

Employment and Support Plan Example Casenotes

Date: 10/05/2007 Type: General Author: CC Pro

Assigned to T. Gunness for intake appt. Applicant listed VA disability. Applicant does not have a Ticket per Maximus. Previously closed case 000123456 (28). CCP

Date: 10/21/2007 Type: General Author: Top Gunness, VRC

Met with consumer, 44 drivers license, living in facility for Veterans. Dx: social phobia, ADHD, Depression. treats with Dr Zorba and Dr Welby at the VA Center. Current meds include Drug A and Drug B. He tolerates these well. In our conversation today consumer jumped from subject to subject. Used character voices and was at times in no apparent thought pattern. He stated he does not like being in crowds. When he goes shopping he feels ok, however he finds himself trying to talk his way out of anxious feelings and he becomes stressed/overwhelmed. With depression he states he experiences moments of sadness, suicidal ideation, constant isolation to his room and the desire to be alone. He also stated he becomes easily distracted. He states that he can be typing on a keyboard as part of his Community Agency participation and if he hears something else going on he will get off task. Educational Hx: HS Diploma. Criminal Hx: 1986 or 1987 misdemeanor disorderly conduct. Work Hx: last worked in 2002 through a temp service deactivating pagers for about 1 month. Also worked at ACME Labeling making labels.

Consumer is interested in going back to school for further clerical skills training and then getting a job in clerical setting. I did give the consumer V.A. Guy's info as he is the VA liaison at Local Tech College. Also recommended that at this time he apply for financial aid if he is serious about attending school in the fall. Consumer signed ROI and that was sent out today.

Date: 11/03/2007 Type: General Author: Top Gunness, VRC

Received medical documentation. Bipolar Disorder w/psychotic features, anxiety NOS, history of ADHD, Alcohol and Cannabis Abuse (in remission). Sent to scanning unit to be attached to case file.

Date: 11/03/2007 Type: Eligibility/OOS Author: Top Gunness, VRC

Consumer is eligible in category 1. He has severe functional limitations in areas of self direction, interpersonal skills/acceptance, and work skills. See attached FAR for details. Sent letter for IPE development and appeal rights.

Date: 12/03/2007 Type: Plan for Employment Author: Top Gunness, VRC

Met with Joe today for plan development. During the interview today he got off track a lot jumping from subject to subject. He talked about losing an address and then being related to birds. I tried to keep Joe on task as we developed the plan today. Joe stated that while he still has an interest in returning to school, he would like to have DVR assist with helping him find a job. He stated that he has done food service, cooking, and dishwashing before. He stated he also did some factory jobs. He stated that he wanted to start out with part time work and gradually work his way up to full time. We discussed in detail the reasons behind him losing jobs. We discussed his anxieties and social phobia. he stated that about 3-6 months in a job he starts to feel that

"something is not right" and he will either quit or get fired. We discussed his psychotherapy and the importance of him keeping up with treatment and counseling sessions as this relates to the ability to obtain and maintain work. We incorporated this as part of his plan today. Joe and I also discussed placement options in terms of assistance from an employment specialist. I provided him the list of vendors to choose from and he chose to work with JD from XYZ Employment. Joe and I developed a placement plan today incorporating his mental health psychotherapy. I will authorize for services and get 3 way meeting set up. Joe will also be signing up for a resume class as he does not have one.

Date: 12/03/2007 Type: General Author: CC Pro

Processed RHHAI999999 to JD Ace, XYZ Employment for Job Placement - plan and hire.

Date: 12/16/2007 Type: General Author: Top Gunness, VRC

Met with JD from XYZ Employment and Joe for 3 way meeting to discuss placement. Barriers to employment were discussed such as anxiety that Joe starts to feel once he is on the job and also his inability to stay focused and on task. To address these barriers Joe continues to treat for his mental health. He stated he will discuss more in depth with his therapist coping skills for his anxieties and to inform JD or myself early on so we can intervene as necessary when he is on the job. We also discussed the use of a job coach to assist with learning a job and staying on task. We anticipate that this will fade over 2 or 3 weeks. Joe also stated he would benefit from some interviewing assistance. JD stated she will coach him on interviewing. She will also work with him on his appearance and how to answer questions. Joe feels he will be best suited for part time work and gradually increase hours. I agree with Joe that this is smart. He will be getting a draft of his resume to JD. JD and Joe also discussed responsibilities of each other. Joe will be having twice weekly contact with her in terms of the job search. JD will provide leads and interviewing/resume assistance. I will also be providing leads as I am able and assisting with interview clothing as I am able. I will provide Joe counseling as needed and he will be keeping me informed of his mental health. Sent signed individualized job placement plan to scan unit for attachment to case file.

