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.