

WISCONSIN INDIVIDUAL PLACEMENT AND SUPPORT (IPS) SUPPORTED EMPLOYMENT FIDELITY CHART REVIEW

Client initials:	Reviewer:
DVR Client: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Applied <input type="checkbox"/> Closed	Employment Specialist:
County Treatment Team:	Vocational Agency:
Client Status: <input type="checkbox"/> Engagement <input type="checkbox"/> Job Search <input type="checkbox"/> Working/FA <input type="checkbox"/> Education <input type="checkbox"/> Assertive Engagement <input type="checkbox"/> Closed	

CAREER PROFILE AND INDIVIDUALIZED PLANNING

<p>Career profile includes the person's strengths, experiences, preferences, and work history.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	<p>1st Contact Date:</p> <p>Date started Career Profile:</p>	<p>List job preferences:</p>
<p>Career Profile includes information from natural supports:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Profile has been updated (new info, hire/end reports, education forms):</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Update date(s):</p>	<p>Notes:</p>
<p>Documentation indicates discussion with the person about disclosure.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Was disclosure discussed more than once?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, which documents?</p> <input type="checkbox"/> Career Profile <input type="checkbox"/> Disclosure Worksheet <input type="checkbox"/> Release of information <input type="checkbox"/> Job search plan <input type="checkbox"/> Job start form <input type="checkbox"/> Follow-along support plan <input type="checkbox"/> Progress notes <input type="checkbox"/> Other:	<p>Were pros and cons discussed?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Specifics to disclose were discussed:</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Notes:</p>
<p>Client was offered individualized benefits counseling.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Benefit review in progress <input type="checkbox"/> Yes and job seeker refused <input type="checkbox"/> Guardian manages benefits and refused	<input type="checkbox"/> Met with certified work incentive counselor (CWIC) or comparable specialist <input type="checkbox"/> Report reviews medical, federal, state, local, and all other benefits <input type="checkbox"/> Report includes specifics about how benefits will be affected <input type="checkbox"/> Copy of benefits report in chart	<p>Date of benefits meeting:</p> <p>Notes:</p>
<p>Is there a job search plan or DVR Job Development Plan?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In progress	<p>Is the plan individualized to the person?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Notes:</p>

<p>Did the client complete a prevocational assessment as a step toward job search?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What type and why?</p>
<p>Is the IPS program supporting a volunteer or temporary position?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>What is the rationale?</p>
<p>Is there a plan for pursuing CIE?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	

JOB SEARCH

<p>Does the ES job develop on the individual's behalf?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Date of first employer contact:</p> <p>Days to first face to face contact with employer:</p> <p>Do employer contacts fit the client's preferences?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:	<p>Workplaces visited with job seeker:</p> <p>Jobs Applied For:</p>
<p>Businesses contacted:</p> <p>Client is receiving types of job search support that coincide with their needs and preferences.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Types of Support Provided:</p> <input type="checkbox"/> Applications <input type="checkbox"/> Systematic job development, with or without job seeker <input type="checkbox"/> Help getting resources like clothing or transportation <input type="checkbox"/> Researching opportunities for training or career development <input type="checkbox"/> Other:	<p>Examples of systematic job development:</p>

JOB RETENTION Not Applicable

<p>Most recent employer:</p> <p>Position:</p>	<p>Start Date:</p> <p>End Date:</p>
<p>Other or ended employment supported by IPS:</p>	

<p>Is there a job support plan?</p> <input type="checkbox"/> Initial Plan for Support in Job Development Plan <input type="checkbox"/> Follow Along Support Plan in Hire report <input type="checkbox"/> One plan with both Initial and Follow Along combined <input type="checkbox"/> No written support plan <input type="checkbox"/> Other:	<p>Is the plan individualized to the client?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Was a plan to fade support discussed?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>The ES met with the individual face-to-face within 1 week before starting a job.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Dates of in person contacts:</p>	<p>Dates of not in person contacts:</p>
<p>The ES met with the individual face-to-face within 3 days after starting the job.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Dates of in person contacts:</p>	<p>Dates of not in person contacts:</p>
<p>The ES met with the individual face-to-face weekly for the first month on the job.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Dates of in person contacts:</p>	<p>Dates of not in person contacts:</p>
<p>On average, the ES meets with the individual face-to-face at least monthly for a year after the individual starts working steadily per client choice.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>Dates of in person contacts:</p>	<p>Dates of not in person contacts:</p>
<p>Individual is receiving follow-along supports that coincide with their needs, preferences, and job situation. These supports are individualized to the specific needs of the Individual in terms of amount, location and types of support.</p> <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Types of Support Provided:</p> <input type="checkbox"/> Crisis intervention/mediation <input type="checkbox"/> Systematic instruction on site <input type="checkbox"/> Exploring and asking for accommodations <input type="checkbox"/> Talking to employer <input type="checkbox"/> Workplace social skills <input type="checkbox"/> Symptom management <input type="checkbox"/> Reenforcing skills from the treatment team <input type="checkbox"/> Support off site <input type="checkbox"/> Reporting wages <input type="checkbox"/> Looking for a better job <input type="checkbox"/> Other:	<p>Examples of individualized follow-along supports:</p>

<p>The ES is having face-to-face contact with the employer and the employer is receiving individualized, time unlimited supports.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Did not disclose</p>	<p>Types of Support Provided:</p> <p><input type="checkbox"/> Education <input type="checkbox"/> Identifying barriers <input type="checkbox"/> Reviewing performance <input type="checkbox"/> Systematic Instruction <input type="checkbox"/> Memory Aides <input type="checkbox"/> Transition to natural supports <input type="checkbox"/> Other:</p>	<p>Examples of individualized supports for the employer:</p>
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JOB LOSS Not Applicable

<p>The ES contacts the individual within three days of learning about the job loss.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Dates of in person contacts:</p>	<p>Dates of not in person contacts:</p>
<p>The employment specialist offers help getting another job when one job ends.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Used Job End form?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Preferences for next job:</p>

ASSERTIVE ENGAGEMENT AND OUTREACH (Used if no contact in 30 days)

<p>If the individual is difficult to contact, or drops out of services, there is documentation of engagement and outreach attempts.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Consistent contact with job seeker <input type="checkbox"/> Other:</p>	<p><input type="checkbox"/> Repeated attempts at assertive outreach <input type="checkbox"/> Coordinated with treatment team members <input type="checkbox"/> Home/community visits <input type="checkbox"/> Connects with family or natural supports <input type="checkbox"/> Services end after a set amount of time with no contact</p>	<p>Examples of individualized assertive outreach:</p>
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SUPPORTED EDUCATION (IPS-Y fidelity items)

<p>Is the individual interested in school while in IPS services?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Name/ type of school:</p> <p>Program:</p>
<p>Does the IPS Program support education goals?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Examples of Individualized education supports:</p>

Assistance connecting to financial aid: <input type="checkbox"/> Yes <input type="checkbox"/> No	Details of in person contacts with education program:
Does the job seeker have face to face contact with the IPS Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates:

OTHER

Does the employment specialist provide non-vocational or non-educational services to the client? <input type="checkbox"/> Yes <input type="checkbox"/> No	Examples:
Employment documentation integrated into clinical electronic health record: <input type="checkbox"/> Progress Notes <input type="checkbox"/> Plans, reports and documents <input type="checkbox"/> Benefits report <input type="checkbox"/> None <input type="checkbox"/> Other:	Employment staff able to see treatment team notes and documentation (full integration): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:

NOTES