding job leads | <input type="checkbox"/> help building a career |
| <input type="checkbox"/> practice interviewing | <input type="checkbox"/> someone to talk to about my job |
| <input type="checkbox"/> help explaining convictions to employers | <input type="checkbox"/> help talking to my boss if there are problems |
| <input type="checkbox"/> information about different types of jobs | <input type="checkbox"/> help looking into school or job training |
| <input type="checkbox"/> help explaining periods of unemployment | |
| <input type="checkbox"/> other: | |

On a scale of 1 to 10, how important is a job to you?

1	2	3	4	5	6	7	8	9	10
Not at all important									Extremely important

Why didn't you choose a lower number?

What would it take for you to choose a higher number?

On a scale of 1 to 10, how confident are you that you can be successful at a job?

1	2	3	4	5	6	7	8	9	10
Not at all confident									Extremely confident

Why didn't you choose a lower number?

What would it take for you to feel more confident?

How soon would you like to begin looking for a job or talking with an employment specialist about different types of jobs?

- within a week
- next month
- in a few months
- in six months
- not sure- I would like to keep talking about this

The plan for right now is to

Client signature

Date

Practitioner signature

Date

Career Profile Face Sheet/IPS Supported Employment Referral

Person's name: _____ Client ID #: _____

Address: _____ Phone: _____

_____ Phone #2: _____

_____ Email: _____

Date of referral: _____ Primary MH worker: _____

.....

Best way to reach the person: _____

What is the person saying about work? Why does he or she want to work now? What type of job?

Please include some information about the person's illness (diagnosis, symptoms . . .). How might the person's illness (and/or substance use) affect a job?

What are some of the person's strengths? (For example, experience, training, personality, supports) _____

What job (type of job, hours, etc.) do you think would be a good match?

Person making referral

Title

Attempt to engage the person referred:

Outcome:

Employment specialist

Date

Attempt to engage the person referred:

Outcome:

Employment specialist

Date

Attempt to engage the person referred:

Outcome:

Employment specialist

Date

(Please use progress notes to document additional attempts.)

Career Profile

(Also Known as "Vocational Profile")

This form is to be completed by the employment specialist during the first few weeks of meeting with a new client. Sources of information include the client, the mental health treatment team, client records, and, with permission, family members and previous employers. The profile should be updated with each new job experience.

WORK GOAL

What is your dream job? What kind of work have you always wanted to do?

What are your long-term career goals?

What type of job do you think you would like to have now?

What is it that appeals to you about that type of work?

What type of job(s) do you know that you would *not* want?

Do you know people who are working? What types of jobs do they have? What do you think about those jobs? _____

What type of work do people in your family do?

EDUCATION

What school did you attend last? What was the highest grade you completed?

How did you do in school? Were you in any special classes (honors classes or classes to help you learn better)? _____

Were you ever enrolled in vocational training classes?

Would you ever like to return to school? If so, for what type of degree?

Do you have any certificates or licenses related to work?

MILITARY EXPERIENCE

What did you do in the military? Did you receive any training?

What years were you in the military?

Do you remember what type of discharge you received?

WORK EXPERIENCE**Most recent job:**

Job title:	
Employer:	
Job duties:	
Start date:	End date:
How many hours per week?	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	
Other info about job:	

WORK EXPERIENCE**Next most recent job:**

Job title:	
Employer:	
Job duties:	
Start date:	End date:
How many hours per week?	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	
Other info about job:	

WORK EXPERIENCE**Next most recent job:**

Job title:	
Employer:	
Job duties:	
Start date:	End date:
How many hours per week?	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	
Other info about job:	

WORK EXPERIENCE
Next most recent job:

Job title:	
Employer:	
Job duties:	
Start date:	End date:
How many hours per week?	
What did you like about job?	
What did you dislike?	
Reason for leaving job?	
Other info about job:	

(Please use additional sheets for other jobs.)

CURRENT ADJUSTMENT

Has anyone ever told you what type of mental illness you have? If so, what did they say?

How does mental illness affect you?

What are the first signs that you may be experiencing a symptom flare-up?

How do you cope with symptoms?

What medicines do you take and when do you take them?

PHYSICAL HEALTH

How is your physical health? Do you have any health problems?

Do you have any problems with standing for long periods? Can you stand for an hour or more?

Sitting—how long? _____

Climbing stairs—how many flights? How often? _____

Lifting—how much? _____

How is your endurance? How many hours could you work each day? Each week?

COGNITIVE PROBLEMS OR ABILITIES

Do you have problems with memory? _____

Concentration? _____

Problem solving? _____

Psychomotor speed (reaction time)? _____

Attention? _____

SUPPORTED EMPLOYMENT

If so, what things have helped with these issues in the past?

