

IPS Fidelity Chart Review – Young Adult Scale

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| Client: | Reviewer: |
| Agency: | Date: |
| VR Client: <input type="checkbox"/> Yes <input type="checkbox"/> No | IPS Specialist: |
| Client Status: <input type="checkbox"/> Engagement <input type="checkbox"/> Career Profile <input type="checkbox"/> Job Search <input type="checkbox"/> School Search <input type="checkbox"/> Working <input type="checkbox"/> In School | |
| Referral Source: <input type="checkbox"/> Within agency <input type="checkbox"/> Self <input type="checkbox"/> State Vocational Rehabilitation <input type="checkbox"/> Unknown <input type="checkbox"/> Other: | |

| ROLE OF IPS SPECIALIST | | |
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| Fidelity Item: | Indicator: | Details: |
| IPS Specialist provides vocational services only (no case management, groups, etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No | If no, what other services were provided and how often? |
| There is evidence that IPS Specialist communicates with mental health staff regarding the client (progress notes of communication with case manager, therapist, doctor, etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, list number of progress notes and dates: |
| There is evidence that IPS Specialist has communicated with family members (includes family of choice). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - No supports or no disclosure | Comments: |
| There is evidence that IPS team lead has interacted with client. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| 65% or more of client contact was made in the community/outside of the office. | <input type="checkbox"/> Yes <input type="checkbox"/> No | How many hours of documented time took place in the community? |
| IPS Specialist carries out all components of employment services. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no employment goals | Check all that apply: <input type="checkbox"/> intake <input type="checkbox"/> engagement <input type="checkbox"/> career profile <input type="checkbox"/> job search <input type="checkbox"/> job support/accommodations <input type="checkbox"/> follow-along supports |
| IPS Specialist carries out all components of education services. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no educational goals | Check all that apply: <input type="checkbox"/> intake <input type="checkbox"/> engagement <input type="checkbox"/> career profile <input type="checkbox"/> career exploration <input type="checkbox"/> school selection and application <input type="checkbox"/> enrollment support <input type="checkbox"/> liaison with academic staff <input type="checkbox"/> ongoing educational support |

ASSERTIVE ENGAGEMENT & OUTREACH

| Fidelity Item: | Indicator: | Details: |
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| <p>If client is initially difficult to contact or drops out of IPS services, outreach/engagement attempts are documented in the chart.</p> <p>Are attempts documented at least monthly?</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A – client was engaged throughout services</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Services are not terminated based on missed appointments or fixed time limits. <input type="checkbox"/> Outreach attempts are made by all mental health team members. <input type="checkbox"/> Multiple home/community visits. <input type="checkbox"/> Outreach attempts are coordinated between IPS Specialist and team members. <input type="checkbox"/> IPS Specialist and team members attempt contact with supports, if applicable. |

VOCATIONAL ASSESSMENT

| Fidelity Item: | Indicator: | Details: |
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| <p>Client participated in one or more <i>non-competitive</i> prevocational work experiences. (ideally you</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> affirmative businesses <input type="checkbox"/> agency-run businesses <input type="checkbox"/> day program work units <input type="checkbox"/> enclaves <input type="checkbox"/> internships (non-competitive) <input type="checkbox"/> office-based assessments <input type="checkbox"/> sheltered workshops <input type="checkbox"/> short-term work experiences <input type="checkbox"/> standardized tests <input type="checkbox"/> trial work/job tryouts <input type="checkbox"/> volunteer work <input type="checkbox"/> other: |
| <p>A Career Profile is present and complete.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>If yes, date profile was signed:</p> |
| <p>For clients with employment goals, Career Profile includes:</p> | <p><input type="checkbox"/> N/A - no employment goals</p> | <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment interests <input type="checkbox"/> Talents, skills, environmental supports, resources <input type="checkbox"/> Preferences <input type="checkbox"/> Work/volunteer history <input type="checkbox"/> Future career aspirations <input type="checkbox"/> Barriers to employment <input type="checkbox"/> Accommodations/support needs |

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| <p>For clients with educational goals, Career Profile includes:</p> | <p><input type="checkbox"/> N/A - no educational goals</p> | <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Educational interests <input type="checkbox"/> Talents, skills, environmental supports, resources <input type="checkbox"/> Preferences <input type="checkbox"/> Academic history <input type="checkbox"/> Future academic aspirations <input type="checkbox"/> Barriers to education <input type="checkbox"/> Accommodations/support needs |
| <p>VOCATIONAL ASSESSMENT</p> | | |
| <p>Fidelity Item:</p> | <p>Indicator:</p> | <p>Details:</p> |
| <p>In completing the Career Profile, IPS Specialist met with client over time to complete the profile (2-3 sessions) and speaks with a support person(s).</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Check contacts made:</p> <ul style="list-style-type: none"> <input type="checkbox"/> face-to face (#: _____) <input type="checkbox"/> support person _____ <input type="checkbox"/> chart review <input type="checkbox"/> other: |
| <p>Goals for employment were listed in Career Profile.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - no employment goals</p> | <p>List employment goals:</p> |
| <p>Goals for education were listed in Career Profile.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - no educational goals</p> | <p>List education goals:</p> |
| <p>IPS Specialist assists client with career exploration activities.</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>Check all that apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> campus tours <input type="checkbox"/> contract work <input type="checkbox"/> informational interviews <input type="checkbox"/> internships (competitive) <input type="checkbox"/> job fairs <input type="checkbox"/> job shadowing <input type="checkbox"/> networking <input type="checkbox"/> open houses <input type="checkbox"/> seasonal jobs <input type="checkbox"/> temporary jobs <input type="checkbox"/> workplace tours <input type="checkbox"/> other: |

