

Supported Employment



Tool Box for Case Notes

DOCUMENTATION OF PERSON-CENTERED JOB SELECTION ACTIVITIES

Participant Name: The Who

Activity:

State here exactly what you (the ES) will be doing with or for the consumer on this day.

Purpose:

State here why you are doing the above activity.

Results (what did you learn?):

State here what the outcome was. This is where your documentation will have substance. Clearly state what was done, what was learned, how the event or task went... Think of this as the most important section.

Next Steps:

What and when are you going to do next? Here is where your planning comes in. What was learned that gets you moving in the next direction? What do you want to do next? Use this section to keep yourself on track.

Signature: Sign or type name

Date: Date event occurred

* Your PCJS Activity Logs are done per contact and submitted to the OVR Counselor at the end of each month *

Purpose is so that the OVR Counselor can:

1. See progress with the case
2. See direction with the case
3. Can gain insight on when the PCEP may be submitted
4. See if you need assistance with the case
5. Required to have this documentation in the case file

PERSON CENTERED EMPLOYMENT PLAN (PCEP)

Identifying Data

NAME: _____
ADDRESS: _____
PHONE #: _____

General Info / Life information affecting employment (*residential, family, disability – related*)

- “Paint” a picture of the person’s life – a general snapshot
- How is work going to better the person?
- General pertinent information we (reader) need to know about?
- How is disability going to affect employment, what will need to be addressed
- What overall is the individual interested in? Not interested in?
- This is the abstract of your “story”, what needs to be stated before going forward

Employment history (*Consider tasks, hours, environment, jobs, people, & employer. Include in this section also any volunteer job experience, school transition jobs, or other work experiences*)

Jobs that worked well and Why?

- Describe what has worked and WHY specific job sites worked for the person
- No employment history? What worked well during job shadowing? A previous or current volunteer experience? A job task/chore at home?

- Be creative in finding out *exactly* why jobs work for the person, specifics are key and *explaining* is a necessity

Jobs that did not work well and Why?

- Describe what has NOT worked and WHY specific jobs sites did not work for the person
- Overall, this is the opposite of what worked well

Skills / Interests (include information about how this was learned/discovered)

- These are 2 separate categories: What skills does the person have? What are their interests?
- You are trying to learn and discover what clicks: Person has the skill and the interest to pursue working in retail or person is able to hang up clothes but has no desire to do so.
- It is VERY important to include here how you (ES) learned about these skills and interests. By stating this it will show your involvement with the person in the community and your creativity to gather information.

Possible job tasks based on skills and interests (i.e. answer a phone, take a message, drive a car)

- Listing tasks is what is required here, it is OK to list job titles, but job tasks is what is necessary
- If you have not done your “homework” to determine skills and interests, it is going to be very difficult to determine job tasks based on what you don’t have
- Job tasks are descriptors of the job (examples) <http://www.occupationalinfo.org/> or <http://stats.bls.gov/search/oooh.asp?ct=OOH>
- By listing job tasks at this point you can broaden your employment ideas. (examples)

Learning styles / teaching tools (e.g. visual learner, picture book, cues)

- Specifically how does the person learn best
- Useful information if the person will need job coaching, describing learning style to supervisor or co-workers

Desired job characteristics & rationale for each

(i.e. A.M. employment due to transportation, evening hours due to medicines, non-smoking environment due to asthma, modified work station due to wheelchair)

- What the person is really looking for in a job environment or schedule
- What can and cannot be overlooked
- Need to explain these characteristics: Joe is not going to be able to work after 7:00 pm due to him taking his medication at this time and the medication makes him very drowsy. His doctor has stated that a time change for this medication is non-negotiable.

Ideal number of hours per work-week & how this was determined

- State your opinion on an appropriate number of work hours AND how this decision was made.
- Need to be descriptive
- Don't want to *just* see: Sue is worried about her Social Security check and can only work 5 hours a week; Sue states she doesn't want to lose her Medicaid Card and can only work 10 hours a week; I feel that Sue can only work 20 hours a week – These sentences themselves are not appropriate
- If you don't feel that you can honestly and appropriately state hours, you need to go back to the drawing board

Plan of Action (*who? what? when? where? how? will these be achieved*)

I. Job Possibilities (list business / who will contact)

- List all business by name that relate to what you have been discussing. For example, don't state Lowe's Home Improvement when you have stated that the person would not do well around large groups of people.
- State who is going to contact the business, *ideally* you need to have the person involved.

II. Supports for Job Development (include SE specialist role, etc. This is the area in which you would address the plan for job development—such things as who will make employer contacts; how should disability info be addressed, etc)

- State how you are going to do job development (always together, alone)
- Discuss how the individual's disability is going to be addressed to the employer while job hunting
- How specifically will the consumer be involved in job development (stands there, active in approaching employers)

III. On-the-Job Supports (various roles of SE specialist, co-worker support, all pertinent supports)

- Even though you don't know where the consumer is going to be working, you should know what type of supports will be expected at the job site: describe those

IV. Other Support Services (such as rehab tech, SCL, supports needed for transportation, etc.)

- List here any support services the consumer has that relates to them being successful at work (respite services through SCL program, PT appointment every other week, Therapist appointment every Wednesday, attending a day program on Tuesday afternoons etc...)
- Think the consumer will need an accommodation? List here