Do you have notable cognitive abilities?

GETTING READY FOR A JOB

Do you have a place to bathe or shower?

Do you have the clothes you'll need for a job? For interviews?

Do you have an alarm clock?

Do you have two forms of ID? (Such as a picture ID and a Social Security card)

How might you get to a job?

INTERPERSONAL SKILLS

How well do you get along with other people?

Would you care for a job that involved working with the public?

Where do you live and with whom do you live?

Whom do you spend time with? How often do you see or talk to them?

Who might be a good person to help think about good jobs for you? Once you are employed, who would be a good person to support you? _____

Anyone else?

WORK SKILLS

How have you found jobs in the past?

What work skills have you learned from other jobs?

What hobbies or interests do you have?

What type of work do you think you would be good at?

Why do you want to work now?

Is there anything that worries you about going back to work?

BENEFITS

Do you receive any of the following benefits?

- SSI SSDI Housing subsidy Food stamps TANF
- Retirement from previous job VA benefits (combat related? _____)
- Spouse or dependent child receives benefits
- Medicaid Medicare Other benefits: _____
- I'm not sure what my benefits are.

Do you manage your own money? _____

Referral made to benefits planner. (If no referral, why not): _____

DISCLOSURE

(or use "Plan for Approaching Employers" Worksheet)

Employment specialist: Please explain that clients using supported employment services can decide whether or not their specialist will contact employers on their behalf.

What might be some of the advantages of having an employment specialist contact employers on your behalf? _____

What might be some of the disadvantages?

Are there any things that you would *not* want your employment specialist to share with an employer? _____

Do you know whether or not you would like your specialist to go ahead and contact employers on your behalf? (It is okay to change your mind at any time.) _____

If you decided that the specialist should not contact employers, what things would you like him or her to do in order to help you find a job?

- help with job leads help filling out applications
 help writing a résumé provide rides to job interviews
 practice job interview questions and answers
 share information about jobs and employers (without talking about me to employers) other:

SUBSTANCE USE

How much alcohol do you drink? _____

How often? _____

Is there a particular time of day that you drink? _____

What drugs do you use or have you used? _____

How often? _____

JUSTICE SYSTEM RECORD

Have you ever been arrested? _____

Have you ever been convicted of a crime? _____

1 Type: _____ Year: _____

State: _____ Circumstances: _____

2 Type: _____ Year: _____

State: _____ Circumstances: _____

3 Type: _____ Year: _____

State: _____ Circumstances: _____

4 Type: _____ Year: _____

State: _____ Circumstances: _____

5 Type: _____ Year: _____

State: _____ Circumstances: _____

6 Type: _____ Year: _____

State: _____ Circumstances: _____

7 Type: _____ Year: _____

State: _____ Circumstances: _____

Do you have any legal charges pending?

DAILY ACTIVITY

What is a typical day like for you from the time you get up until you go to bed?

Are there places in your neighborhood where you like to go?

Do you belong to clubs, groups, religious organizations?

What are your typical sleep hours?

NETWORKING CONTACTS

Family:

Friends:

Previous employers:

Others:

SUPPORTED EMPLOYMENT

INFORMATION FROM FAMILY, PREVIOUS EMPLOYERS, OR OTHERS

Staff signature

Date

Additional notes:

Staff signature

Date

Additional notes:

Staff signature

Date

SUPPORTED EMPLOYMENT

Additional notes:

Staff signature

Date

Additional notes:

Staff signature

Date

Additional notes:

Staff signature

Date

Plan for Approaching Employers/ Disclosure Worksheet

Some people who use supported employment services ask their employment specialist to talk to employers on their behalf.



Other people who use supported employment services do not give the employment specialist permission to talk to employers on their behalf.

Some people who use supported employment services ask their employment specialist to talk to employers on their behalf. For instance, if a person was interested in factory jobs, the employment specialist might go out to meet some managers of factories to learn more about those jobs and to talk about the reasons that the person would be a good worker. Employment specialists usually tell employers that they work for an employment program at a mental health center. Sometimes this strategy helps people find work a little more quickly. Further, if a person gets hired, the employment specialist can help talk to the employer if a problem ever arises.

Other people who use supported employment services do not give the employment specialist permission to talk to employers on their behalf. Instead, they may ask for help with job leads, filling out applications, practicing interviewing skills, or other tasks that can help them find a job. People use this strategy when they don't want employers to know they are working with a supported employment program. Many people find that they are successful with jobs by using this approach.

Either option is fine. You should pick the strategy that feels most comfortable to you. It's also okay to change your mind at any time during the job search or after you are hired.

It's important for you and your employment specialist to talk about the possible pros and cons of introducing the employment specialist to employers.

