

Sample Agency IPS Kickoff Plan

Invite a large group of stakeholders. These could include the following:

1. Mental health practitioners who will refer to IPS, substance abuse treatment staff, residential staff, and other practitioners
2. IPS specialists and supervisor
3. State Vocational Rehabilitation (VR) counselors and supervisor (in the U.S.)
4. Agency leaders including the executive director and clinical director
5. Individuals who use mental health services
6. Family members of individuals who use mental health services, both from the agency and from NAMI (in the U.S.)
7. Local members of the media
8. Agency board members, managed care organizations, and other organizations that provide funding or have oversight for the agency
9. State representatives
10. When two agencies collaborate to provide IPS (an employment agency and a mental health agency), be sure to include leaders and practitioners from both agencies
11. The local chamber of commerce or other employers
12. Agency QA director
13. Benefit planner (also known as Certified Work Incentives Planner)

Three tips for an effective agenda:

- Have some interactive exercises. The kickoff should be energizing and should help everyone think about their role in employment. How will they promote IPS?
- Involvement of leadership is critical. Practitioners look to leaders to understand what matters.
- Invite one or more people to share their stories about returning to work and why employment is important to them. Help them prepare. If someone is very nervous, consider interviewing them so they are not required to “present.” And ask more than one person in case someone is scheduled to work that morning or is unable to attend at the last minute for another reason.

Sample agenda:

Time	Activity or Subject	Presenter(s)
8:30 AM	Welcome to the kickoff. Why IPS/competitive, integrated jobs are important for individuals? How employment fits with the agency mission.	Executive director(s). <i>If more than one agency is collaborating on IPS (see #8 above) each executive director should speak.</i>
8:50 AM	Exercise: Audience members are asked to turn to someone nearby and discuss their first jobs.	It could be the Clinical Director or IPS Supervisor

	<p>Would they still want to be doing those jobs? After 5 minutes, the facilitator of the exercise asks if anyone in the audience would be willing to share about their first job. Then the facilitator explains why it is important to follow job seeker preferences for job type, job location, and other factors.</p>	
9:00	<p>A working person (or two) shares how employment has affected their life. Why they wanted to work.</p>	A working person
9:15	<p>What is IPS? A presenter shares brief knowledge of IPS research and then reviews the 8 practice principles. Adding examples of how the principles have worked with individuals can be helpful here. Tip: ask questions of the audience while presenting to keep it interactive.</p>	Often an IPS supervisor and IPS trainer will take turns discussing the principles. If an IPS trainer is unavailable, the IPS specialists may help out.
9:45	<p>The role of VR in IPS. How will VR collaborate with the IPS program? What services can VR offer to people in the IPS program?</p>	VR counselor or supervisor
10:00	<p>Audience members break into eight small groups. Facilitator hands out worksheets and each small group is asked to think about their assigned principle: Where is the agency at now? How could they do better? Then the presenter brings the group back together again and asks the notetaker from each group to share what was discussed. The IPS supervisor takes notes on the discussion to share and discuss at the first IPS steering committee meeting.</p>	The IPS trainer, or someone who has knowledge about IPS
10:30	Adjourn	