V. Other Important Information (individualized)

- Describe any other necessary information here that you didn't feel was appropriate to place anywhere else
- You don't HAVE to say anything here, it is just space available if necessary

Signature of SE Specialist: _____

Contact info: _____

Date: _____

**Addendum /
Amendment**

/ **Modification** (to be completed if needed)

- If you find the individual a job that is unrelated to what you have described originally, you will need to explain here AFTER discussing with the OVR Counselor

Signature of SE Specialist: _____

Date: _____

DOCUMENTATION OF JOB DEVELOPMENT ACTIVITIES

* Not a requirement to “fill in” every section as with PCJS*

* Your Job Development Activity Logs are done per contact & submitted to the OVR Counselor at the end of each month; quit using these once the consumer obtains employment*

Participant Name:

Job Contacts (With whom did you speak? Were you representing the individual, or did he/she participate with you? What follow-up is planned?)

- State what business you went to and who you talked with
- State what business you called and who you talked with on the phone
- Describe follow up planned after you spoke to someone or if you didn't get to speak with anyone, when will you?
- Did the consumer participate in this job contact with you?
- Overall, how did contact with the employer go? Worth following back up with? Not worth it? Be descriptive

Other Job Development Activities (Purpose/Results/Follow-up)

- Did you go over job listings in the newspaper? Internet search? Phone book?
- Did you and the consumer work on interviewing skills?
- Did you work on what the consumer will wear to the interview?
- Describe here any Job Development that was not directly related to speaking with an employer
- Did you meet with OVR, friends, family, interested others for assistance
- Don't forget to **describe!** What was the purpose, results and any follow up required

Job Carving/Task Analysis/Employment Site Considerations

- Did you go and investigate any businesses to see if they had any unmet needs that they could hire for?
- Any investigative work you do AT a job site would be listed here (developing a job for someone where no job title currently exists)

Next Steps:

- What are you going to do next?
- Where are you going to go?
- What is the consumer going to be doing?
- What is the plan?

Signature: _____

Date: _____

Supported Employment Long-Term Support Plan

Supported Employment Provider Your agency Name

Name of Consumer _____

Social Security Number _____

Date of Long-Term Support Plan Date of OVR billing (60 days) or stable at work date (after 60 days)

Amendment Date optional, if you choose to use this as an internal document to update annually

Employer _____

Job Title or Function _____

Wage per Hour _____ **Hours per Week** _____ (Important because this information could be different when you first reported the information to the OVR Counselor)

Frequency and Description of On-Site Services / Supports

- State here what you (ES) will be doing on the job site to assist the consumer
- Will you/are you job coaching, working with the supervisor, meeting with the consumer during breaks for support, etc...
- You could even describe how you are planning on fading out these supports over the next few months or year
- Providing training for co-workers on how to better work with individual

Frequency and Description of Off-Site Services and Supports

- State here what you are doing for the consumer, that is related to their employment, while they are not physically at the job site
- Examples: making sure the consumer is up and ready for work, talking with the consumer when they get off work to see how the day went, working on job skills, going over new employee manuals with them, social skills, making sure clothes are clean and pressed before going to work, arranging transportation to and from work, assisting with notifying SSA of work earnings each month, etc...

Description of Natural Supports

- Describe specific co-workers that are assisting the consumer at work
- How are you (ES) helping the consumer “fit in” at work?
- How are you facilitating co-worker involvement with the individual, so that you (ES) can fade out of the job site?
- This section needs to relate to supports AT WORK.

Other Services and Supports

- Who else at this time is working with the individual to make sure they are prepared/supported to work
- List individuals or companies “vested” in helping this person stay employed

How was the consumer input obtained for this plan?

Meeting with Employer

Person-Centered Planning Meeting

Annual Review Meeting

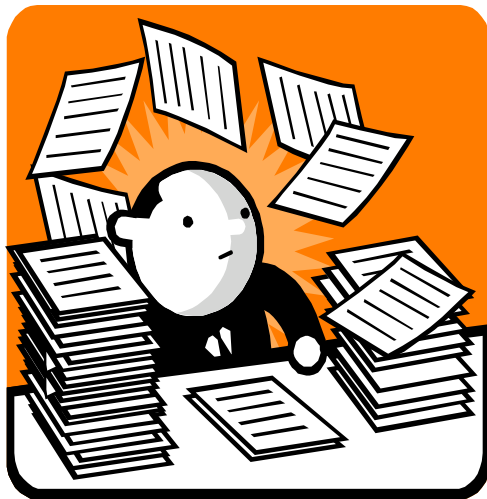
Other Describe _____

For above: Simply mark the appropriate box or boxes on how you gathered the information for this Long Term Support Plan

Signature _____ **Date** _____

Recap of Paperwork Flow & Billing

- **Person Centered Activity Logs (submitted monthly)**
- **Person Centered Employment Plan: \$750.00**
- **Job Development Activity Logs (submitted monthly): \$900.00 when consumer starts work**
- **30 day working summary**
- **60 day long term support plan: \$4200.00 placement fee**
- **90 day working summary OR meeting/discussion with Consumer and SE Provider before case closure**



Other:

Consultation with Community Based Work Transition: \$300.00