Here are some reasons that some people might not want to use this approach:

- > They are afraid that employers won't hire them if their disability is known. It's true that there is stigma about mental illnesses and that some employers probably do discriminate. But some employers are interested in working with programs like supported
- > They don't mind if their supervisor knows they are working with a program, but they wouldn't want their co-workers to find out. The employment specialist could ask your supervisor to keep this information confidential, but there aren't any guarantees that the information won't slip out.
- > They say that they don't want to use disclosure because they are working on recovery and want to take on more responsibility, such as dealing with a supervisor, themselves.
- > They just don't feel that this type of help is necessary. They feel pretty sure that they can be successful with a job without the employment specialist talking to employers.

Here are some reasons that people might want the employment specialist to talk to employers:

- > They want extra help with a job search. Employment specialists can talk to employers about the reasons that you would be a good employee, find out more about the available jobs, and try to set up interviews with employers.
- > They find it helpful to have extra feedback about their work performance. Some employers don't give their employees much feedback about their work performance. Extra feedback can help a worker perform better and succeed at work.
- > They want help talking to their boss about a job problem. For example, if you took a job and then found out that the hours were too much for you, your employment specialist could ask the employer to decrease your hours. The employer might say no, but there is a possibility that the employer would agree. Your employment specialist can give you other examples.

You probably have your own personal feelings about disclosure. Try working on the table below with your employment specialist.

POSSIBLE ADVANTAGES OF DISCLOSURE	POSSIBLE DISADVANTAGES OF DISCLOSURE

When employment specialists talk to employers, they can keep some things private, for example, information like diagnosis or medications. Talk this over with your employment specialist and write down the things you wouldn't want the specialist to share with an employer.

If you think that you might want your employment specialist to speak with employers, the two of you should discuss what he or she might say. For example, if a person thought he might be anxious at first, the employment specialist could say, "He might have a little difficulty with concentration at first because he is anxious about doing a good job. However, after a couple of weeks, I'm sure that he will be accustomed to the job and his concentration will be fine." You and your employment specialist should stop here and talk about some of the things that he or she might say to employers.

For now, what is your preference about approaching employers?

- I don't want my employment specialist to talk to employers.
- I am not sure right now, and I would like some more time to think about this and receive some more information.
- I don't want my employment specialist to share information about me with employers. However, if my employment specialist is talking to an employer who has the type of jobs that I like and he or she hears about a good job lead, I'd like to hear about that. Maybe I'll decide to disclose for that employer.
- It's fine with me if my employment specialist talks to employers on my behalf.

(If you decide that you would like your employment specialist to contact employers on your behalf, then your employment specialist will need to ask you to sign a release of information each time that he or she releases any information about you to an employer.)

Client

Date

Employment specialist

Date

Employer Contact Log

Employment specialist: _____ for client:

Business/location:

Date of contact: _____

Name of contact person: _____

Does this person have hiring responsibilities? Yes No Unsure

Purpose of the contact: _____

Information learned about business or other notes:

Outcome/plan to follow up:

Supervisor signature

Date reviewed

Job Start Report

Attach to Career Profile at the time of each new job start.

Client: _____

Employment specialist: _____

Case manager: _____

VR counselor: _____

First date of work: _____

Job title: _____

Duties: _____

Rate of pay: _____

Benefits: _____

Union position: Yes No

Hours per week: _____

Disclosure: Yes—client wants employer contact release signed

No—client does not want employer contact

Name of business: _____

Address: _____

Supervisor: _____

Staff signature and credentials

Date

Job Ending Report

Attach to Career Profile each time a job ends.

Job title: _____ Employer: _____

Job start date: _____ Job end date: _____

Job duties (if changed since start date): _____

Work hours at time of job ending: _____

Reason for job ending: Quit for a better job Quit—symptoms Quit for another reason
 Terminated Laid off (position eliminated or business is slow)

Client's perspective regarding job end: _____

Staff comments regarding job end: _____

Employer comments: _____

Job supports provided: _____

Type of supervision at work site:

Does person wish to look for another job? If so, what kind? _____

Lessons from job to be used for next position: _____

Staff signature

Date

Sample Job Follow-Along Plan

Person's goal:

"I'm happy about my new job. I want to keep this one for a long time—at least a year."

Person's job:

Lynn will begin work at Allied Foundry as a grinder on February 28, 20XX. She'll be working 20 hours each week, 8 a.m. to noon, Monday to Friday.

