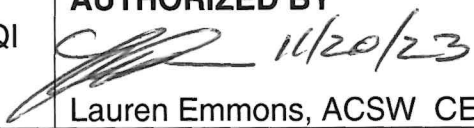


CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 170
SECTION Clinical and Support Services		DESCRIPTION Integrated Employment Coordination	
WRITTEN BY Kaylee Zapata, B.S. Integrated Employment Supervisor	REVISED BY Jacklyn Shillinger, BA, QI Coordinator	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input checked="" type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) encourages the recovery process by supporting the vocational needs and aspirations of the person served. LCCMH provides community-based Integrated Employment Coordination Services (IEC) with the outcome of competitive community employment.

STANDARDS:

- A. LCCMH as a Certified Community Behavioral Health Clinic (CCBHC) ensures no prospective individual is denied access to services because of place of residence or homelessness or lack of permanent residence.
- B. LCCMH provides IEC Services to all persons served of legal working age and citizenship, who express an interest in employment.
- C. IEC Services enhance self-determination and the self-worth of persons served through providing opportunities for desired competitive community placements.
- D. LCCMH designates an Employment Coordinator to provide leadership for employment initiatives and services for the agency.

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- E. Employment services must be reviewed and discussed as part of the individual plan of service (IPOS); no less than annually, more frequently when necessary or requested by a person served. The scope of employment services and supports offered is consistent with the choice and the preferred outcomes of the person served.
- F. All persons served requesting IEC Services are referred to the Employment Coordinator for evaluation of vocational strengths and needs.
- G. The Employment Coordinator assigns the person served to the appropriate Employment Specialist.
- H. LCCMH assures all persons served participating in IEC Services have genuine opportunities for freedom of choice and self-representation and promotes community inclusion and participation, independence and productivity.
- I. Employment outcomes are identified in the IPOS based on the individual's life goals, interests, strengths, abilities, desires, and preferences.
- J. Progression towards the desired employment outcome is documented in the progress notes by the assigned Employment Specialist.

PROCEDURES:

- A. A person served expressing a desire for employment completes IEC Referral Form #F309 in templates, with their case holder.
- B. The case holder forwards the completed form to the Employment Coordinator.
- C. The person served is contacted by IEC staff within 72 hours/3 days to schedule an initial appointment.
- D. A commitment agreement is established between the person served and the Employment Coordinator.
 - 1. The commitment agreement describes the services provided by the program.
 - 2. The Employment Coordinator's commitments to the person served are outlined in the agreement.
 - 3. The vocational aspirations of the person served are outlined in the agreement.

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4. The participation commitments of the person served are outlined in the agreement.
- E. IEC staff completes a vocational profile with the person served to identify strengths and potential barriers to employment within first two or three appointments.
 1. Employment documentation is collected including a copy of a social security card and valid ID of the person served.
 2. In the individual's vocational profile meeting, IEC staff will explore options for work including competitive employment, community group employment, self-employment, transitional employment, volunteering, and education/training as a means to future competitive employment.
 - F. If required by the employer, the person served is requested to consent to background check.
 - G. A person-centered employment goal is developed with the person served by designated IEC staff and added to the IPOS by the Employment Coordinator.
 - H. IEC staff meets with the person served as specified in the IPOS to work toward achieving their desired employment outcome.
 - I. Once the desired employment outcome is obtained, IEC staff provides ongoing Career Pathway Services as specified in the IPOS.
 - J. If the desired outcome is not achieved by the designated IPOS expiration date, the person served begins the person-centered employment goal development process again and proceed through the remainder of the IEC procedure.
 - K. IEC designated staff coordinates services with the primary case holder of the person served when necessary.
 - L. Exit Criteria
 1. If the person served no longer wishes to participate in IEC Services.
 2. If the person served violates the IEC Commitment Agreement.
 3. If the person served successfully achieved their desired employment outcome and has completed the duration of their desired Career Pathway Services.

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4. The person served may be re-referred to IEC Services if the above exit criteria have changed.

DEFINITIONS:

Integrated Employment Coordination Staff: The individual(s) primarily responsible for ensuring IEC services are adequately provided to promote and support successful employment outcomes congruent with the employment goals of the person served, developed through a person-centered planning process.

Informed Consent: Written informed consent on the part of a person served, empowered guardian or parent (if a minor). All of the following are elements of informed consent:

- a. **Legal Competency:** An individual is presumed to be legally competent. This presumption may be rebutted only by a court appointment of a guardian, or exercise by court of guardianship powers, and only to the extent of the scope and duration of the guardianship. An individual is presumed legally competent regarding matters not within the scope and authority of the guardianship.
- b. **Comprehension:** An individual must be able to rationally understand what the personal implication of providing consent is based upon the information provided.

Competitive Employment: Work in the competitive labor market performed on a full-time or part-time basis in an integrated setting. The individual is compensated at or above minimum wage, but not less than the customary wage and levels of benefits paid by the employer for the same or similar work performed by individuals who are not disabled.

Career Pathway Services: The ongoing supports necessary to ensure the person served sustains their desired employment outcome. These services may include open communication with the employer of the person served, assistance in advocating for the advancement of the position of the person served, as well as aiding the person served to find additional suitable competitive community positions.

REFERENCES/EXHIBITS:

LCCMH Policy #02.003.45 Informed Consent
MDHHS Medicaid Provider Manual Section 17.3.L. Supported/Integrated Employment Services

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