

Agency Readiness Checklist for Individual Placement and Support (IPS/SE)

Bidder Name:			
Category	Questions	Scoring Criteria	Score (0-5)
Beliefs about Recovery	1. Visual check/ listening	<ul style="list-style-type: none"> • How do practitioners talk about clients (listening)? • Do practitioners currently honor client preferences (posters, flyers, posted information, provide a welcoming, recovery-oriented environment, listening to the way staff talk)? 	
Leadership	2. Please describe your understanding of the IPS/SE model. Prompts: <ul style="list-style-type: none"> • How do you see it as different? • What parts of the labor market are you looking to explore? • What jobs would be appropriate? 	<ul style="list-style-type: none"> • How well does leadership understand how IPS is different from other employment approaches? • How much interest do leaders show in increasing the number of people in <u>competitive employment</u>, and other fidelity items? 	
	3. Please describe what your organization has done to promote recovery. Prompt: <ul style="list-style-type: none"> • How do you see the IPS model support the recovery principles? 	<ul style="list-style-type: none"> • How well does leadership understand wellness and recovery? 	
	4. Please describe how you will include clients in the implementation of this project.	<ul style="list-style-type: none"> • How thoughtful and realistic is leadership's response (do they mention a steering committee, stakeholders)? 	
	5. Please describe your target population to be served and anticipated exit points for clients.	<ul style="list-style-type: none"> • Do they plan to serve adults with severe mental illness? • Is the program time-unlimited for clients until they are stable and happy in a job? 	
	6. Please explain your startup plan and clarify your recruitment/hiring plans.	<ul style="list-style-type: none"> • How thoughtful and reasonable is the response? • How timely are the steps? 	
	7. Please describe who you would and would not refer to the employment specialist. Prompt: <ul style="list-style-type: none"> • What steps would you take to help clients meet their 	<ul style="list-style-type: none"> • How well do leaders understand the principle of zero exclusion (anyone who wants to work is eligible, regardless of the client's stage of recovery, legal issues, symptoms, etc.)? • How well does leadership understand that anyone who 	

	goals?	wants to work should be able to access employment services?	
Financial Planning	8. Please describe which IPS-specific activities will be difficult to fund. Prompts: <ul style="list-style-type: none"> • What steps will you take to fund the activities? • How will the barriers/challenges be addressed? 	<ul style="list-style-type: none"> • How well does leadership understand the activities? • How thoughtful and realistic is the response? 	
	9. What steps will you take to fund a full-time position?	<ul style="list-style-type: none"> • How thoughtful is the response (braided funding/leveraging funding)? • How timely are the steps? 	
DOR Partnership	10. Please describe your current relationship with the Department of Rehabilitation.	<ul style="list-style-type: none"> • 	
	11. What steps do you plan to take to become a DOR vendor and when do you anticipate being an approved vendor? Prompt: <ul style="list-style-type: none"> • What resources do you have to manage your DOR agreement once you receive it? 	<ul style="list-style-type: none"> • How thoughtful is the response (braided funding/leveraging funding)? • How timely are the steps? 	
Employment Team	12. To supervisor: Please describe what you see as your role as an IPS supervisor. Prompt: <ul style="list-style-type: none"> • How do you plan to integrate that into your current work? 	<ul style="list-style-type: none"> • How thoughtful is the response (do they mention use of client outcomes, leadership for unpopular change, providing weekly individual and group supervision, field mentoring)? 	
	13. How do you see the role of the employment specialist integrating within the mental health treatment team? Prompt: <ul style="list-style-type: none"> • How does the team communicate? 	<ul style="list-style-type: none"> • How well does the agency integrate mental health and employment? • How well structured is the support to the employment team? • Do they have weekly team meetings? 	