# Attachment A: IPS Grant Work Plan and Grant Duties

Please review the detailed instructions for completing this form at: <http://mn.gov/deed/job-seekers/disabilities/partners/grantees/index.jsp>. This form will be part of your contract.

Identify all collaborating partner agencies, including all Mental Health Agency Partner(s), Mental Health Clinical Team Leadership/Supervisor and VR Counselors (if applicable):

Project Name:

IPS Program Coordinator/Director:

Email:

IPS Employment Supervisor:

Email:

Mental Health Partner Director:

Email:

**If there are multiple Mental Health agency Partners: Please list all Mental Health Agency Partners.**

Mental Health Partner Director:

Email:

**Please list each Mental Health agency team that your IPS Employment Specialists (ES) are embedded with and the services they provide.**

Examples of mental health services delivered by mental health agency teams include outpatient therapy, medication management, ARMHS, TCM, peer support, psychiatry, housing support, care coordination, etc.

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

**If multiple Mental Health teams have Employment Specialists embedded in them, please list all teams and team leaders:**

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

1. Mental Health Agency Clinical Supervisor/Team Leader:

Email:

List the mental health services delivered by this team:

**IPS State Grants (only)** are expected to have a VR liaison or liaisons. Please list each VR Counselor liaison, office and RAM for each VR office that co-enrolls IPS participants for this grant:

VR Counselor:

Office:

RAM:

VR Counselor:

Office:

RAM:

VR Counselor:

Office:

RAM:

VR Counselor:

Office:

RAM:

VR Counselor:

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VR Counselor:

Office:

RAM:

## Fidelity to IPS

IPS is a mental health evidence-based practice guided by an international published fidelity scale ([Journal of Vocational Rehabilitation](https://content.iospress.com/journals/journal-of-vocational-rehabilitation), vol. 43, no. 3, pp. 209-216, 2015). Fidelity reviews are conducted annually for programs scoring in the Good Range of Fidelity and every six months for programs scoring below that level until Good Fidelity is obtained.

Reporting of demographic, service provision and employment data will be required of project participants via the IPS reporting data portal operated by the IPS Employment Center at Westat, at least quarterly. All data must be reported prior to the 30th of the next month following the end of the quarter.

### Instructions:

Minnesota has adopted the published recommendations from the national benchmark outcome data for IPS Supported Employment programs [Becker, Drake and Bond (2011). American Journal of Psychiatric Rehabilitation, 14(3)]. This research has established benchmarks for quarterly employment outcomes. The *minimum level* of performance or percentage of persons served engaging in employment for IPS performance is 33%, good performance is 45% and high performance is 57% or higher during a quarter. For established programs in MN that have been in continuous operation **we expect a minimum of 42%, or higher, of those served to be placed in employment**,based on your grant's historical employment rate.

**Number of people served per full-time equivalent (FTE) on an annual basis:** For approving performance expectations for 1.0 FTE funded by an IPS grant, we use the fidelity scale (maximum of 20 at one time) and our historical experience. We generally find that 1.0 FTE of Employment Specialist (ES) can serve anywhere between 30-45 people annually depending on mental health (MH) partner referrals and local factors.

**IPS Employment Supervision:** Based on the IPS fidelity scale, we expect that a full-time IPS Employment Supervisor who does not have any other program duties can supervise a maximum of 10 FTEs of IPS Employment Specialists. Most of our MN programs have fewer than 10 FTES of Employment Specialists and many Employment Supervisors have broader agency supervision responsibilities. The expectation or maximum amount of grant funds that can be allocated to an Employment Supervisor is .10 per full-time ES or .15 if the ESs serve multiple MH partners or MH teams that operate in different geographic areas (such as different counties). In general, for 2.0 FTE of ES = .20 Employment Supervisor is the maximum allowable. 2.0 FTE ESs serving different MH partners in different counties = .30 Employment Supervisor maximum.

Please project the following numbers based on this grant funding and enter them below:

* Number of FTEs of Employment Specialist:
* Number of FTEs of Employment Supervisor:
* Number of people who will be served in IPS:
* Number of IPS participants who will be employed:

