

Instructions for Supported Education Checklist

The Education Checklist has several purposes:

- **For IPS specialists and other practitioners:** The checklist provides a list of possible interventions to offer for clients who have education goals.
- **For IPS supervisors:** The checklist provides a guide for supervision.
- **For IPS fidelity reviewers:** The checklist provides documentation of supported education interventions in completing the IPS Fidelity Scale for Young Adults.

Format of checklist

The Excel document (“education checklist”) is formatted as 10 copies of a one-page checklist. The form has dropdown menus and asks for dates (month/year) for the first time an intervention is offered or provided or a topic is discussed.

Overview

The goal of this checklist is to determine the **range** of interventions offered and the **proportion** of clients with education goals who are offered and/or receive these services. It is not designed to determine the frequency of these services.

Selection of clients

The checklist should be completed for at least 10 clients with education goals. If your program has less than 10 clients with education goals, then complete a checklist on all such clients. If your program has more than 10 clients with education goals, then complete the checklist on the 10 most recently-enrolled clients, modifying this as necessary to ensure a good mix of education levels.

If your program provides supported education both to those who have not completed high school and those who have, then ensure that you complete checklists on a minimum number in each subgroup. For example, if most of your clients are attending high school but a few have graduated, then the distribution might be 7 in high school and 3 post high school.

Who completes the checklist

The practitioner who provides supported employment services should complete the checklist. Usually this will be the IPS specialist.

When do you complete the checklist

Ideally, the checklist is completed prospectively and updated quarterly (or at more frequent intervals that suit the IPS specialist). Once an intervention has been provided to a client, that item no longer need to be updated, even if the intervention is provided multiple times.