

**IPS SUPPORTED EMPLOYMENT FIDELITY  
CHART REVIEW FORM**

	Chart #1	Chart #2	Chart #3
<p>Does the employment specialist (ES) appear to provide vocational services only? How much time is devoted to other activities? <b>Employment services staff.</b></p>			
<p>Does the ES carry out all phases of the employment service: intake, engagement, assessment, job placement, job coaching and follow along? <b>Vocational generalist.</b></p>			
<p>Indication that the ES and VR counselor had contact to discuss this person's employment goals? Type of contact? Frequency? <b>Collaboration between ES and VR counselors.</b></p>			

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<p>Evidence that the program is serving people with serious mental illness (diagnosis, active symptoms)? Is the program serving people with substance use disorders? Is the program willing to help people with multiple jobs, regardless of the reason for job loss? <b>Zero exclusion criteria.</b></p>			
<p>Does the initial intake for the mental health agency include questions about interest in employment? Annual forms (e.g., mental health assessments, treatment plans) include questions about employment? <b>Agency focus on competitive employment.</b></p>			
<p>Indication that client was offered help with benefit planning? Did ES check back with person to make sure s/he was able to access the appointment and that the information was helpful...? Are any clients helped to report earnings? <b>Work incentives planning.</b></p>			

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<p>Indication of a discussion about disclosure? More than once? <b>Disclosure.</b></p>			
<p>Is there a vocational profile in the chart? Is it comprehensive and is it complete? Did the ES attempt to capture more than 2 or 3 jobs of the person's work history? Has it been updated with each new job experience? <b>Ongoing work-based assessment.</b></p>			
<p>Is there any evidence that the person was asked to complete a vocational evaluation (paper and pencil test) or situational assessment? <b>Ongoing work-based assessment.</b></p>			
<p>Number of days between first contact with SE program and face-to-face employer contact (by ES or client) <b>Rapid job search for competitive job.</b></p>			

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<p>Relationship between work interests (see voc profile, progress notes...) and employer contacts.</p> <p>Relationship between person's symptoms, substance use disorder or other issues, and jobs applied for.</p> <p>Is there a job search plan? Is it specific to this person? Does the plan indicate the specific steps each person will take to work on the goals?</p> <p><b>Individualized job search.</b></p>			
<p>Types of follow-along supports provided (e.g., employer supports, face-to-face support, etc.). Who provided supports? Were these congruent with client need?</p> <p>Follow-along plan in the chart? Is it specific to this person?</p> <p><b>Individualized follow-along.</b></p>			

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<p>Did the ES have face-to-face contact within 1 week before the job start and within 3 days after the job start? Weekly face-to-face for first month? How often afterward? Did case manager eventually assume job supports? How long had client been working? How was the job going at the point? <b>Time-unlimited follow-along.</b></p>						
<p>Pick a month and count the number of hours in the community? Number of hours in the office? <b>Community-based services.</b></p>	Agency	Community	Agency	Community	Agency	Community
<p>Did this person begin missing appointments at any time? How did the ES work to try to re-engage the person? Did the mental health team help? <b>Engagement &amp; outreach.</b></p>						

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Other notes:			
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