

IPS Program Implementation Plan for Agencies

Implementation Area	Action Steps	Responsible Person(s)	Target Date
<p><u>Funding</u></p> <p>Investigate possible sources of funding. In the U.S., sources may include:</p> <ul style="list-style-type: none"> • Vocational Rehabilitation (VR), which may require accreditation, such as Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation, to become a Community Rehabilitation Provider (or “vendor”) for VR. This varies by state. Contact state VR. • State or county mental health funding. • Medicaid for medically necessary services that occur within the context of employment (talk to state mental health about your state’s Medicaid plan). • Grants. • Identify funding for each step of the vocational process. 			

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<p><u>IPS Program Supervision</u></p> <ol style="list-style-type: none"> 1) One full-time supervisor is responsible for no more than 10 IPS team members. 2) Supervisor has responsibilities for only IPS if supervising 5 or more people. 3) Supervisor may have a small caseload (2-3 people). 4) Weekly group supervision with IPS team focuses on client goals, employer relationships, and celebrations. 5) Field mentoring: teaches job development by going with employment specialists to meet with employers monthly. 6) Supervisor monitors client outcomes quarterly for team (%/# employed, # on caseloads, # closed from IPS while working, # job starts...) and individual specialists. Helps set goals for improvement. 			

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<p><u>Employment Specialist Positions</u></p> <ol style="list-style-type: none"> 1) Caseloads of 20 or less. 2) Provides full-range of employment services to caseload, including job development. 3) Provides employment services only. 4) Spends at least 65% of total work hours in the community. 5) IPS team members reflect the cultures of the people they serve, or are educated about different cultures. 6) Team may include people with lived experience of mental illness as employment specialists or peers. 			

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<p><u>IPS Training</u></p> <ol style="list-style-type: none"> 1) IPS principles. For IPS team, Vocational Rehabilitation (VR) counselors, and mental health practitioners. 2) Developing employer relationships. For IPS team (and invite VR counselors). 3) Discussing options for disclosure of a disability at work. For IPS team (invite VR). 4) Active listening skills. For IPS team. 5) Helping people consider employment. For mental health practitioners. 6) Job supports. For IPS team (invite VR). 7) IPS overview. For local NAMI chapter or other family and client advocacy groups. 8) Other possible training: Training from IPS state trainers, The IPS Employment Center online course for IPS practitioners and the online course for IPS supervisors, The IPS Employment Center's in-person IPS Leadership Training. www.IPSworks.org , select Training and Consultation. 			

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<p><u>Integration of IPS and Mental Health Services</u></p> <p>1) Each employment specialist is assigned to only 1-2 mental health teams and receives at least 90% of referrals from those teams.</p> <p>2) Employment specialist office space is located with mental health practitioners, regardless of whether IPS program is in separate agency from mental health agency.</p> <p>3) Employment specialists attend weekly mental health team meetings for each team to which they are assigned. Meetings focus on client situations (mental health or employment). Employment specialists attend and participate in entire meeting.</p> <p>4) Client records are integrated (mental health and employment documents are in the same record).</p>			

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<p><u>Collaboration with Vocational Rehabilitation</u></p> <ol style="list-style-type: none"> 1) Vocational Rehabilitation (VR) counselors know about IPS practice principles. <ul style="list-style-type: none"> • They discuss strategies to expedite eligibility process when possible. • They adhere to zero exclusion criteria for most people (in any point in time, a few people in the IPS program may not have open VR cases). 2) VR counselors meet with the IPS team at least monthly to discuss how to help people with their employment goals. 3) The mental health agency offers opportunities for VR counselors to visit (at least some) mental health team meetings in order to better coordinate services for clients. 4) The VR supervisor considers assigning 1 or 2 VR counselors to the IPS program so that they can develop relationships with the IPS team and learn about the IPS approach. 5) See Steering Committee and IPS Training. 			

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<p><u>IPS Steering Committee</u></p> <p>1) Convene a diverse group of stakeholders to support IPS implementation and sustainability. Members include family members, clients, IPS supervisor, clinical director, Vocational Rehabilitation (VR) counselors and/or VR supervisor. At least one high-level leader from the agency (such as quality assurance director, fiscal director, or executive director) should also participate. If a mental health agency and separate employment agency are collaborating on IPS, members of both agencies should participate in the steering committee.</p> <p>2) Committee meets at least quarterly during implementation to discuss implementation plan and progress on fidelity. After good IPS supported employment fidelity is achieved, committee meets at least twice each year.</p> <p>3) Committee develops strategies for all eligible people to learn about the IPS program.</p>			

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<p><u>IPS Supported Employment Fidelity</u></p> <p>1) Arrange a baseline fidelity review after 6 months of implementation and then every 6 months until good fidelity is achieved. Yearly reviews thereafter to sustain the program.</p> <p>2) Ideally, trained reviewers from outside of the agency are available for fidelity reviews. If someone within the agency (such as a quality assurance director) will apply the fidelity scale, it is strongly recommended that the person attend state fidelity review training or Leadership Training from the IPS Employment Center.</p> <p>3) Develop a written fidelity action plan in response to each fidelity report.</p> <p>4) Include the fidelity review, or aspects of the review, in the agency quality assurance process.</p>			

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<p><u>Benefits Planning</u></p> <p>1) Investigate options for clients to receive benefits planning (information about how disability benefits, housing subsidies, food subsidies, etc.) would be affected by a return to work.</p> <p>2) Ensure benefits planners have extensive training and receive ongoing updates as rules for benefits change.</p>			

