

Service Name	SUPPORTED EMPLOYMENT (EXTENDED SERVICES)
Funding Source	Behavioral Health
Setting	Supported Employment Extended Services is primarily provided in the following settings: <ul style="list-style-type: none"> • Community setting such as home, job site, neutral setting away from workplace, clinic, or office.
Facility or Professional License	As required by DHHS Division of Public Health

Basic Definition:

Extended Services (ES) is provided after an individual has made the transition from Supported Employment services, funded by VR, and determined necessary to maintain and advance in individual employment absent the provision of supports. With the help of a Supported Employment Specialist, Extended Services serves individuals who have obtained competitive integrated employment and who have the most significant disabilities that constitute or result in a substantial barrier in retaining employment. Services are consistent with the individual’s strengths, abilities, interests, and informed choice. Transition from VR funded Supported Employment services to Extended Services funded through NE-DHHS requires that the individual has met their goal of stable competitive employment, while still requiring/ benefiting from recovery and rehabilitation supports to maintain stable community-based competitive employment. Although the nature of Extended Services will be similar to job stabilization, the level of intensity and frequency of contacts and interventions will be gradually reduced.

Service Expectations:

- Individual is currently employed and has reached stabilized competitive integrated employment through Vocational Rehabilitation Supported Employment services.
- The individual has completed and signed the Supported and Customized Employment Job Stability Report.
- Initial Face-to-face contact occurs based on an individual need, not greater than recommendation from Supported and Customized Employment Job Stability Report with the goal of maintenance of self-sufficiency with minimal to no Extended Services support.
- On-site job support and job skill development, as needed and requested by individual and employer, to avoid involuntary job loss.
- Coordination and participation with individual’s treatment, rehabilitation, and/or recovery team, as needed and requested by individual.
- Documentation will include: coordination with employer, other services and treatment providers, including medical providers, linkage to services and identified internal/ external supports.
- A treatment/recovery plan is developed by the team within 30 days of admission that integrates individual strengths and needs, formal and informal supports, measurable goals, hours and wages worked, and a documented discharge and relapse prevention plan.
- Review the treatment/rehabilitation/recovery and discharge plan with the individual’s team, including the individual, every 90 days, or as needed. Each review should be signed by members of the team, including the individual served.

- Oversight and regular monitoring for opportunities of advancement, per individual interest.
- A Crisis Relapse Prevention Plan has been created and reviewed quarterly with the individual. Referrals to crisis assistance must be available 24 hours a day, 7 days a week.
- All services must be culturally sensitive and trauma informed.

Length of Services:

Length of service is individualized and based on criteria for admission and continued treatment as well as individual's ability to make progress on employment goals.

Staffing:

- Supported Employment Program Director: Three years of experience in vocationally related service, vocational related degree preferred, or a Program Director of other rehabilitation service.
- Supported Employment Specialist: High school with minimum of 2 years of experience in the field and training, preferably by a nationally accredited training program, with evaluation of course competency. Supported Employment Specialists must be capable to perform all phases of vocational services (engagement, assessment, job development, job placement, job coaching, and follow-along supports).
- Personal recovery experience preferred for all positions.

Staffing Ratio:

- One Employment Specialist to 25 individuals 1:25.

Hours of Operation:

- The program is flexible to meet employment needs including day, evening, weekend, and holidays.

Desired Individual Outcome:

- Individual has made progress on the self-developed treatment/recovery plan goals and objectives.
- Individual is competitively employed and maintaining a job of choice.
- The individual has support systems in place to help the individual maintain stability in the community.

**UTILIZATION GUIDELINES
SUPPORTED EMPLOYMENT (EXTENDED SERVICES)**

I. Admission Guidelines

Consumer must meet all of the following admission guidelines to be admitted to this service.

1. The individual demonstrates symptomatology consistent with a diagnosis as outlined in the Diagnostic and Statistical Manual (DSM-IV) of Mental Disorders published by the American Psychiatric Association, which requires and can reasonably be expected to respond to behavioral intervention.
2. Presence of functional deficits in two of the three functional areas: Vocational/Education, Social Skills, and Activities of Daily Living.
 - a. Vocational/Education: inability to be employed or an ability to be employed only with extensive supports; or deterioration or decompensation resulting in inability to establish or pursue educational goals within normal time frame or without extensive supports; or inability to consistently and independently carry out home management tasks.
 - b. Social Skills: repeated inappropriate or inadequate social behavior or ability to behave appropriately only with extensive supports; or consistent participation in adult activities only with extensive supports or when involvement is mostly limited to special activities established for persons with mental illness; or history of dangerousness to self/others.
 - c. Activities of Daily Living
 - i. Grooming, hygiene, washing clothes, meeting nutritional needs
 - ii. Care of personal business affairs
 - iii. Transportation and care of residence
 - iv. Procurement of medical, legal, and housing services; or
 - v. Recognition and avoidance of common dangers or hazards to self and possessions.
 - vi. Client is at significant risk of continuing in a pattern of either institutionalization or living in a severely dysfunctional way if needed rehabilitation services are not provided.
 - d. Symptoms and functional deficits are related to the primary diagnosis
3. Individual has a desire to maintain competitive stable employment.
4. Individual has reached Stabilized Employment through Vocational Rehabilitation (VR) Supported Employment Services and has completed a Job Stability Report with the SE specialist, to include:
 - a. Employment information (name of employer, address, and direct supervisor; employee title, start date, average hours worked/ weekly, current wage, benefits).
 - b. Person's progress towards individualized competitive job stabilization
 - c. Description of job fading
 - d. Current natural supports
 - e. Ongoing need for benefits/ counseling monitoring (reporting of income to SSA/HHS, use of PASS/IRWE, Ticket to Work reassignment, etc)
 - f. Transportation
 - g. Employer report (strengths/ areas for improvement)
 - h. Individual's report of job satisfaction (schedule, wage, hours, work conditions, benefits) and areas of concern
 - i. Extended Services Plan to include:
 - i. Types of supports to maintain job stability
 - ii. Projected level of job coaching/ support hours per month

II. Continued Stay Guidelines

Consumer must meet all of the following continued stay guidelines to continue receiving this service.

1. Consumer continues to meet admission guidelines.
2. Individual is making progress towards vocational goals.

3. There is documented active discharge planning

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