St. Clair County Community Mental Health

**Individual Placement and Support (IPS) Follow-Along Supports Plan**

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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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| **Action Plan**  At times work can be stressful, so having a plan in place can make it easier if you are having a bad day. **Create a plan with your Employment Specialist,** so you have a list of people you can reach out to when you are having a tough day at work: |
| Your Employment Specialist is here for you:   * Have your Employment Specialist’s phone number saved in your phone. * Create a plan with your Employment Specialist on how best to contact them in between appointments if you are struggling on the job. * Schedule weekly meeting for the next month to meet and review how the job is going with your Employment Specialist. * Create a new goal with your Employment Specialist to help maintain your current position.   Your Certified Peer Support Specialist is here for you:  • Have your Peer Support’s phone number saved in your phone.  • Create a plan with your Peer Support about how they can best support you if you are struggling between scheduled meetings.  • Schedule regularly occurring appointments on your day off, so you don’t have to miss appointments due to work.  A **close family friend or family member** who is supportive can help you out:   * Have their phone number in your phone so you can text them on your break. * Create a plan so they know that they know that they are your go to person if you need to chat about stress at work. |

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| Schedule  Now that you are working it is important to balance work and life, creating a schedule to include work, medical appointments, and personal events will help you manage being on time and not missing any important appointments. |
| **Best Tools for Creating a Schedule:**   * Use a calendar on your phone and set reminders if you need help remembering an upcoming appointment. * Use a wall calendar or a paper planner. * Use an App that your employer can give you to check your schedule.   **Do you need any help creating a schedule?**  Yes  No |
| **If you answered yes, brainstorm with your Employment Specialist about ideas that best suit you below:** |
| Click here to enter text. |

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| **Follow-Along Supports Plan**  Creating a **Follow-Along Supports** Plan with your Employment Specialist (ES)can help with continued success. | | | | | | | | | | | |
| 1. **In what ways can your ES support you with maintaining your new job?** | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | |
| 1. **List three (3) things you can do to help maintain this position** | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | |
| 1. **Create a plan for when you need additional support on the job** | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | |
| 1. **“I am going to work on the following skill(s) at work to help advance my career…”** | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | |
| 1. **“When I get my first paycheck, I plan on…”** | | | | | | | | | | | |
| Click here to enter text. | | | | | | | | | | | |
| 1. **Rank the following retention topics below that you want to work on with your ES over the next three (3) months during your weekly IPS meetings.** Please check one (1) box per row to rank each topic on a scale from 1 to 11, where 1 = want to work on the most & 11 = not very interested in working on. | | | | | | | | | | | |
| **Retention Topics:** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** |
| **Budgeting** |  |  |  |  |  |  |  |  |  |  |  |
| **Interpersonal relationships at work** |  |  |  |  |  |  |  |  |  |  |  |
| **Dealing with stress on the job** |  |  |  |  |  |  |  |  |  |  |  |
| **How to address concerns with my supervisor on the job** |  |  |  |  |  |  |  |  |  |  |  |
| **Boundaries on the job** |  |  |  |  |  |  |  |  |  |  |  |
| **Maintaining a positive attitude when things are not going my way** |  |  |  |  |  |  |  |  |  |  |  |
| **Self-care and work** |  |  |  |  |  |  |  |  |  |  |  |
| **Maintaining good hygiene for work** |  |  |  |  |  |  |  |  |  |  |  |
| **Maintaining good sleep habits for work** |  |  |  |  |  |  |  |  |  |  |  |
| **Overcoming dilemmas** |  |  |  |  |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |  |  |  |  |

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| **Reporting Earnings**  Now that you are working, it is important that you report your earnings as well as any changes to your work activities to the proper *government agencies* so there is no disruption to your benefits. |
| Depending on what benefits you receive, this can include contacting the Department of Human Services (DHS), the Social Security Administration (SSA), or the Housing Authority, just to name a few.  **Do you have a plan for reporting your earnings?**  Yes  No  **Do you need any support in creating a plan to report your earnings?**  Yes  No |
| **If you answered yes, brainstorm with your Employment Specialist a plan to help you report your earnings below:** |
| Click here to enter text. |