

Supported Employment

Requirement: The Office of Substance and Abuse and Mental Health (SAMH)
Contract

Frequency: Ongoing

Due Date: Ongoing

From the funds in Specific Appropriation 364, GAA provided the Department non-recurring General Revenue funds for supported employment services for individuals with mental health disorders. Supported employment services are evidence-based services in an integrated work setting which provides regular contact with non-disabled coworkers or the public.

Supported Employment: Supported employment services are evidence-based community-based employment services in an integrated work setting which provides regular contact with non-disabled coworkers or the public. A job coach provides longer-term, ongoing support for as long as it is needed to enable the recipient to maintain employment.

Program Administration

A. Program Objectives

The goal is to provide a combination of mental health clubhouse services and supported employment services to individuals with mental health disorders.

These funds are intended to expand supported employment services within existing clubhouse providers that are accredited by the International Center for Clubhouse Development (ICCD).

A minimum of approximately 20 individuals will be served under the program.

B. Admissions and Discharge

All admissions are voluntary and require consent and participation.

Clients shall be discharged when he/she is able to maintain employment without support and has met the specialized job training goals and completed the tailored supervision.

The Network Service Provider shall maintain the following clinical documentation for individuals served in the program.

Intake Documentation Requirements

The file contains basic demographic information, which includes; (1) Client's name, (2) address, (3) telephone number, (4) marital status, (5) sex, (6) legal status, (7) race, (8) date of birth, (9) guardian

contact information for minors, (10) referral source and (11) staff name of who has responsibility of the client.

The file contains, if applicable, a time-specific statement authorizing release of confidential information, signed and dated by the client or guardian, which designates the agency to receive the information, purpose of the disclosure, how much and what kind of information to be disclosed, statement that the consent is subject to revocation at any time and date which consent will expire if not revoked before.

Assessments/Examination Documentation Requirements

The assessment is completed within 30 days after intake and includes the following with client input: (1) presenting problem, (2) current and potential strengths and problems, (3) relationship with family members and significant others, (4) service agencies with whom the client has been involved and involvement or need for involvement in social support systems.

Service/Treatment Planning

The service/treatment plan is completed 30 days after intake with the following goals and objectives with client input: (1) Achievable observable measurable, (2) reasonable timeframe, (3) actions needed to attain the goals and staff responsible, (4) incorporate needs and strengths from the assessment and (5) goals for each identified issue.

Progress Notes Requirements

Progress notes shall be prepared at least monthly for clients having a service/treatment plan unless documented otherwise.

Progress notes contain the (1) client's name, (2) client identification number, (3) staff name, (4) service date, (5) service duration, (6) a description of the service provided, (7) progress, or lack thereof, relative to the service/treatment plan or modified service/treatment plan from changes in client's needs, resources or findings.

Progress note content address supportive employment activities such as the following: (1) a situational assessment to determine a person's employment goals, preferences and skills (2) job matching (3) job adaptation (2) systemic on-the-job training focused on building skills needed to meet employer productivity (4) ongoing systematic contacts with supported employees to determine the need, intensity and frequency of supports needed to maintain productivity, social inclusion and maintain employment (5) remedial on-the-job training to meet productivity expectations, consultation and refinement of natural supports or other elements important to maintaining employment (6) related work supports such as accessing transportation and other supports necessary for the client to maintain a job.

Discharge/Termination Requirements

If no contact over 90 days, file must be closed, unless service/treatment plan indicates less frequent contact. The reason for the discharge/termination must be included.

Discharge/Termination report must be in the client record within 4 weeks after the termination of services.

Discharge/Termination report shall include the following: Evaluation of impact of agency's services on client's goals/objectives, date and signature of individual preparing report, if there is a referral and a reason for the referral must be noted.

Outcomes and Performance Measures

The Network Service Provider shall demonstrate satisfactory delivery of minimum levels of service through submission of the Persons Served and Performance Measure Report.

Required Reporting

Supported Employment Tracking Sheet – Exhibit A: A monthly report, submitted on the 10th of each month, to capture client specific data pertaining to employment that is not collected in the LSF Health Systems Data System.

Ad Hoc and additional reporting may be required as determined necessary by LSF Health Systems or the Department of Children and Families.

Table 1. Reporting Schedule		
Report Title	Report Due Date(s)	Report Recipient(s)
Supported Employment Tracking Sheet – using the DCF Template	10 th of each month following the month of service provision	LSF Health Systems Network Manager and DCF Representative (State and Regional)

Documentation

A. Services Rendered

The Network Service Provider shall maintain records documenting the total number of clients and names to whom services were rendered and the date(s) on which services were provided. The Network Service Provider shall make such information available to LSF Health Systems upon request and during monitoring of the program administration.

The provider is required to enter actual services provided, using the covered services listed in Exhibit L of the Lutheran Services Florida Standard Contract, into the LSF Health Systems Data System as required by the contract.

The provider shall capture all supported employment services using the Mental Health Clubhouse Services covered service.

B. Client Charts

Client Charts shall be maintained in accordance with the applicable parameters established by 65E-4, F.A.C. Audit documentation shall be in accordance with 65E-14.021, F.A.C