

Agency Readiness for IPS Supported Employment Implementation Checklist

IPS trainers, state mental health workers, and state Vocational Rehabilitation employees visit agencies to assess readiness to implement IPS supported employment prior to implementation. The visit for at least a few hours to complete the following activities:

1. Facilitate a meeting with agency leadership to hear about plans for IPS. People to involve in the meeting could include the executive director, clinical director, Vocational Rehabilitation counselors or supervisor who will work with the program, and current employment supervisor if one is available. If a mental health agency and employment agency will collaborate to provide IPS, top leaders from both agencies should participate in the meeting.
2. If the agency already has an employment program, ask to observe an employment meeting. Alternatively, meet with the employment staff as a group.
3. Meet with a small group of people who have received services from the employment program (or from the agency). This could also include a client advocacy group that is associated with the center.

During the meeting with agency leaders, explain that you will send a short report following your visit. Ask who should receive the report. If Vocational Rehabilitation counselors participate in the visit, offer to send them a copy. (Encourage the notion that Vocational Rehabilitation should be viewed as a partner from the beginning.) Use the report to outline barriers and facilitators to IPS implementation, and include action steps to help agency leaders prepare for successful implementation.

Agency name:

Date:

AGENCY LEADERSHIP

Names/titles of leaders who participated in meeting:

Motivation to implement:

- Ready
- Work is needed

1. Does agency leadership know how IPS is different from other employment approaches? Examples: Are they aware of research for IPS? Are they interested in rapid job search? Give examples.
2. What is the evidence that leaders are interested in increasing the number of clients who have competitive jobs as a reason for implementation? Do they know how many people with severe mental illness at their agency are employed?
3. Does it appear that leaders are primarily interested in capturing a revenue stream that is related to IPS? Give examples of what appear to be the primary reasons for implementing IPS.
4. What issues appear to be of primary interest of the agency leaders at this time?

Notes:

Agency mission supports recovery and employment:

- Ready
- Work is needed

1. Does the agency have other programs such as pre-vocational programs or day treatment programs that will conflict with IPS?
2. Has the agency recently discontinued any programs such as the ones above?
3. What has the agency done to promote the idea of recovery? Hiring staff that has lived experience of mental illness or giving people control over their own treatment? If the agency has hired peers, do those positions have equal status with other practitioners?
4. How will clients be involved in implementation?

Notes:

Leadership's role in implementation:

- Ready
- Work is needed

1. How do leaders plan to help with implementation? Will the IPS supervisor be the primary person responsible for implementation or do other administrators plan to be involved?
2. Will agency leaders participate in training? Which training?
3. How will leaders help to change the culture of the agency to promote principles such as zero exclusion?

Notes:

Financial planning for IPS:

- Ready
- Work is needed

1. What will be the sources of revenue for the program?
2. Does the agency have plans to provide start-up money for the program since it is likely that a new program will bill less?
3. Do leaders anticipate that any specific IPS activities will be difficult to fund? Job development without a client present? On-the-job skills training (job coaching)? Multiple job placements? Helping people with co-occurring mental illness and substance use disorders?

Notes:

VR Partnership:

- Ready
- Work is needed

1. Does the program have a vendor relationship with Vocational Rehabilitation?
2. How do leaders from both agencies describe their current relationship?
3. How does the current employment program coordinate services with Vocational Rehabilitation? Does employment staff meet regularly with VR counselors?
4. What do Vocational Rehabilitation counselors and supervisors think about IPS? What concerns or hopes do they have for the program?

Notes:

Integration of employment with mental health treatment services:

- Ready
- Work is needed

1. Are mental health practitioners organized in teams that meet weekly to discuss clients?
2. If the mental health agency will collaborate with an employment agency to provide IPS, where will the employment specialist(s) office be located? How will practitioners meet to discuss how to help clients? How will client records be integrated?
3. What barriers/facilitators do leaders anticipate in regard to integrating services?

Notes:

EMPLOYMENT TEAM

- Not applicable—employment is not currently part of the agency

Interest in IPS supported employment:

- Ready
- Work is needed

1. What do practitioners already know about IPS? What do they think about this approach? Any concerns?
2. Do practitioners believe in a step-wise approach to help people with work (e.g., work readiness groups, assessments, volunteer jobs,...)?
3. How do they currently help people find jobs? How much of their time do they currently spend out of the office?

Notes:

Beliefs about recovery:

Ready

Work is needed

1. Do practitioners talk about clients in a respectful manner?

2. Do they appear to believe that people can work in spite of problems like substance use disorders?
Give examples.

3. How do practitioners currently honor client preferences for work?

Notes:

Supervision for IPS:

Ready

Work is needed

1. How much of the supervisor's time will be devoted to IPS? How many positions will he or she supervise? Is the supervisor also responsible for mental health treatment teams?

2. If the supervisor is already in place, what do you think about the person's ability to make program changes? To use client outcomes to develop plans for improved services? To be a teacher when new skills are needed? To be a champion for new philosophies?

3. Is this a person who is interested in going outside of the agency to help train employment specialists (field mentoring)?

Notes:

CLIENTS

Client participation in implementation:

Ready

Work is needed

1. Have clients been included in considering IPS? Give examples.
2. How do they feel about the new program? Any concerns?
3. What do they have to say about the employment services that are currently provided at the agency?
4. Do they feel that practitioners at the agency are hopeful and encouraging about work?
5. Does the agency plan to include clients in implementation, for example, in steering committees?

Notes: