

STATE OF WISCONSIN
Department of Health Services
Division of Mental Health and Substance Abuse Services

Date: September 7, 2012
Memo Series DMHSAS 2012-06 Action

RE: County/Tribal Individual Placement and Support (IPS)

To: DMHSAS Listserv

For: Area Administrators / Human Service Area Coordinators
Bureau Directors / Section Chiefs
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
County Mental Health Coordinators
Tribal Chairpersons / Human Services Facilitators

From: Linda Harris, Administrator
Division of Mental Health and Substance Abuse Services

Subject: Supported Employment Funding and Technical Assistance Opportunity for Counties and Tribes

Document Summary

This memo describes an opportunity for counties / tribes to implement the Individual Placement and Support (IPS) model of supported employment recognized by SAMHSA as an evidence-based practice (EBP). Total funding of \$80,000 is available from November 1, 2012 through September 30, 2013. The funding will be used exclusively to foster implementation of the IPS Supported Employment Model. We expect to fund two counties / tribes from this amount. The three sites currently receiving funding and participating in the Johnson & Johnson/Dartmouth learning collaborative are not eligible to apply. Counties that are not receiving the Johnson & Johnson/Dartmouth funding and providing an IPS Supported Employment program are eligible to apply.

This memo describes the application process for these funds and the expectations for their use. The portion of the funds that are non-federal funds can be used as match for Medicaid supported employment billed through Community Recovery Services (CRS), Comprehensive Community Services (CCS), or Community Support Programs (CSP). Applications must be received by 5:00 pm, October 5, 2012.

Background

The State of Wisconsin, Department of Health Services (DHS), Division of Mental Health and Substance Abuse Services (DMHSAS), Bureau of Prevention, Treatment and Recovery (BPTR) is committed to increasing employment opportunities for people with mental illness in Wisconsin. Supported employment services are generally provided by counties in Wisconsin. DMHSAS has identified that adoption of the evidence-based supported employment model, IPS, will assist counties in more effectively and efficiently providing employment services to individuals with a serious mental illness. Information regarding this EBP can be found at the SAMHSA webpage: *Evidence-Based Practices: Shaping Mental Health Services Toward Recovery, Supported Employment*. <http://store.samhsa.gov/product/Supported-Employment-Evidence-Based-Practices-EBP-KIT/SMA08-4365>

To increase the ability to assist counties in this adoption, DMHSAS applied for and received a four year grant from the Johnson & Johnson-Dartmouth Community Mental Health Program to develop high quality IPS supported employment for adults with serious mental illness throughout Wisconsin. Dartmouth systematically works with a learning collaborative made up of participating states to develop sites that will

implement IPS supported employment and achieve a high level of fidelity. The Johnson & Johnson/Dartmouth Grant is administered in each participating state through a collaboration between the state mental health authority and the state vocational rehabilitation administration. DMHSAS works in partnership with the Division of Vocational Rehabilitation (DVR) in the provision of this grant.

Proposal Application

Please submit a proposal that describes either a start-up or enhancement plan for a supported employment program. The evaluation criteria below describe the topics which need to be covered in your proposal. The top scoring agency proposals will receive a site visit as a part of the review prior to the final selection.

IPS Fidelity Model Requirements

DMHSAS' goal is to implement statewide IPS to a high fidelity and use the Supported Employment Fidelity Scale, referenced in the Johnson & Johnson/Dartmouth project to rate programs during implementation of IPS. The most recent fidelity scale is available at the Dartmouth College webpage: *Dartmouth IPS Supported Employment Center*. <http://www.dartmouth.edu/~ips/page19/page19.html>

BPTR will provide training and technical assistance, through a full-time supported employment trainer, to county / tribal IPS programs to implement the model.

The Wisconsin IPS team, who will also supply technical assistance, includes the trainer, DVR staff and other BPTR fidelity reviewers. DVR technical specifications and fee schedule information can be found on the DVR webpage: *Information for DVR's Service Providers*: http://dwd.wisconsin.gov/dvr/service_providers/default.htm

Each county / tribe will be expected to work to attain or show significant progress toward an IPS fidelity score of 100 during the first two years. Therefore, this memo highlights the fidelity requirement areas to keep in mind while designing the proposed program.

The IPS program staffing will meet specific fidelity standards with respect to:

- Supervisor workload, duties, outcome-based supervision and mentoring consistent with good fidelity
- Employment specialist case load size, duties and responsibilities related to assisting consumers with severe and persistent mental illness in finding employment
- Integration of employment specialist(s) into mental health treatment teams
- Collaboration with DVR assigned staff
- Zero exclusion criteria for interested consumers with the focus on competitive employment
- Consumer choice with respect to job search, job type, disclosure and employer
- Agency executive support for the IPS Supported Employment Program

The IPS program services provided will meet fidelity standards with respect to:

- Appropriate outcome-based training, supervision and mentoring of new staff and treatment team members
- Assertive engagement and outreach by an integrated treatment team
- Comprehensive work incentives benefits planning by a trained benefits specialist
- Frequent, community-based, systematic competitive job development with diverse employers and multiple job types
- Individualized and time unlimited follow-along supports to aid the consumer during their employment

The IPS program staff and supervisors will meet fidelity standards with respect to:

