

CHAPTER Service Delivery	CHAPTER 02	SECTION 004	SUBJECT 170
SECTION Clinical and Support Services		DESCRIPTION Integrated Employment Coordination	
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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 (IEC) Services with the outcome of competitive and integrated 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 by providing opportunities for desired competitive community placements.
- D. LCCMH designates an Employment Services Supervisor to provide leadership for employment initiatives and services for the agency. The Employment Services Supervisor assists person served and case holder by providing knowledge of employment service options, development of employment goals and objectives, with

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referral to employment service agency/program of choice and with navigating career pathways.

- E. Employment services must be reviewed and discussed as part of the individual plan of service (IPOS) at least annually and more frequently when necessary or requested by a person served. The scope of employment services and support offered is consistent with the choice and the preferred outcomes of the person served.
- F. 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.
- G. Employment outcomes are identified in the IPOS based on the individual's life goals, interests, strengths, abilities, desires, and preferences.
- H. Progression towards the desired employment outcome is documented in the progress notes by the assigned employment services staff and/or primary case holder.

PROCEDURES:

- A. Primary case holder assists persons served who express a desire for employment with completing LCCMH IEC Referral Form #417.
- B. Employment services are started in accordance with 02.004.170 Integrated Employment Coordination Services Work Instructions.
- C. IEC staff meet with the person served as specified in the IPOS to work toward achieving their desired employment outcome.
- D. Once the desired employment outcome is obtained, IEC staff provide ongoing Career Pathway Services, as specified in the IPOS.
- E. If the desired outcome is not achieved by the IPOS expiration date, the primary case holder continues with the person-centered employment goal development process and proceed with IEC services.
- F. If person served decides to explore other employment service options, the Employment Coordinator provides consultation to all parties to assist with identifying solutions to employment barriers and/or to assist with referral to a different employment service provider.

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G. 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 achieves their desired employment outcome and has completed the duration of their desired Career Pathway Services.
4. The person served may be re-referred to IEC Services if the above exit criteria have changed.

DEFINITIONS:

Integrated Employment Coordination Staff: Designated staff who are 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

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advancement of the position of the person served, as well as aiding the person served to find additional suitable competitive community positions.

Self-Determination: Individuals make choices, set goals, and develop plans to attain their goals, take action to implement the plans, solve problems, evaluate progress, and make adjustments as needed to attain their goals.

REFERENCES/EXHIBITS:

02.004.170 Integrated Employment Coordination Services Work Instructions
 IEC Commitment Agreement
 LCCMH IEC Referral Form #417
 LCCMH Policy #02.003.45 Informed Consent
 MDHHS Medicaid Provider Manual Section 17.3.L. Supported/Integrated Employment Services

KM:lr