Supported Employment Team Interview

ORGANIZATION
Zero Exclusion:

1. Please describe a person who would be a good referral to IPS? ____________________________

2. Someone who would not be a good referral to IPS? ____________________________

3. Are clients required to do anything prior to receiving SES? ____________________________

4. Who makes the referrals to SES? ____________________________

5. Who has the final say in who will receive SES? ____________________________

6. Do you see any case managers or therapists not making referrals to SE based on their perceptions about clients not being ready to work, i.e., symptoms to high, use of substances, poor hygiene, not being med compliant, or just not motivated enough? ____________________________

Services
Disclosure:

1. If you were going to help me with a job search, how would you explain the issue of disclosure? ____________________________

2. Could you describe what you cover in your discussion about disclosure with clients? ____________________________

3. If a client does not choose to provide disclosure, what do you tell them about the kinds of services you can provide? ____________________________

4. How often do you bring up the topic of disclosure and generally what is the circumstance? ____________________________

Ongoing Work-Based Assessment:
1. How do you perform a vocational assessment and how long does it take? __________
   __________________________________________________________________________

2. Who/what are the sources you use to get information when doing a vocational assessment?
   __________________________________________________________________________

3. Do you have a form that you use to help you gather information? _________________
   (get a copy)

4. Do you have any additional forms you use to help you perform work-based assessments?
   __________________________________________________________________________

5. Where do you go to perform work-based assessments? ____________________________

6. Who do you talk to? ________________________________________________________

7. If you are working with someone who hasn’t worked in a long time, do you ever suggest a
   volunteer job so that you can get a feel for the person’s work behaviors and skills? __________

Work Incentives Planning:

1. Do you offer all your clients assistance with benefits planning? ___________________
   __________________________________________________________________________

2. What kinds of benefits planning do you arrange for? □ SSA □ Housing □ Food Stamps
   □ VA □ Other __________________________

3. Who provides the benefits planning? __________________________________________
   __________________________________________________________________________

4. Do you help clients, when they start a job, to report their earnings to SSA? __________

5. Do you think clients have a reasonable understanding of how their benefits will be affected if
   they start working? ___________________________________________________________________
   __________________________________________________________________________

Follow-Along Supports:

1. When a client starts a new job, typically when do you meet with the client? __________
   __________________________________________________________________________

2. For the first month or so of a client starting a new job how frequently do you meet with them?
   __________________________________________________________________________
3. And for clients who have been working longer than a month how frequently do you meet and how long do you continue to meet, e.g. a client has been working for 4 months and is doing ok. __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. How do you involve the case management team when someone on your caseload gets a job?
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

**Assertive Outreach and Engagement:**

1. What do you do when someone starts missing appointments?

2. What is the process for outreaching someone who is not engaging in SE services?

3. At what point would you go ahead and close the person’s case?

4. Do you document your outreach efforts, if so where?