

#	Category	Standard	Provisional Standard	Notes/Comments
1	Service Definition/ Required Components	<p>IPS (Individual Placement and Support) Supported Employment is an evidence based practice designed to assist persons with serious mental illness (SMI) to obtain employment in a competitive environment using the supports of their mental health treatment team, an employment specialist and benefits counselor.</p> <p>Supported employment services include:</p> <ul style="list-style-type: none"> • Person Centered Job Selection • Job development and Analysis • Job Acquisition with Support • Long term Support and Follow Up <p>The principles are planned and implemented through a partnership with the client and the treatment team members, of which the Employment Specialist is a member, in order to assist the client in achieving specific employment goals as defined by the client's individualized person centered plan.</p>		<p>IPS Supported Employment is a voluntary program. The client may choose to enter/exit the program at any time.</p> <p>The Employment Specialist needs to be considered a member of the mental health treatment team and, ideally, located where services are delivered.</p>
2	Provider Requirements / Qualifications	<p>Employment Specialist: Services to be provided by a person with education and experience equivalent to a bachelor's degree in mental health, social services or business. Experience working with people with serious mental illnesses, experience providing employment services, and knowledge of the work world are preferred. Ability to work as an effective team member is essential. Must be over the age of 18.</p>		<p>Must complete the Supported Employment Training Program through an approved contractor of the Kentucky Office of Vocational Rehabilitation within six months of employment.</p>
3	Staffing Requirements	<p>The recommended caseload size per Supported Employment Specialist is 20 or fewer individuals In order to provide individualized services, the case load size should remain under 20. This limit is based on IPS Supported Employment Fidelity Scale to obtain</p>		<p>Includes caseload size, team composition, training and continuing education requirements, etc.</p>

#	Category	Standard	Provisional Standard	Notes/Comments
		<p>Exemplary Fidelity on this standard.</p> <p>No formal requirements for CEUs are required, however all IPS Supported Employment staff are encouraged to obtain additional training in critical areas such as benefits counseling, working with special populations, motivational interviewing, etc.</p> <p>The IPS Supported Employment State Trainer and DBHDID Program Administrator will work in conjunction with OVR and NAMI to provide program supports and education.</p>		
4	Supervision Requirements	<p>Services may be provided by a person with a minimum of a bachelor's degree in human services or a related field and experience in rehabilitation counseling or a related field. Previous experience as an Employment Specialist assisting clients with serious mental illness in obtaining and maintaining competitive employment is desired. Previous supervision experience is desired.</p> <p>Must provide weekly supervision to the Employment Specialists including field mentoring, goal setting, and client interviewing skills and providing job supports.</p>		<p>Supervisors should be responsible for no more than ten Employment Specialists.</p> <p>Weekly individual Supported Employment supervision should occur, as well as regularly scheduled unit meetings</p>
5	Admission Criteria	<p>Must be over the age of 18 and be diagnosed with serious mental illness as defined in KRS 210.005 (2) and (3).</p> <p>2) "Mental illness" means a diagnostic term that covers many clinical categories, typically including behavioral or psychological symptoms, or both, along with impairment of personal and social function, and specifically defined and clinically interpreted through reference to criteria contained in the Diagnostic and</p>		<p>Operationalizing of criteria for SMI, based on KRS 210.005. Definition based on diagnosis, disability and duration. Diagnosis: Schizophrenia and Other Psychotic Disorders, Mood Disorders, Personality Disorders (when information and history depict persistent disability</p>

#	Category	Standard	Provisional Standard	Notes/Comments
		<p>Statistical Manual of Mental Disorders (Third Edition) and any subsequent revision thereto, of the American Psychiatric Association.</p> <p>(3) "Chronic" means that clinically significant symptoms of mental illness have persisted in the individual for a continuous period of at least two (2) years, or that the individual has been hospitalized for mental illness more than once in the last two (2) years, and that the individual is presently significantly impaired in his ability to function socially or occupationally."</p> <p>Must voice interest in employment.</p> <p>All consumers who are interested in work are eligible for the Supported Employment program regardless of their psychiatric diagnosis, symptoms, work history or other problems, including substance abuse (history or current use) and cognitive impairment.</p>		<p>and significant impairment in areas of community living). AND Clear evidence of functional impairment in two or more of the following Domains: Societal/Role Functioning: Functioning in the role most relevant to his/her contribution to society, and , in making that contribution, how well the individual maintains conduct within societal limits prescribed by laws, rules and strong social mores; Interpersonal Functioning: How well the individual establishes and maintains personal relationships including those made at work and in the family settings as well as those that exist in other settings; Daily Living/Personal Care Functioning: How well the individual is able to care for him/herself and provide for his/her own needs such as personal hygiene, food, clothing, shelter and transportation. The capabilities covered are mostly those of making reliable arrangements appropriate to the individual's age, gender and culture; Physical Functioning: Individual's general physical health, nutrition, strength, abilities/disabilities and illnesses/injuries; Cognitive/Intellectual Functioning:</p>