- Participation in technical assistance, training, quality improvement and data collection activities with the Wisconsin IPS team, State Trainer, and the Dartmouth team
- Development of a steering committee made up of local mental health organization representatives, consumers, employers, executive team and vocational unit

- Participation in fidelity reviews every 6 months, until a score of 100 or better is achieved and annually thereafter to ensure program integrity
- Complete and maintain monthly data and submit monthly outcomes and individual level data
- Participate in Dartmouth training programs offered in-state and on-line
- Incorporate individuals with lived experience, family members, and community representatives such as NAMI with steering committee functions

The IPS program staff and supervisors will meet fidelity standards with respect to:

- Develop systems that promote IPS program sustainability
- Bill for and capture Medicaid reimbursement payments and other federal funding to support program services
- Bill for DVR outcome payments for consumers who choose to work with DVR
- Report details of a plan to sustain the IPS program in the selected site beyond the financial support of this contract from DMHSAS

Evaluation Criteria

Statement of need for a new program – 10 points

Describe the need in your county / tribe for a supported employment program. Describe the individuals the program would serve and indicate how many you intend the program to serve if funds are awarded.

OR

Statement of need for an existing program – 10 points

Describe the need that exists in your current IPS program in terms of providing evidence-based IPS supported employment. How does the county / tribe provide IPS, what is the plan to address the current need and how will that move the program toward fidelity? Describe the individuals currently served in employment programs (current employment rate) and the number expected to be served if funds are awarded.

Capacity / Readiness – 15 points

Describe the efforts you have already taken toward implementing supported employment in your county / tribe. Include training attended, efforts to familiarize staff with the IPS model, meetings held with partnering agencies, etc. Describe your organization's change process for implementing IPS supported employment and your executive director's and/or executive team's involvement in this process. Identify your willingness to free staff for training, including training for mental health practitioners who are involved with individuals participating in IPS. Indicate your commitment to participate in fidelity reviews (2-day visits) twice per year until fidelity is achieved and yearly thereafter.

Proposed Program – 35 points

Describe your proposed supported employment program. Please address the following elements:

- Location of program
- County(s) and / or Tribe(s) covered
- Employment Supervisor and organizational structure – please include the current duties of the Employment Supervisor and how that may change upon implementation of IPS
- Identify the employment specialist position (provide a job description of the existing or future position)
- Identify an implementation team, frequency of meetings, role of the team within the mental health and vocational rehabilitation leadership and role of members within the team
- Describe other vocational programs run by, or under contract to your agency
- Describe how the proposed program will meet the IPS fidelity requirements outlined earlier by addressing the following elements:
 - Your plan to develop a mental health and vocational rehabilitation unit that will include a dedicated supervisor/team lead, and employment specialist(s) and is consistent with the evidence-based IPS supported employment principles
 - Your proposed integration to mental health and substance use services teams. Please identify the specific team(s) to which a supported employment specialist will be assigned

- (e.g. CSP, CCS, other) and describe your capacity and plan for employment specialist's regular attendance at those programs' weekly team meetings
- Identify work incentives benefits counseling to be provided by a certified Employment Benefits Specialist
 - Identify your plan for providing job supports beyond 90 days, including DVR involvement

Partnerships – 15 points

Please describe your current relationship with DVR. Please identify the DVR Counselor(s) who will work with you in implementing this project. Please identify other agency or individual relationships that will assist in the development and/or maintenance of IPS supported employment. Identify other partnerships that will be utilized to implement and sustain the supported employment program. Include letter of support and/or commitment.

Budget – 25 points

Submit a detailed line item budget and narrative justification (Exhibits 3 & 4) for all expenses required to implement your proposed IPS supported employment. Include in-kind staff, FTE for each position and sources of funding. Provide a detailed plan for sustaining the program after the grant funding ends. Describe what funds you will have available and the plan to utilize Medicaid and DVR funds for sustainability. Detail what funds you will use to cover the non-federal match of any planned Medicaid reimbursement.

Bonus Points – Potential for 30 additional points for proposed program

Bonus points will be awarded for proposals containing the following elements:

- A regional approach including a minimum of two counties / tribes – 10 points possible
- The Supervisor and Employment Specialist are county staff (not contracted to an outside agency) – 10 points possible
- The county / tribe will assure that the Supported Employment unit or agency that provides the proposed IPS program will not also provide prevocational, enclave or other types of non-competitive employment or the county / tribe has plans to transition out these types of programs in favor of IPS supported employment. – 10 points possible

Action Summary

Mail or electronically (email) submit your applications **by 5:00 pm, October 5, 2012** to Kenya Bright at the following address.

For additional information and questions regarding this memo:

Central Office Contact:

Kenya Bright
Department of Health Services
Division of Mental Health and Substance Abuse Services
1 W Wilson St., Room 951
Madison, WI 53707-7851
Telephone: (608) 267-9392
Email: Kenya.bright@wisconsin.gov

Memo Websites:

DLTC/DMHSAS Memo Series web page
http://dhs.wisconsin.gov/dsl_info/index.htm

The Division information and numbered memos are distributed electronically via a Listserv. The Listserv is free, but does require an active e-mail address. The memos are posted in both PDF and html formats. DLTC and DMHSAS Memo Series E-mail Subscription Services web page.

http://dhs.wisconsin.gov/dsl_info/signup.htm