Need for Job Coach: Yes - on and off site for symptom management	Expected Amount and Areas to be Addressed: Anxiety management and coping strategies, support to resolve any co-worker / supervisor misunderstandings, coordination with treatment resources. Start with 8-10 hours per week and increase to 12-20 when anxiety adequately managed. Anticipate 1-3 months coaching/offsite support starting with daily supports, then every other day, every week and occasional follow-up contacts. It will be critical to maintain follow-up supports for at least six months.
Need for Work Experience / OJT (Complete WE/OJT Training Agreement upon placement): Probably, but will evaluate each job opportunity to compare job demands with current functioning and challenges.	
Strength/Skills: Very adaptable, flexible, dependable and hard-working.	
Specific Needs/Barriers	How to Address
Completing applications	Joint meetings and sample forms - practice at least 3 different formats.
Resume development	Joint meetings and sample forms - provide feedback from job developer and VR counselor. Customize as needed for specific job applications.
Identifying job openings	Consumer will check Job Center of Wisconsin weekly. Job developer will continue to add to existing network of contacts and initiate contact with employers listed on behalf of Joe.
Contacting employers	Job developer will contact Pizza Hut, Hometowne Restaurant, Gary's Cleaning Service, and other existing employer contacts. If possible openings found, job developer will accompany consumer to job site and wait outside for results and debriefing. Job developer will discuss initial hours, job coaching and any restructuring needed with Joe and the employer. Upon hire, will follow up with employer day 1, and weekly for at least 1 month. Then fade to months two and three with weekly contacts.
Representing self in interview	Pending initial interview results will consider use of informational interviews.
Interview preparation	Anticipate at least 3 sessions with Job Developer.
Soft Skills	Consumer interested in leadership development. Following initial period of job stability (at least two months) will locate appropriate employer-based, job center or tech college program.
Motivation/loss of benefits	Will stay under SGA for now. Pending successful PT job retention, will review for possible amended IPE, Benefits Analysis.
Transportation	Yes, VA provides.
Grooming/Hygiene	Needs some reminders and feedback.
Interview/work clothes	Not at this time, but we can amend IPE if needed.
Work site modifications	N/A
Other	
Other	

Participant Responsibilities:

Contact Job Developer <u> 2 </u> time/s per <u> x </u> week <u> </u> month
Independently contact employers <u> 2 </u> times per week
Independently complete and return applications <u> 2 </u> times per week
Maintain log of employer contacts Weekly updates
Register with Job Center Yes
Attend Job Center workshops Yes
After hired, contact Job Developer at least bi-weekly or immediately if any problems arise N/A - job coaching and off-site meetings
Other
Other

Job Developer Responsibilities:

Contact employers to inquire about current job openings and provide job leads to participant <u> 5 </u> times per week for 1st month
Contact employers to present agency and services, create jobs, and/or discuss participant <u> 5 </u> times per week
Maintain log of employer contacts - see monthly reports
Meet with participant to complete job search activities <u> 2 </u> times per <u> </u> week <u> </u> month
Assist with applications and attend interviews with consumer - Yes see above
Assist with resume development - see above
Set up job site tours/interviews - as needed after initial job development efforts
Set up Work Experience as discussed with counselor and approved - as needed to secure employment.
Provide monthly progress reports Yes
Oversee job coach Will do initial coaching, hand off to job coach after two weeks
Set up meeting with participant and counselor to review Job Development Plan every 60 days if there has been no hire X
Contact participant during first week and at least at 30 days, 60 days and 90 days after hire - see above more frequent contacts
Other

DVR Responsibilities (Check all that apply):

If / When:

Authorize for job coaching	Upon hire or W/E start-up
Authorize for wages for work exp. or OJT	As needed per mutual agreement
Authorize for child care	N/A
Authorize for interview/work clothes	As needed depending on employer dress requirements
Authorize for mileage for job search activities	N/A - covered by VA
Authorize for assistive tech. assessment	N/A
Authorize for assistive devices	N/A
Refer for benefits counseling	Possibly depending on progress. If consumer changes goal to full-time employment.
Provide vocational counseling	Provide feedback on interviews and job search results.
Assist with job placement /provide job leads	Provide job leads as appropriate.
Meet with participant and vendor at least every 60 days	Yes.
Other	Yes, reinforce maintenance of treatment goals. Coordinate and follow up with treatment resources.

Signature Page

With my signature below I certify that I have been involved in the development of this plan and that the goals and services identified are my informed choices. I understand my plan will be reviewed at least every 60 days and that I may, at any time, request that my plan be reviewed with me and changes made.

Initial Staffing Date: 12/15/07

Participant: Joe Cool	Date: 12/15/07
Job Developer: JD Ace	Date: 12/15/07
DVR: Top Gunness	Date: 12/15/07

Next 60 Day Review Date:

Participant:	Date:
Job Developer:	Date:
DVR:	Date:

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Participant:	Date:
Job Developer:	Date:
DVR:	Date: