

Clarification on the way items are scored and evaluated:

### **Inclusion of IPS Supervisor data when the supervisor carries a supported employment caseload**

If the supervisor works .5 FTE or more as an employment specialist their documentation will be reviewed alongside the employment specialists. The documentation that will be looked at includes: Client records (vocational profile, plans, disclosure, progress notes, etc.), employer contact logs, and a time sample for time spent in the community. We will not request to observe the supervisor performing job development. The number of employer contacts expected per week is based on the FTE as an employment specialist. As an example, if the supervisor is classified as .5 FTE then there would be an expectation of 3 employer contacts per week.

If the supervisor works less than .5 FTE as an employment specialist the reviewers reserve the right to look at the client record (vocational profile, plans, disclosure, progress notes, etc.) for any individual on the supervisor's caseload but will not request to see employer contact logs or a time sample.

### **Competitive Jobs**

For the item Competitive Jobs an internship or apprenticeship will count as a competitive job if they are receiving at least minimum wage.

If the person is not receiving minimum wage but is receiving some sort of credit or certification through an accredited program it is considered to be an educational experience and not a job. Educational experiences should be reported but will not be counted as jobs for the purposes of the items Competitive Jobs, Diversity of Job Types, or Diversity of Employers.

If an internship or apprenticeship is not through an accredited program where the person receives course credit or certification and does not pay at least minimum wage it will be considered a non-competitive job.

Jobs at businesses whose primary mission is to employ persons with disabilities will not be considered competitive regardless of the position.

### **Agency Focus on Competitive Employment**

Employment data for the agency must be both collected and distributed quarterly. The information must be issued by someone in a leadership position – the IPS supervisor or another member of the management team – and not by the employment specialist in order to count for this item.

The agency must create specific opportunities for clients to share their back to work success stories. A person sharing at a group they are already a member of does not count for the purposes of this item. Stories should go out to staff and be accessible to clients. Stories can be anonymous but should be in the client's own words. Sharing job starts at a treatment team meeting does not count for the purposes of this item.

### **Vocational Unit**

If an employment specialist is less than .5 FTE then they will not count as an employment specialist under the item vocational unit. For example, a program that has one employment specialist at .3 FTE

and one at 1.0 FTE would receive a score of a 1 because only the 1.0 FTE employment specialist would count towards the vocational unit.

If a staff member is on an extended leave of absence such as FMLA they will still be considered an employment specialist for the purposes of the vocational unit item. The rest of the vocational unit should provide coverage for individuals on that employment specialist's caseload while the employment specialist is on leave.

### **Role of the Supervisor**

Goals can be set as a team or with individuals but should be based on the quality of services and outcomes as they relate to fidelity. For example, a goal around the timely completion of service notes would not count as a goal under this item but a goal to increase the individualization of job search plans would count.

### **Community-Based Services**

Performing office tasks in a community setting does not count as community time when taking a time sample. As an example, calling people to make appointments or writing service notes does not count as community time.

### **Collaboration with Vocational Rehabilitation**

If there are no individuals receiving services from both VR and the IPS program this item will automatically score a 1. Clients have to be in eligibility status (have completed the orientation for VR) in order to count for this item.

Monthly meetings must be scheduled in order to receive credit for this item. Meetings can be scheduled one month at a time; for example at the conclusion of the May meeting the team and VR counselor could schedule a date to meet in June and fulfil the criteria for this item.

### **Integration of Rehabilitation with Mental Health Treatment team thru Frequent Team Member Contact**

IPS documentation on a shared drive does not count as integrated. Employment records (service notes, career profile, plans, job start and stop forms, etc.) must be in the EHR whether integrated into the forms or scanned into the client's health record.