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| **IPS/SE FIDELITY CHART REVIEW** |
| Client: | Reviewer: |
| VR Client: [ ]  Yes [ ]  No  | Employment Specialist/ Agency: |
| Client Status: [ ]  Engagement [ ]  Job Search [ ]  Working/FA [ ]  School [ ]  Assertive Engagement [ ]  Closed |
| Does intake form include questions about interest in employment: [ ]  Yes [ ]  No  | Do annual forms (i.e. treatment plans, assessments) include questions about interest in employment: [ ]  Yes [ ]  No  |

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| **Fidelity Item** | **Details** | **Notes** |
| **VOCATIONAL ASSESSMENT AND PLANNING** |
| A career profile is found that includes the person’s strengths, experiences, preferences, and work history. | [ ]  Yes [ ]  No | Referral date: 1st ES Contact Date: Dates of Career Profile: Profile has been updated (new info, job, education forms):[ ]  Yes [ ]  NoUpdate date(s): | List job preferences: |
| Documentation indicates discussion with the person about disclosure with an employer.  | [ ]  Yes [ ]  No | If yes, which documents?[ ]  Career Profile [ ]  Disclosure Worksheet[ ]  Job search plan [ ]  Job start form [ ]  Job retention plan [ ]  Progress notes Was disclosure discussed more than once? [ ]  Yes [ ]  NoWere pros and cons discussed? [ ]  Yes [ ]  No Specifics to disclose were discussed: [ ]  Yes [ ]  No | Examples: |
| Client was offered individualized benefits counseling. | [ ]  Yes[ ]  No | [ ]  Does not receive benefits[ ]  Met with benefits counselor[ ]  Copy of benefits report in chartDate of BC meeting: \_\_\_\_\_\_\_\_\_ |  |
| Is there a job search plan? | [ ]  Yes[ ]  No | Is the plan individualized to the person? [ ]  Yes [ ]  No |  |
| Did the client complete a prevocational assessment as a step toward job search? | [ ]  Yes [ ]  No | If yes, what type was used? |  |
| **JOB SEARCH** |
| Does the ES job develop on the individual’s behalf? | [ ]  Yes [ ]  No | Date of first employer contact: \_\_\_\_\_\_\_\_\_\_\_Days to first F2F contact: ­­\_\_\_\_\_Total number of employer contacts for review period:\_\_\_\_\_\_\_\_\_\_\_Do employer contacts fit the client’s preferences? [ ]  Yes [ ]  No[ ]  Sometimes | Businesses contacted:Jobs Applied For: |
| Client is receiving types of job search support that coincide with their needs and preferences.  | [ ]  Yes [ ]  No | Types of Support Provided:[ ]  Online applications[ ]  ES does job development on person’s behalf[ ]  ES contacts employers in person with client[ ]  Help getting resources like clothing, transportation[ ]  Linkage to school or training for career development | Examples: |
|  **JOB RETENTION [ ]  Not Applicable** |
| Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_ End Date: ­­­\_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_ |
| Is there a job support plan?  | [ ]  Yes[ ]  No | Is the plan individualized to the client? [ ]  Yes [ ]  No |  |
| The ES met with the individual face-to-face within 1 week before starting a job. | [ ]  Yes[ ]  No | Dates: |  |
| The ES met with the individual within 3 days after starting the job. | [ ]  Yes[ ]  No**[ ]** N/A | Dates: |  |
| The ES met with the individual weekly for the first month on the job. | [ ]  Yes[ ]  No**[ ]** N/A | Dates: |  |
| On average, the ES meets with the individual face-to-face at least monthly for a year after the individual starts working steadily.  | [ ]  Yes[ ]  No**[ ]** N/A | Dates: |  |
| There is documentation that the ES has provided the consumer with information and assistance about reporting earnings to SSA, housing programs, etc. (Referral to benefits program/counselor counts) | [ ]  Yes [ ]  No |  |  |
| Individual is receiving types of support 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. | [ ]  Yes[ ]  No | Types of Support Provided:[ ]  Crisis intervention [ ]  Job coaching at work site[ ]  Counseling off site [ ]  Transportation[ ]  Accommodations[ ]  Mediate workplace issues[ ]  Symptom management[ ]  Workplace skills/social skills[ ]  Benefits counseling[ ]  Reporting income to SSA[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Examples: |
| The ES is having face-to-face contact with the employer and the employer is receiving individualized, time unlimited supports. | [ ]  Yes [ ]  No[ ]  Did not disclose | Types of Support Provided:**[ ]** Education [ ] Identifying barriers to job performance[ ]  Reviewing job performance[ ]  Assisting with job supports[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Examples: |
| Individual received help to look for a better job or enroll in school while working.  | [ ]  Yes[ ]  No |  |  |
|  **JOB LOSS [ ]  Not Applicable** |
| The ES contacts the individual within three days of learning about the job loss. | [ ]  Yes [ ]  No |  |  |
| The employment specialist offers help to the individual in obtaining another job when job loss occurs.  | [ ]  Yes [ ]  No | Used Job End form?[ ]  Yes [ ]  No  |  |
| **OTHER** |
| Assertive Engagement and Outreach: Did Individual begin missing appointments? If the individual is difficult to contact, or drops out of services, there is documentation of engagement and outreach attempts. How did the ES try to re-engage the person?Did the Mental Health treatment team help? | [ ]  Yes[ ]  No**[ ]** N/A | Check if yes:**[ ]** Does not end services based on missed appointments or fixed time limits[ ]  Outreach made by all MH team members[ ] There are multiple home/community visits[ ]  Outreach visits are coordinated between ES and team members[ ]  Connects with family | Examples: |
| Supported Education: Is the individual interested in school while in IPS services? | [ ]  Yes[ ]  No | Name/ type of school/program: | Supports provided and by whom:  |
| Does the employment specialist provide any non-vocational services to the client?  | [ ]  Yes[ ]  No | Provide details:  |  |
| Do mental health team members address employment in their progress notes? | [ ]  Yes[ ]  No | Provide details:  |  |
|  **NOTES** |
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