## IPS Grant Duties

1. Provider agrees to provide the full-time equivalent(s) reflected on the Budget Narrative through the duration of the grant.
2. Provide all necessary staff supervision and grant administration support throughout the duration of the grant project.
3. Provide the office space, equipment, materials, and support services necessary for the Employment Specialists to perform project related activities.
4. Collect and transmit to the IPS Employment Center all data elements required for the project on at least a quarterly basis and **within 30 days** of the end of each quarter.
5. Collect and report all required data elements to VRS using the IPS Custom WorkForce One program as determined by VRS. Data elements are required to be updated at least quarterly and **within 30 days** of the end of each quarter.
6. Provide the services specified in the work plan and as described below to ensure the objectives of the project are completed and maintained.
7. Assist in the development, analysis, and presentation (oral or written) of project results.
8. Provide a fiscal invoice in the format prescribed the State, and a narrative program report to the State’s authorized agent at least quarterly and within 30 days after the end of each quarter.
9. Attend training activities on IPS as scheduled by the IPS State team or its authorized contractor.
10. Schedule and participate in grant monitoring visits, fiscal reconciliation audits and/or teleconferences as scheduled by DEED-VRS Administrative staff.
11. Participate in IPS fidelity reviews as scheduled by the State IPS team, or its contractor, every six months until high fidelity scores are achieved and then annually thereafter.
12. Convene and facilitate a local IPS steering committee consisting of partners, stakeholders, persons with lived experience of mental illness, and family members to assist with implementation and program monitoring. **The steering committee should meet at least quarterly** **until good fidelity is reached** **and at least twice a year after that time**. The State IPS team via the grants authorized representative should be notified of the meeting schedule and receive meeting notices and copies of the minutes from these meetings.

## IPS Statement of Work

The goal of the IPS National Learning Collaborative is to demonstrate and promote effective strategies for collaboration between employment and mental health services. The IPS fidelity scale offers a standardized approach to the delivery of these vocational services. The Grantee-Contractor will demonstrate conformance to these approaches in the following ways:

1. **Personnel:** Provide the number of Employment Specialists identified in the budget, per participating site, which provide only supported employment services (no other duties such as case management) in accordance with the IPS fidelity scale.
2. **Caseload size:** Employment Specialists hired with these grant funds will manage vocational caseloads of up to 20 participants.
3. **Vocational generalists:** Each Employment Specialist will carry out all the phases of vocational services. This includes (but is not limited to): engagement, assessment, job search, job development, and follow-along supports.
4. **Systematic Job Development:** Employment Specialists will engage in the development of systematic relationships with community employers. Measures of systematic job development include spending at least 65% of their work time in community settings versus office or clinical settings and conducting a minimum of 6 face to face contacts with employers per week. These measures should be tracked by the Employment Supervisor and reviewed at least monthly with each Employment Specialist as part of each Employment Specialist’s individual supervision.
5. **Integration of employment with clinical mental health treatment:** Employment Specialists (ES) will be part of up to two identified mental health treatment teams with shared decision making and documentation. ES will attend regular mental health treatment team meetings and have frequent contact (minimum of two times per week) with treatment team members. The employment program and mental health agency will develop business service agreements or other memorandums of understanding to alleviate data practices and other privacy issues and allow for sharing of clinical mental health information and employment information between mental health professionals and employment specialists. Mental health treatment teams in conjunction with Employment Specialists will use Stages of Change (SOC) to document an individual’s stage of individual readiness to engage in employment, facilitate referrals for employment services, and develop strategies for positive forward movement toward employment for each individual served by the treatment team.
6. **Employment Unit:** Employment Specialists will connect to a unit of employment staff and VR liaison (IPS State Grants only) instead of being a sole practitioner. Employment units will have the same supervisor, share information, and help each other with cases.
7. **Zero exclusion criteria**: No eligibility requirements such as job readiness, lack of substance abuse, intellectual functioning, or related to mental health symptoms. As noted in item E, above, mental health treatment teams in conjunction with Employment Specialists will use Stages of Change (SOC) to document an individual’s stage of individual readiness to engage in employment, facilitate referrals for employment services, and develop strategies for positive forward movement towards employment for each individual served by the treatment team.
8. **Ongoing work-based vocational assessment:** Vocational assessment is an ongoing process based on work experiences in competitive jobs. A vocational profile is completed by the Employment Specialist over the course of several meetings to guide the development of the employment plan and service delivery.
9. **Rapid engagement in job search for competitive job:** The search for competitive jobs occurs rapidly (within 30 days) after program entry.
10. **Individualized job search:** Employer contacts are based on clients' job preferences (relating to what they enjoy and their personal goals) and needs (including experience, ability, clinical symptoms, and health, etc., and how they affect a good job and work setting match) rather than the job market (i.e., what jobs are readily available).
11. **Diversity of jobs developed**: Employment Specialists provide job options that are diverse and are in different settings with different employers.
12. **Permanence of jobs developed**: Employment Specialists provide placements into competitive job options that have permanent status or are expected to become permanent, rather than temporary or time-limited status (transitional employment).
13. **Jobs as transitions:** All jobs are viewed as positive experiences on the path of vocational growth and development. Employment Specialists help clients end jobs when appropriate and then find new jobs.
14. **Follow-along supports:** Individualized follow-along supports are provided to employer and client on a time-unlimited basis. Employer supports may include education and guidance. Client supports may include crisis intervention, job coaching, job counseling, job support groups, facilitation of natural workplace supports, transportation, treatment changes (medication), and networked supports (friends/ family).
15. **Community-based services:** Vocational services such as engagement, job finding, and follow-along supports are provided in natural community settings.
16. **Assertive engagement and outreach** should be conducted using a variety of methods including telephone, mail, and community visits and are conducted as needed.