CLIENT IN JOB SEARCH N/A (no employment goals)

| Fidelity Item: | Indicator: | Details: |
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| Disclosure worksheet was completed. Progress notes indicate discussion with client about disclosure. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | Was Disclosure required? <input type="checkbox"/> Yes <input type="checkbox"/> No Pros/cons discussed: <input type="checkbox"/> Yes <input type="checkbox"/> No Specific info discussed: <input type="checkbox"/> Yes <input type="checkbox"/> No Examples given to client: <input type="checkbox"/> Yes <input type="checkbox"/> No Discussed multiple times: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Client has been offered benefits planning prior to job start by a professional benefits coordinator. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Benefits received: |
| IPS Specialist helps client apply for disability benefits. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| Time between declaration of employment goal and first contact with an employer is 30 days or less. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of goal: 1st employer contact date: |
| There is a written job search plan prior to job development. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Job goal(s) and preferences listed: |
| Job search plans have been updated with change of employment goals. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of job search plans: Changes in goals/preferences: |
| IPS Specialist makes/recommends employer contacts based on the client's stated preferences. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Places IPS Specialist visited/recommended: |
| Clients applies for jobs based on preferences stated in career profile/job search plans/progress notes. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Jobs applied for: |
| Who primarily performs job development activities? | | <input type="checkbox"/> Client <input type="checkbox"/> IPS Specialist <input type="checkbox"/> Both |
| IPS Specialist makes frequent job development contacts and documents all contacts. | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, list job development contacts made during the review period: |
| Job development occurs primarily face-to-face. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| If client changes employment goal, IPS Specialist adjusts job search accordingly. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Comments: |

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| CLIENT WORKING – FOLLOW-ALONG SUPPORTS <input type="checkbox"/> N/A (not working) | | |
| Employer: | Position: | |
| Start Date: | End Date (if applicable): | |
| Fidelity Item: | Indicator: | Details: |
| Job start forms are present. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| Job support plans are present. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Natural supports included? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Client is receiving follow-along supports that are individualized. | <input type="checkbox"/> Yes <input type="checkbox"/> No | List supports provided: |
| If client has experienced problems on the job, additional/increased supports are offered. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no problems reported | Comments: |
| If disclosure has been authorized, IPS Specialist provides support to employer (i.e. educational information, job accommodations, etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no disclosure | List supports provided to employer: |
| Most supports are offered: | | <input type="checkbox"/> In-person <input type="checkbox"/> By phone <input type="checkbox"/> By text <input type="checkbox"/> By email <input type="checkbox"/> Other: |
| IPS Specialist offers supports during the week before a job start. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| IPS Specialist offers supports during the week after a job start. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| On average, IPS Specialist offers supports at least monthly once client has begun working steadily. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| There is evidence that career advancement opportunities have been discussed. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Check all that apply: <input type="checkbox"/> increased hours <input type="checkbox"/> increased pay <input type="checkbox"/> promotions <input type="checkbox"/> further education <input type="checkbox"/> other: _____ |
| There is evidence that IPS Specialist has provided client with information and assistance about reporting wages to SSA, housing programs, etc. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no benefits | Comments: |

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| Time between declaration of education goal and first contact with school personnel is 30 days or less. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of goal: 1st education contact date: |
| There is a written Education Search Plan prior to community exploration. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Education goals and preferences listed: |
| Education Search Plans are updated with change in goals. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Number of search plans: Changes in goals/preferences: |
| IPS Specialist searches for/recommends school programs based on the client's stated preferences. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Places IPS Specialist visited/recommended: |
| Clients applies for education programs based on preferences stated in career profile/job search plans/progress notes. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Programs applied for: |
| Who primarily performs school search activities? | | <input type="checkbox"/> Client <input type="checkbox"/> IPS Specialist <input type="checkbox"/> Other practitioner: _____ <input type="checkbox"/> Both |
| IPS Specialist offers to assist client in researching education programs during selection process. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| If client changes education goal, IPS Specialist adjusts education search accordingly. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no change in goals | Comments: |
| CLIENT IN SCHOOL – FOLLOW-ALONG SUPPORTS <input type="checkbox"/> N/A (not in school) | | |
| School: | Program: | |
| Start Date: | End Date (if applicable): | |
| Fidelity Item: | Indicator: | Details: |
| Is the Career Profile updated with information about education/training experiences? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |

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| Are Education Support Plans present? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Natural Supports included? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Client is receiving individualized follow-along supports. | <input type="checkbox"/> Yes <input type="checkbox"/> No | List supports provided: |
| If client has experienced problems at school, additional/increased supports are offered. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no problems reported | Comments: |
| If disclosure has been authorized, IPS Specialist provides support to education staff (i.e. educational information, accommodations, etc.). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – no disclosure | List supports provided to staff: |
| Most supports are offered: | | <input type="checkbox"/> In-person <input type="checkbox"/> By phone <input type="checkbox"/> By text <input type="checkbox"/> By email <input type="checkbox"/> Other: |
| IPS Specialist offers supports during the week before an education program start. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| IPS Specialist offers supports during the week after an education program start. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| On average, IPS Specialist offers supports at least monthly once client has been attending regularly. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |

| CLIENT EDUCATION TERMINATION | | |
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| <input type="checkbox"/> N/A (no program termination) | | |
| Fidelity Item: | Indicator: | Details: |
| IPS specialist contacts client within three days of learning about any terminations . | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| IPS specialist offers help to client in researching and applying for another education program. | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| Was disclosure discussed again following a termination? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Comments: |
| Did education goal change? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, new goal is: |

ADDITIONAL COMMENTS OR NOTES REGARDING EDUCATION

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