#	Category	Standard	Provisional Standard	Notes/Comments
				<p>Individual's overall thought processes, capacity, style and memory in relation to what is common for the individual's age, sex and culture. An individual's response to emotional and interpersonal pressures on judgments, beliefs and logical thinking should all be considered in making this rating; AND one or more of these conditions of duration: Clinically significant symptoms of mental illness have persisted in the individual for a continuous period of at least two years; The individual has been hospitalized for mental illness more than once in the last two years; There is a history of one or more episodes with marked disability and the illness is expected to continue for a two year period of time.</p>
6	Service Planning / Documentation	<p>A Person Centered Employment Plan will be developed by the Employment Specialist and the individual. The PCEP will include identification of perceived barriers to employment and the formulation of a plan of support.</p> <p>Each service provided shall be documented in the client record. This documentation should substantiate the service provided. Documentation shall include the type of service provided, date of service, place of service, and the person providing the service. All Employment Specialist</p>		<p>Supported employment services should be matched as closely as possible with regards to cultural, linguistic and diagnostic background.</p> <p>Supervisors should initially train Employment Specialists on how to document services.</p>

#	Category	Standard	Provisional Standard	Notes/Comments
		services provided shall directly relate to each client's Person Centered Employment Plan. All records shall be retained for six years, per HIPAA regulations. All records shall be available to the Cabinet for review upon request.		Supervisors should periodically review documentation of services.
7	Continued Stay Criteria	Persons enrolled in the Supported Employment program may continue receiving services as long as they demonstrate a need for support in maintaining employment. In the case of missed appointments, multiple attempts to reach the person should be pursued. If the program staff are not able to reach the person, the program may choose to discharge. However, the person may re-enter the program at any time without penalty.		
8	Discharge Criteria	An individual can be discharged from the program by: <ul style="list-style-type: none"> • Requesting to leave the program • Maintaining employment for over a year, not requiring extensive support services • The individual not being able to be reached by program staff 		IPS Supported Employment is a voluntary program. The client may choose to exit the program at any time however individuals who have maintain stable employment for a year should be transitioned off of the employment program caseload to be followed by the mental health treatment team as indicated.
9	Service Setting	IPS Supported Employment Services may occur at the outpatient clinic (initially), the client's home or other community location.		Service location should be dictated by client need and direction. Employment Specialists should meet with the client in the community more often than the office. Documentation must include Site

#	Category	Standard	Provisional Standard	Notes/Comments
				of service
10	Service Limitations / Exclusion	N/A		DBHDID funding may not be used to cover services reimbursable by OVR (for individuals with OVR authorization)
11	Unit of Service	One unit of service equals 15 minutes		
12	Service Codes	<p>HCPS codes: H2023-Supported Employment(includes Person Centered Job Selection-Discovery, Job Development and Analysis and Job Acquisition with Support) H2025-Ongoing Support to Maintain Employment CMHC code: 085 Employment Services Adult Mental Health-Individual OVR code: PCEP activity, job development activity, follow along supports</p>		<p>Payment Guidance: For those who qualify, funds may be available through the Office of Vocational Rehabilitation according to the four phases of supported employment. Typically OVR may reimburse for services up to securing employment and maintaining employment for 60 days. Long-term supports are typically reimbursed by the behavioral health system.</p> <p>Employment Specialists will assist the client with initial development and ongoing revision of a Person Centered Employment Plan, identification of perceived barriers to employment, and formation of a plan of support.</p>
13	Program Evaluation / Quality Improvement	Program Evaluation and Quality Improvement are guided by the IPS Supported Employment Fidelity Scale. Agency QA process should include an explicit review of the Supported Employment program, or components of the program. The results of the fidelity review should be used to improve Supported Employment implementation		<p>Fidelity is monitored by a team from DBHDID, UK/HDI, NAMI, OVR and peers from local Supported Employment Programs. .</p> <p>Fidelity reviews occur at six months</p>

#	Category	Standard	Provisional Standard	Notes/Comments
		and sustainability.		<p>from onset of program and annually thereafter if Good Fidelity (meaning a score of 100 or above on the SE Fidelity Scale) is reached. If scored lower than “Good Fidelity”, reviews occur every six months until it is reached.</p> <p>Client outcome measures (e.g. number employed, job retention) should also be tracked.</p>
14	Program Principles	<p>IPS Supported Employment Services Principles as outlined by the Johnson & Johnson/Dartmouth Community Mental Health Program are:</p> <ul style="list-style-type: none"> • Participation is based on client choice (Zero exclusion). • Supported Employment is closely integrated with mental health treatment team. • The person lays the groundwork for the job search, identifying personal interests, work environment/location, number of hours per week, preferences for disclosure/job supports and accommodations. • Competitive, customized or self-employment is the goal. • The job search starts soon after a participant expresses an interest in working (rapid job search) • Follow-along supports are continuous time-unlimited support. • Personalized benefits planning are a critical component. 		<p>DBHDID recognizes that employment plays a key role in the success of recovery. Multiple surveys have shown that people with serious mental illness want to work. On average, 60% of people with serious mental illness say they want to work. Reasons include enhancing self-esteem, having somewhere to go during the day, feeling connected to other people, learning new skills and increasing income.</p>

