Example Workflow for Supported Education

Workflow Example

Pre Referral:
- Create promotional materials for agency regarding Supported Ed and how individuals can become involved.
- Attend team meetings &/or community meetings to inform those who may make a referral on how this process works.
- Discuss Zero Exclusion and program details including time-unlimited follow along supports and assertive engagement and outreach.
- Plan new events for clients and/or agency members, including: celebrations, education groups, tours of campuses, tour/informational get together at MH agency for college staff, SEd informational sessions for non-SEd clients, etc.

Referral:
- EdS will receive a new referral.
  - Notify integrated team member that the client has been accepted into SEd program.
  - Meet with the referring clinician to discuss details or schedule an integrated first appointment.
  - Contact the new client by phone or in person (integrated appointment with clinician) within one week of referral.
  - Update tracking sheet to include new referral name and date of referral (SE or SES).
  - Review information on referral, Strengths Assessment, and/or most recent Mental Health Assessment.

Assessments & Program Paperwork:
- Educational Assessment: Over 2-3 sessions
  - Career / Educational Exploration.
- Disclosure: Updated as needed, FERPA & HIPAA, Disclosure to Disability Services
  - Discussion of Pros & Cons of Disclosure.
  - ROI for each person/program or institution.
  - FERPA Form.
- Goal Planning
  - These goals and supports are individualized and include the treatment team, family, friends, peers and education specialist.
- Pre-Enrollment Planning
  - Note areas that EdS/others will support client.
- Rapid Linkage to Educational Activities
  - Track the date this occurs for each client. 30 days after SEd program entry.
- Educational Experience Report
  - Complete once client enrolls in classes and update if a change in enrollment status.
- Follow-Along Planning
  - Note areas that EdS will support client.
- Quarterly Updates
  - Revisit goals & pre-enrollment or follow along supports.
- Update Client Tracking Form(s)
  - Each term: Track term grades, school each person is attending and educational program
    - Track the educational programs that clients are enrolled in or interested. Be specific if it’s an AA or BA/BS write major & minor or end interest for student.
    - Track educational progress each term.
- Transition Planning
  - If a client leaves services, complete transition report and note in chart.
  - Document date and reason they left services on same tracker as referral.
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Other Tips/Suggestions

Student Supports:
☐ Time Unlimited Follow Along Supports:
  ☐ Face to face meeting with client one week before starting an educational experience.
  ☐ 3 days after starting an educational experience.
  ☐ Weekly for the first month.
  ☐ At least monthly for one year or more.
  ☐ Contact within 3 days of learning about an ending of an educational experience.

School Connections: First educational activity happens within 30 days of referral
☐ School Admission
☐ FAFSA & Scholarships
  ☐ Trio
☐ Disability Services
☐ Counseling Department
☐ Placement Tests
☐ Orientation
  ☐ Tour
  ☐ Clubs/Multi cultural services
☐ Register for Classes
☐ Transportation
  ☐ Bus Pass
☐ Other: ____________________________________________________________

Community Connections:
☐ Visit VocRehab
  ☐ Meet with VR counselor once per month to discuss possible collaboration.
  ☐ If you are collaborating with a client: make weekly contact with VR counselor via phone, email or face to face.
☐ Frequent Educational resource contacts:
  ☐ 6 face to face education resource contacts per month by each specialist.
  ☐ Add these contacts to tracker weekly: SEd Supervisor to review weekly.
☐ Collaboration with outside Educational Institutions:
  ☐ Multiple visits are made to build relationships with Educational Institutions.
☐ Meet with Financial Aid Advisors:
  ☐ Connect clients to financial planning services to discuss benefits and impact of benefits.
  ☐ Learn about benefits, scholarships, PASS or ABLE or other incentive plans.
  ☐ Document or track financial needs for each client.

Program Requirements:
☐ Attend weekly SE/SEd meeting, supervision, & integrated team meetings
☐ Be in the community more than 65% of your time
☐ If a client isn’t engaging: Service termination is not based on missed number of appointments, try:
  ☐ Ask other integrated team members (Case Managers, Therapists, etc) to do outreach.
  ☐ Make & document home/community visits on multiple occasions.
  ☐ Coordinate meetings with other integrated team members.
  ☐ Connect with family or other supports if applicable.
  ☐ Document all outreach attempts.