VOCATIONAL SERVICES
Supported Employment Services
Program Description

Description: The Supported Employment Program (SEP) is a CARF-accredited program that utilizes the evidence-based Supported Employment Model in 1) helping individuals with psychiatric, cognitive, and co-occurring disabilities meet their employment goals, and 2) offering pre-employment transition services (Pre-ETS) to students with disabilities.

Program Goal(s):

1. To respond to the employment needs of individuals with psychiatric, cognitive, and co-occurring disabilities to enhance their ability to utilize personal and community resources to achieve their vocational goals.
2. To provide services in support of long-term paid competitive employment opportunities in integrated settings for individuals with psychiatric, cognitive, and co-occurring disabilities.
3. To provide Work Based Learning and Workplace Readiness activities to students age 16 years and older to encourage early start career exploration, develop appropriate work behaviors, build emotional tolerance for work, and offer exposure to the everyday demands of working.

Care, Treatment, Training, Habilitation or Other Supports Provided:

SEP provides a variety of employment services to individuals with disabilities to support them in improving their quality of life by assisting them in ultimately understanding employment options and finding competitive, community-based employment. Services provided can include any of the following:

- Job Exploration,
- Situational (on-the job) assessments,
- Job development,
- Job placement,
- Job analysis,
- On-site training and support,
- Long-term follow-along and support,
- Referral to community-based job support services,
- Benefit analysis and support, and
- Coordination of vocational services among client's treatment or education team.

Additionally, for students receiving Pre-ET services, activities may also include the following work-based learning experiences:

- Counseling on opportunities for enrollment in comprehensive transition or postsecondary education/training programs;
- Workplace readiness training to develop social skills and independent living; and
- Instruction in self-advocacy.

Services Not Provided:

SEP does not prescribe, dispense, administer, or maintain physical control of any medication for individuals served; utilize seclusion or restraint under any circumstance; or provide any type of skilled nursing care or personal care assistance to individuals served. SEP staff do not provide clinical or case management services. Additionally, SEP will not provide ongoing transportation to individuals to attend work. When working with students, Pre-ET services are offered to enhance and expand, not duplicate or supplement services for students with disabilities that are already provided by local school divisions through the Individuals with Disabilities Education Act (IDEA).

Characteristics and Needs of Population Served:

Individuals with psychiatric, substance use, co-occurring, or cognitive disabilities who desire to explore, choose, get, and keep paid competitive, community-based employment and are referred to SEP by their Department for Aging and Rehabilitative Services (DARS) counselor. SEP meets the above needs by providing job exploration and development, on-site job training, and job supports.

Admission, Continued Stay, and Exclusion Criteria:

Admission:

1. Be a resident of Prince William County or the cities of Manassas and Manassas Park and be at least 18 years of age or be a student who is 16 years of age or older and has been referred by DARs,
2. Have a primary psychiatric, cognitive or co-occurring disability that presents a significant impediment to finding and maintaining employment,
3. Have reasonable expectations that the individual can either benefit from the instruction provided (for students) or competitive employment by providing him/her vocational services (for individuals over age 18),
4. Be able to benefit from specialized on-the-job training and long-term follow-up services to achieve and maintain competitive employment (for individuals over age 18), and
5. Be referred by a DARs counselor or other community funding source.

Exclusion: Individuals who do not meet the above criteria may be excluded from SEP services.

Termination of Treatment and Discharge or Transition Criteria:

SEP services will continue as long as the individual is benefiting from the vocational services offered, adheres to their individualized recovery plan, and desires to continue participating in the program. SEP participants can transfer to another CS program or be discharged from the program for the following reasons:

1. The individual no longer wishes to participate,
2. The individual can no longer benefit from the program,
3. The individual has completed the program as evidenced by meeting his/her goals at the program,
4. The individual has not participated/performed to a level that is expected by the funding source and the funding source has not referred for further services,
5. The individual has repeatedly violated the roles and responsibilities as outlined in the SEP Participant Handbook, or
6. The individual is no longer employed and has not been referred for other SEP services.

Type and Role of Employees:

SEP is staffed by one (1) Human Services Program Manager, one (1) Community Services (CS) Clinical Services Case Management Manager, one (1) CS Senior Clinical Services Caseworker, four (4) CS Clinical Services Case Workers, and one (1) Administrative Coordinator. The staff role is one of a vocational nature and the SEP staff work in close conjunction with the clinical CS or private therapist assigned to the case. SEP is a program where the staffing pattern is determined by referrals from the Department of Aging and Rehabilitative Services and CS Therapists. Staff works on a one-to-one basis at the client's respective community-based employment site. Staff fade to no less than one individual or employer contact per month once the individual has stabilized in his or her job.

Order of Acceptance:

Referrals are served on a first come first serve basis and, at this time, SEP does not maintain a waitlist. The SEP Clinical Services Case Management Manager makes all decisions regarding acceptance. If a referral is found to be inappropriate for the program, the SEP Clinical Services Case Management Manager will inform both the individual and their referral source of this determination and provide alternative resources in the community that may be more appropriate.

Waiting Lists for Services: SEP desires to prevent a waiting list for services if at all possible. However, should there become a point where a waiting list is necessary the following procedure will be followed.

The SEP Clinical Services Case Management Manager will complete the following steps:

- Notify the referral agency that there is a current waitlist.
- Accept all program referrals and screen for appropriateness.
- If appropriate, the referrals will be maintained on a master list that will be addressed on a first come first served basis (by date of referral).
- If multiple referrals are received on the same date, SEP will ask the referring agency to prioritize their referrals.
- Individuals will be contacted three (3) times by SEP staff to complete an intake and if they fail to respond the referral will be closed and the next individual will be offered services.

Staffing Patterns:

The SEP program is primarily open Monday through Friday from 8:00 a.m. to 4:00 p.m. each day. The program staff does provide support during evenings and weekends as needed based on the employment needs of the individual served once the employment position is secured. SEP staff provides coverage to other SEP staff members in case of absences or conflicts that might affect direct client services. CS Emergency Services Staff provide after-hours emergency/crisis mental health services as needed.

Fees:

The SEP program is a "fee for service" program. If an individual is referred to SEP for services by DARS or another community agency, SEP will bill that program on an hourly basis for services rendered, as per a signed agreement. SEP services are not eligible for sliding fees.