



## PENINSULA RSN

### CLINICAL POLICIES AND PROCEDURES

**Policy Name:** EMPLOYMENT SERVICES

**Policy Number:** 11.10

**Reference:** WAC 388-865-0230, -0240

**Effective Date:** 7/2005

**Revision Date(s):** 12/2011

**Approved by:** PRSN Executive Board

#### CROSS REFERENCES

- Plan: Quality Management Plan
- Policy: Corrective Action Plan

#### PURPOSE

The Peninsula Regional Support Network (PRSN) shall ensure coordination with rehabilitation and employment services to assure that clients wanting to work are provided with employment services and/or opportunities.

#### PROCEDURE

All individuals that have a current employment goal listed on Individual Treatment Plan (or Individual Service Plan) meet the criteria for rehabilitative employment services.

#### MONITORING

1. The PRSN will review a random sample of consumers who have received supported employment services at each agency. These will be reviewed using the PRSN supported employment chart review tool. See PRSN QMP for chart review compliance thresholds.
2. The chart review tool monitors coordination of rehabilitative employment services by rating the quality of the following:

- a. The clinical record contains a vocational assessment including work history, skills, training, education, and personal career goals.
  - b. The clinical record specifically addresses how employment will affect the income and benefits the consumer is receiving because of their disability. If any of these pose barriers, the choices and resolutions are discussed.
  - c. There is documentation that the clinician is actively involved in creating and revising job/career plans specific to this individual consumer.
  - d. There is documentation that the clinician is assisting the consumer in finding employment opportunities that are consistent with the consumer's skills, goals, and interests.
  - e. If required, the clinician is assisting the consumer with supported employment opportunities which may include outreach, job coaching, and support in a normalized or integrated work site.
  - f. If appropriate, the clinician is communicating/coordinating with the consumer's employer to support stable employment and negotiate reasonable accommodation in keeping with the Americans with Disabilities Act and the Washington State Anti-Discrimination law.
  - g. If the Division of Vocational Rehabilitation is OR should be involved with this consumer, the clinician is coordinating those services with/for this consumer.
  - h. If the state employment services are OR should be involved with this consumer, the clinician is coordinating those services with/for this consumer.
  - i. If the business community is OR should be involved with this consumer, the clinician is developing/coordinating potential services with/for this consumer.
  - j. If job placement services are OR should be involved with this consumer, the clinician is coordinating those services with/for the consumer.
3. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for PRSN approval.