

## **IPS Supported Employment Training and Technical Assistance Agreement**

### Description of the Project

The overall goal of the project is to assist agencies with implementation of IPS (Individual Placement and Support) supported employment. IPS is a specific type of supported employment practice that is based on research evidence. IPS supported employment includes eight practice principles that are outlined below:

1. Every person who wants to work is eligible for IPS services.
2. Competitive jobs are the goal.
3. IPS supported employment services are integrated with mental health treatment services.
4. Personalized information about government benefits and working is provided.
5. The job search starts soon after a person expresses interest in working.
6. Employment specialists build relationships with employers through multiple in-person visits.
7. Individualized job supports are time unlimited.
8. Individual preferences are honored.

More information about IPS supported employment is located at [IPSworks.org](https://ipsworks.org)

### Mental Health and Vocational Rehabilitation Leadership

Representatives from state mental health and state vocational rehabilitation will provide leadership for this project. State leaders will:

- Provide information about available sources of revenue for IPS supported employment.
- Provide training and technical assistance to IPS programs.
- Establish a full-time IPS training position.
- Provide IPS fidelity reviews for agencies with the purpose of improving employment outcomes for clients.
- Develop a state learning collaborative for IPS.
- Assist with efforts to improve collaborations between IPS programs and Vocational Rehabilitation offices.
- Develop a statewide steering committee to examine barriers and facilitators to IPS supported employment programs.
- Include family and consumer advocacy groups in efforts to implement IPS supported employment.

### Agency Responsibilities

In collaboration, agency leaders, representatives from state mental health, state Vocational Rehabilitation, and the IPS trainer will discuss and agree to any modification to plans for training and technical assistance during implementation.

The agency agrees to the following arrangements:

#### Training

1. To make agency personnel available for training at the agency. Training for employment specialists and the IPS supervisor is typically three to four days during the first year. Training for mental health practitioners and supervisors is one half-day during the first year. Agency leaders and the IPS trainer may decide to have additional training as needed during the implementation process.

#### Technical assistance:

1. To allow the trainer to participate in IPS unit meetings to help the team develop strategies based on the IPS approach. The trainer will attend at least one IPS unit meeting every month during the first six months of implementation.
2. To allow the trainer to participate in mental health treatment team meetings to help practitioners consider employment for people who are not working and to help improve integration of services. The trainer will attend at least one mental health treatment team meeting every month during the first six months of implementation.
3. To make employment specialists and the IPS supervisor available to work alongside the trainer while developing employer relationships (visits to businesses). The trainer will help with employer relationships monthly or quarterly depending on the needs, and employment outcomes, of the IPS team.
4. To allow the trainer to participate in quarterly steering committee meetings for IPS supported employment.
5. To allow the trainer to review IPS program outcomes with the IPS supervisor and agency leaders in order to develop plans for improved outcomes.
6. The Executive Director agrees to meet twice yearly (for 20 minutes) with the IPS trainer to review program fidelity, outcomes, strengths, and areas for growth.

#### IPS Supported Employment Fidelity

The purpose of IPS fidelity reviews is to improve employment outcomes for clients. The review is not an audit; instead, the review focuses on quality improvement. Fidelity reviews are conducted twice each year until good fidelity is achieved, and then annually thereafter. A team of fidelity reviewers will visit

the agency for two days to learn about agency services and develop a report highlighting areas of good fidelity and including suggestions for improved fidelity. The agency, in collaboration with the IPS trainer, will develop a plan for improved fidelity. The agency agrees to the following:

1. To make agency personnel available for interviews and other methods of information gathering by the fidelity review team.
2. To allow access to client records and documentation by the fidelity review team.
3. To allow members of the fidelity review team to observe mental health team meetings and the IPS unit meeting.
4. To make employment specialists available to conduct employer contacts during the review so that reviewers can determine what strategies are used in job development.
5. To invite IPS clients and some family members to be interviewed by the fidelity review team.
6. For agency leaders (executive director, clinical director, and quality assurance director) to be available for a short interview with the fidelity review team.
7. To develop, along with the IPS trainer, a written plan for improved fidelity that includes input from the agency IPS steering committee.

#### Outcomes

1. To collect quarterly employment/education outcomes and share with the state mental health authority and state vocational rehabilitation. As a part of the IPS Learning Community, these outcomes are shared with The IPS Employment Center and other agencies in the state that are implementing IPS. The purpose of sharing outcomes is for program leaders to learn from one another. A copy of the outcomes form is available at [IPSworks.org](http://IPSworks.org) in the Library.

Signatures

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Agency Director

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Date

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State Vocational Rehabilitation Representative

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Date

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State Mental Health Representative

\_\_\_\_\_  
Date

