St. Clair County Community Mental Health

**Individual Placement and Support (IPS) Orientation**

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| **Individual:** | Click here to enter text. | **Case #:** | Click here to enter text. | **Date:**  | Click here to enter text. |

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| **What is Individual Placement and Support?**  |
| The Individual Placement and Support (IPS) program is an evidence-based practice that was developed to assist people with obtaining and maintaining employment. We do not have jobs at the ready to provide you, in our program we work together to find you the position you feel will be the best fit for your career. The IPS program will only pursue jobs you are interested in, and that you have the skills or credentials to pursue. If you need additional credentials or a degree to pursue your dream job or want to advance your skills in order to get a promotion, we will help refer you to Michigan Rehabilitation Services (MRS), who we have a close working relationship with. They can assist with training programs and even college if your meet their criteria for advanced studies. All jobs we help find are competitive jobs within our community. If a job is not the right fit, we will help you find another job that is a better fit for you.We have a Benefit-to-Work (B2W) Coach on our team that will review with you how work may affect your benefits including any Social Security Administration Benefits (SSI, SSDI, CDB, DWB), Medicaid Benefits, Food Assistance, Housing Assistance, etc. **To avoid any potential surprises with your benefits, would you like to be referred for benefits coaching?** [ ]  Yes [ ]  No |
| **If you answered yes, please follow the directions below:**1. Fill out the Consent to Share Behavioral Exchange Health Information (MDHHS Consent) in OASIS.
	1. For Consented Parties, under the “Community Resource” section, be sure to list both:
		1. **Social Security Administration (SSA)** (2620 Krafft Rd, Fort Gratiot, MI 48059),
		2. **DHHS CMH Office Contact** (3111 Electric Avenue, Port Huron, MI 48060).
2. Fill out form [#0326 Benefit-2-Work or Work Incentive Practitioner (WIP) Referral](https://cmhwebserve.scccmha.org/forms/forms_files/Clinical/03-0326.pdf).
3. Fill out the SSA’s Consent for Release of Information (form [SSA-3328](https://www.ssa.gov/forms/ssa-3288.pdf)) (a link can also be found on form #0326)
	1. On page 2 in **black ink or electronically,** fill out the following sections:
		1. Full Legal Name
		2. Date of Birth (MM/DD/YYYY)
		3. Full Social Security Number
		4. Signature and Signature Date from Individual/Legal Guardian
		5. Address and Daytime Phone # for the Individual/Legal Guardian
	2. Please ensure all information on form SSA-3328 is correct AND legible, or else this could delay services.
4. Forward a copy of both forms (#0326 and SSA-3328) to the IPS Secretary via email.
5. Give the original copy to the Benefit-to-Work Coach.
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| How the Program Works |
| * The first few meetings will be spent creating a **Vocational Profile**, which will give you and the Employment Specialist a chance to get to know one another and to create a plan that is tailored to you and achieving your goal of employment. *(these initial meetings are the only meetings that may take place at a CMH office).*
* Once the Vocational Profile has been finished, you will begin to meet your Employment Specialist face-to-face in the community instead.
* Benefit-to-Work Coach meetings will be the only meetings to take place at CMH after the Vocational Profile is finished. *(you will be contacted by the B2W Coach to set up the first meeting)*
* IPS is a weekly program; the goal is to meet weekly for 1-2 hours in the community every week.
* Your Employment Specialist will do job development on your behalf in-between meetings and will bring these ideas to each meeting.
* We will encourage you to also do your own job development during the week in-between meetings. So that you can also come prepared with ideas to your meetings.
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| * We may discuss a referral to Michigan Rehabilitation Services (MRS); these referrals are usually because you need additional assistance to meet your “goal job” *(education, training, skill building or a training programs).*
* We may suggest the addition of a Certified Peer Support to help you prepare for work. They can assist with any barriers that may be in your way for employment including, but not limited to:
	+ getting an ID card,
	+ getting a Social Security card,
	+ expungement of any criminal offenses,
	+ help with interview questions,
	+ having a peer to discuss ways to deal with stress surrounding returning to work.
* Once you obtain a job, we create a Follow-Along Support Plan to create new goals to help maintain employment.
* We will want to meet with you within three (3) days of starting the job. We will schedule meetings for the following month at this meeting to develop your Follow-Along Support Plan
* We do provide unlimited-follow along supports if you need them. We will reassess every three (3) months what goals you want to work on, these can include, budgeting, dealing with stress on the job, dealing with relationships on the job, how to speak to your manager and several other areas tailored to your needs to maintain employment.
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| Expectations |
| * Attend, be prepared, and on-time to all scheduled meetings and appointments with your Employment Specialist.
* Be actively searching for work independently, as well as in conjunction with your Employment Specialist.
* Do not be afraid to reach out or communication with your Employment Specialist if you are struggling with anything that you are doing on your own to come up with a plan.
* Attend all of your mental health treatments as well and actively pursue your goals that you created with your Case Manager and/or Therapist.
* Come dressed ready to meet employers for every meeting with your Employment Specialist.
* Be honest and let the Employment Specialist know whenever you need additional supports. **We can’t help you if we don’t know what is going on.**
* This your journey, if you change your mind about a direction for employment, let your Employment Specialist know so that we can update your goal.
* The Employment Specialist might suggestion a position outside of your target. It is your choice whether you want to pursue this or not, the ES is basing their decision to bring you a job based on what they know about you. **It is okay to say that you are not interested in a position/potential job.**
* The IPS program does **not** provide transportation to and from work. However, the ES can discuss different options if you lack consistent transportation.
* If you are ill and cannot make a scheduled appointment/meeting, please call or text us **before** so we can reschedule.

When you have no showed or missed several appointments, we will do physical outreaches to your home.  **Are you okay with us stopping by and leaving a card if you are not home?** [ ]  Yes [ ]  No |
| **If you answered no, please let us know your preferred method of outreach** (i.e. letter, phone call, text message, contact person, etc.) |
| Click here to enter text. |

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| **At this time, how interested and committed are you to finding competitive employment?** Please check a box to indicate your interest, where 1 = not interested at all & 10 = incredibly interested |
|  | **1**  | **2**  | **3**  | **4**  | **5**  | **6**  | **7**  | **8**  | **9**  | **10**  |
| **Interest:** |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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| **How would you rate your ability to receive constructive criticism regarding items such as hygiene, appearance, and professionalism?** Please a box to indicate your ability, where 1 = not well at all & 10 = no issue at all |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| **Ability:** |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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| **What would be the best way to communicate with you any potential issues regarding these items?** (i.e., verbally, over text, etc.) |
| Click here to enter text. |