

Great Rivers Behavioral Health Organization

Policy Title:	Supported Employment Services	Policy No. 3005.01
Category:	Clinical	Date Adopted: 04/01/2016
		Date Revised: 03/08/2019
Reference:	WAC 246-341-0720 and WAC 246-341-0718	

Policy:

- 1.1. Great Rivers Behavioral Health Organization ("Great Rivers") shall coordinate with rehabilitation and employment services to assure that individuals wanting to work are provided with employment services that are consistent with WAC 246-341-0720 and WAC 246-341-0718. Supported employment services assist in job search, placement activities, and training to help individuals find competitive jobs in their local communities.

Procedure:

- 2.1. Behavioral Health Agencies (BHA) certified to provide supported employment services must assure that the following requirements are met:
 - 2.1.1. Assist individuals to achieve the goals stated in the intake and on the treatment plan and provide access to employment services and opportunities, including:
 - 2.1.1.1. Ensuring all Staff members, providing direct services for employment are knowledgeable and familiar with services provided by the Department Vocational Rehabilitation (DVR).
 - 2.1.1.2. Conducting vocational assessment of work history, skills, training, education, and personal career goals.
 - 2.1.1.3. Assisting the individual served in creating an individualized job and career development plan that focuses on the individual's strengths and skills.
 - 2.1.1.4. Providing assistance in locating employment opportunities that are consistent with the individual's skills, goals, and interests.
 - 2.1.1.5. Providing and documenting any outreach, job coaching, and support at the individual's worksite, when requested by the individual or the individual's employer.
 - 2.1.1.6. Upon an employer's request, providing information regarding the requirements of reasonable accommodations, consistent with the Americans with Disabilities Act (ADA) of 1990, and the Washington State anti-discrimination Law.
 - 2.1.2. When providing a supported employment service, a behavioral health agency must:
 - 2.1.2.1. Have an assessment to determine the appropriateness of the agency's services, based on the individual's needs and goals;
 - 2.1.2.2. Refer an individual to a more intensive level of care when appropriate; and
 - 2.1.2.3. With the consent of the individual, include the individual's family members, significant others, and other relevant treatment providers as necessary to provide support to the individual.
 - 2.1.3. All BHAs providing supported employment must ensure each staff member working directly with an individual receiving any supported employment service has annual violence

prevention training on safety and violence prevention topics described in RCW 49.19.030; and that the staff member's personnel record documents the training.

- 2.1.4. All BHAs providing supported employment must maintain individual clinical records that contain documentation of the following:
 - 2.1.4.1. The name of the agency or other sources through which the individual was referred;
 - 2.1.4.2. A brief summary of each service encounter, including the date, time, and duration of the encounter; and
 - 2.1.4.3. Names of participant(s), including the name of the individual who provided there service.
 - 2.1.4.4. Any information or copies of documents shared by, or with, a BHA certified for outpatient mental health services.
- 2.1.5. A BHA that provides supported employment services must have knowledge of and provide individuals access to employment and education opportunities by coordinating efforts with one or more entities that provide other rehabilitation and employment services, such as:
 - 2.1.5.1. The Division of Vocational Rehabilitation;
 - 2.1.5.2. The department of social and health services' community services offices;
 - 2.1.5.3. Community, trade and technical colleges;
 - 2.1.5.4. WorkSource, Washington State's official site for online employment services;
 - 2.1.5.5. Washington State Department of Employment Security
 - 2.1.5.6. The business community; and
 - 2.1.5.7. Organizations providing job placement services within the community.
- 2.2. Great Rivers will monitor compliance with this policy through annual contract, administrative, and/or quality reviews, and will take corrective action if requirements are not met. Any corrective actions required shall be monitored by the Great Rivers Chief Executive Officer or designee.

POLICY SIGNATURE

Edna J. Fund, Chair
Great Rivers Governing Board

3/8/2019 _____
Date