GOAL	OBJECTIVES	PERSONS RESPONSIBLE	FREQUENCY	TARGET DATE
Lynn will keep this job for at least one year, or for as long as she wishes to work at Allied Foundry.	Lynn will use the senior transport bus to get to work. Employment specialist will help Lynn work out the arrangements and call in her schedule for the first few weeks. Specialist will also provide wake-up calls for the first week to make sure Lynn doesn't miss the 7:20 pickup.	Lynn Gary Valley (employment specialist)	Weekly Daily	3/21/20XX 3/8/20XX
	Lynn will use feedback from her boss to sustain good performance or improve her performance. Employment specialist to help by scheduling short meetings with boss every 2 weeks for first 2 months. If things are going well by the third month, meeting frequency will be decreased.	Lynn Gary Valley	Twice per month for first 2 months	8/30/20XX
	Lynn and employment specialist will meet weekly to talk about the job, including feedback from the boss and areas that have been problems for Lynn in the past (e.g., managing depression and irritability on the job, getting along with co-workers).	Lynn Gary Valley	Weekly for first 2 months, then frequency may decrease	8/30/20XX
	Lynn will work with her psychiatrist and case manager to find a medication schedule that helps her manage her symptoms without causing too much drowsiness at work.	Lynn Dr. Adare Walter Smith (case manager)	At least monthly for first 2 months	8/30/20XX

Field Mentoring Log for Job Development

This log is to be filled out by the IPS employment supervisor to track mentoring of IPS employment specialists as they meet face-to-face with employers.

Date: _____ Employment specialist being mentored: _____

Activities/follow-up since last field mentoring outing:

1) Employer to visit: _____ for (client): _____

Who will take the lead: _____

Purpose of the visit (for example, set up an appointment, learn about the employer, advocate for a client): _____

Preparation for the visit (related to purpose):

- questions for employer have been developed
- research on company completed
- prepared to talk about client strengths
- opening remark has been practiced
- materials to bring (for example, business card, brochure, schedule book)
- other:

We will know that we are successful if: _____

2) Employer to visit: _____ for (client): _____

Who will take the lead: _____

Purpose of the visit (for example, set up an appointment, learn about the employer, advocate for a client): _____

Preparation for the visit (related to purpose):

- questions for employer have been developed
- research on company completed
- prepared to talk about client strengths
- opening remark has been practiced
- materials to bring (for example, business card, brochure, schedule book)
- other:

We will know that we are successful if: _____

.....

3) Employer to visit: _____ for (client): _____

Who will take the lead: _____

Purpose of the visit (for example, set up an appointment, learn about the employer, advocate for a client): _____

Preparation for the visit (related to purpose):

- questions for employer have been developed
- research on company completed
- prepared to talk about client strengths
- opening remark has been practiced
- materials to bring (for example, business card, brochure, schedule book)
- other:

We will know that we are successful if: _____

Employment specialist and supervisor evaluation of their experiences:

Strengths observed:

Obstacles encountered:

Quarterly Supported Employment Client Outcomes

	# Clients Enrolled in the Program	# Clients Entered the Program During the Quarter	# /% People Employed in Competitive Jobs	#/% People Searching for Work	#/% People in School
First Q: July –Sept.			Goal: Actual:		
Second Q: Oct.—Dec.			Goal: Actual:		
Third Q: Jan.-Mar.			Goal: Actual:		
Fourth Q: Apr.-June			Goal: Actual:		

	#/% People Working More Than 90 Days	#/% Jobs Ended Before 90 Days	Average Hours Per Week	#/% People Referred No Contact	#/% of Working People Transitioned to Mental Health
First Q: July –Sept.	Goal: Actual:	Goal: Actual:			
Second Q: Oct.-Dec.	Goal: Actual:	Goal: Actual:			
Third Q: Jan.-Mar.	Goal: Actual:	Goal: Actual:			
Fourth Q: Apr.-June	Goal: Actual:	Goal: Actual:			

Integrated Mental Health Treatment Team Minutes Log

Date: _____ Duration: _____			
List of Attendees: _____ _____			
IPS Clients	Issues Discussed—successes, challenges, etc.	Actions to be Taken: Staff Name & Date	Employment Specialist Feedback

EXHIBIT 8.12

Clients Who Have Not Been Referred to IPS	Issues Discussed	Actions to be Taken Staff Name & Date	Employment Specialist Feedback

IPS Individual Supervision Weekly Log

Date: _____

IPS Supervisor: _____ Employment Specialist _____

Client Data Log Review

of Clients in Job Search Phase: _____

of Clients in Job Maintenance Phase: _____

of Clients in Engagement Phase: _____

Current Client Challenges: _____

Strategies/Actions to be Taken: _____

30 Day Face-to-Face Employer Contact

Client Outcomes/Goals

Employment Specialist Calendar Review

Employer Contact Log Review

Follow-Along Support Plans Review

Job Start/End Forms Review

Notes: _____

