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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  No  Update 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  No  Were 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 chart  Date 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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