

**Individual Placement and Support (IPS) Supported Employment Program**

## Clinical Documentation

### Strengths based language

Highlighting the inherent strengths and assets in all individuals, families, and communities. It seeks to depict people in terms of their strengths and assets rather than exclusively describing their vulnerabilities and weaknesses through a deficit lens. If referencing deficits is necessary in our work, then it is important to also counterbalance with strengths and assets.

*- from the SAMHSA Guide to Equity Terminology, 2023*

Problem focused	➤	Strength focused
	➤	
	➤	
	➤	
	➤	
	➤	

Directive	➤	Collaborative
	➤	
	➤	
	➤	
	➤	
	➤	

### Common notes format

T A R P
Treatment goal
Action performed
Response of client
Plan for next steps

D A P
Data and observation of behavior
Assess progress and response
Plan next steps

S O A P
Subjective report of client experience
Objective report of observations
Assessment of problem
Plan for next steps

G I A P
Goal of contact
Interventions used
Assessment of client response
Plan for next steps

## Documentation specific to IPS

### Career profile discussion and updates

1. What is the long term vocational goal? What are the steps to get there?
2. If this is a job start, what are the specifics of the job and what is the support plan?
3. If this is a job end, what is the job seeker's perspective of why the job ended, and what needs to be different next time?
4. Upload copies of IPS documentation (career profile, job search plan, hire report, support plan, end reports, etc.) to clinical team.

### Disclosure

1. What are the benefits and risks to the job seeker of disclosure to this employer?
2. What is OK to share? What is NOT OK to share?
3. What specific employer will be approached?

### Employer contacts (systematic job development)

1. Who did you talk to? Did they have hiring authority? Is this a return meeting?
2. How does this match the job seeker's preferences?
3. What did you learn?
4. What are the next steps?

### Individualized and on-the-job supports

1. What was worked on? What tools were used?
2. What is the plan to fade support?
3. What support was provided to the employer?

### Benefits, reporting wages

1. Who provided the information? Was a benefits counselor contacted?
2. Summarize the information provided.
3. Upload copy of benefit report to clinical record.

### Assertive outreach

1. How was outreach attempted? Was contact made with the job seeker?
2. Were team members contacted? Were natural supports (family, friends, etc.) contacted?

### Reminders from treatment teams

1. Include all information, observations, concerns in notes—if you would email about it, note it!
2. Include even non-billable activities, such as employer contact, phone calls, and attempts to outreach.