

**EXHIBIT A(x)-SCOPE OF WORK (SOW):
ADDITIONAL TACK-ON REQUIREMENTS FOR PROGRAMS WITH INDIVIDUAL
PLACEMENT SUPPORT (IPS) AND SUPPORTED EMPLOYMENT**

Contractor Name	Account NameContractor Legal Name
------------------------	-----------------------------------

See Applicable Exhibit A Documents. Any additional specifications or variations in contracted service requirements applicable to this Exhibit A-SOW shall be contained herein.

CONTRACTED SERVICES

Individual Placement Support (IPS) and Supported Employment¹

Additional Specifications

Program Name - Add Specs

I. ADDITIONAL REQUIREMENTS

Additional Specifications

Additional Requirements - Add Specs

A. IPS Supported Employment

Contractor shall implement the evidenced based practice, IPS, for individuals who have expressed interest in pursuing competitive employment and/or education, regardless of their employment or educational readiness, diagnoses, symptoms, substance use history, psychiatric hospitalizations, homelessness, level of disability, or legal system involvement.

Contractor's designated IPS Staff shall provide the evidence-based practice of IPS and Supported Employment in line with the eight IPS Practice Principles and the 25 Fidelity Standards.² IPS Supported Employment includes educational and/or vocational training components only when coupled with a concurrent or future employment goal or career aspiration. Contractor shall assign one of the following three distinct IPS Service enrollment statuses to each participant enrolled in IPS:

1. Employment Only
2. Employment and Education
3. Education Only

Contractor shall participate in fidelity review site visits at least annually as determined by the ACBHD Vocational Services Division, and develop and implement a Fidelity Action Plan.

¹ Contractor shall comply with standard ACBHD requirements for this service as described in Section VI. Additional Requirements.

² <https://ipsworks.org/>

IPS Fidelity Scale: <https://ipsworks.org/wp-content/uploads/2017/08/IPS-Fidelity-Scale-Eng1.pdf>

Contractor's IPS Employment Specialist(s) shall attend and actively participate in monthly IPS Learning Collaborative workshops facilitated by ACBHD Vocational Services.

Contractor shall implement a program structure that fully integrates the roles of IPS Staff into the mental health treatment services team.

Upon referral to the IPS service, Contractor's IPS Staff shall conduct all phases of supported employment and/or support with educational or vocational training services. The phases of supported employment include intake, engagement, assessment (i.e., career profile, job search plan), job development, job placement, job shadowing/follow-along support, and step down to less intensive support as needed. Support with educational or vocational training services shall include educational needs assessment, selection of school/training programs related to the client's interests and academic aptitudes, enrollment support, liaison with academic staff, help with access to financial support, access to internships and apprenticeships.

A qualified Educational Training Program shall assist the client in achieving a milestone such as a High School Diploma, a High School Equivalency certificate (GED/HiSET), or a certificate, degree or credential.

Contractor shall discontinue IPS supported education services if the educational or vocational program also provides Career/Vocational Counseling, Career Exploration services, or other supportive services that duplicate components of IPS services. Clients shall step down from IPS services and transitioned to the Contractor's Multi-Disciplinary team to maintain enrollment in these programs as needed. Requests for exceptions shall be submitted to the ACBHD Vocational Services for review and approval.

A qualified Vocational Training Program must be delivered by a provider that is approved by the Federal, State or a Local workforce agency³, and shall:

- Demonstrate a clear link to competitive jobs in the respective field of training;
- Provide industry-recognized credentials;
- Have a structured curriculum with measurable outcomes; and
- Be aligned with local workforce needs.

Vocational Training Programs shall assist the client in achieving a milestone through a recognized postsecondary credential such as an industry-recognized certification, certificate of completion, a license, or successfully completed phase of certification.

Contractor shall offer specialized benefits planning to clients upon referral to the program, when starting a new job, and thereafter when there are changes to work hours and/or pay. Contractor shall provide clients with guidance, training and/or support with wage reporting as needed to the relative agencies administering means-tested benefits or

³ See California Eligible Training Provider List (ETPL) for examples:
<https://www.caljobs.ca.gov/vosnet/drills/program/ApprovedPrograms.aspx>

entitlements. Contractor shall help clients access additional support and benefits for which they may be eligible through the California Department of Rehabilitation.

Contractor shall update Employment and/or Educational search plans as conditions change, but at least semi-annually. Employment search plans shall also be updated should the client not have attained employment within 90 days of intake.

Contractor's IPS Staff and/or clients shall engage in their first face-to-face contact with an employer and/or academic staff within 30 days of referral. Contractor's staff shall provide job development, face-to-face employer contacts and collaborative employment search planning until a job placement is made. Upon placement, Contractor shall provide follow-along supports on an ongoing basis, as determined by individual client needs. Contractor's staff shall provide reassessment when a client ends a job and periodically as needed.

When a client is discharged by the mental health team, they shall also be discharged from IPS services. Otherwise, discharge from IPS services shall occur when the client reports stability and/or satisfaction with their job, and/or when there no longer appears to be a need for regular follow-along support from the Contractor IPS Staff.

Contractor shall also discharge a client from IPS services when the client indicates they are no longer interested in obtaining employment or have disengaged from services for 90 days or longer. For these situations, Contractor shall document assertive outreach attempts to reengage the client prior to discharge. When possible, discharge planning shall involve collaboration between the IPS Staff, the client, and the client's mental health team.

Contractor shall provide IPS services toward achieving the following process, quality and impact objectives:

Process Measures	Process Objectives
Number of clients enrolled in IPS services at any given time per 1.00 FTE Employment Specialist	15-20 clients
Number of IPS clients served annually per 1.00 FTE Employment Specialist	30-40 clients
Minimum percentage of IPS enrollments are Employment Only or Employment and Education	75%
Maximum percentage of IPS enrollments that are Education Only	25%
Percentage of the Employment Specialist workday that is field based	65%
Number of weekly qualifying job development contacts per 1.00 FTE Employment Specialist	6

Quality Measures	Quality Objectives
Minimum fidelity score which is equivalent to "good" on the Supported Employment Fidelity Scale	80%

Impact Measures	Impact Objectives
Percentage of clients enrolled in IPS Employment Only or Employment and Education services who are employed at any given time	30%
Number of Job Placements per 1.00 FTE Employment Specialist annually	12
Percentage of clients participating in IPS Education Only or Education and Employment services that are enrolled in and regularly attending Educational or Vocational training programs at any given time	80%
Percentage of clients participating in IPS Education Only or Education and Employment services that complete a significant Educational or Vocational Training program milestone	50%

Contractor shall document IPS outcome data on a quarterly basis using Microsoft SharePoint provided by the ACBHD IPS Trainer.