



13101 Allen Road
Southgate, MI 48195
734-785-7700
www.guidance-center.org

Evidence Based Supported Employment

Services Overview

Supported Employment (SE) is an evidence-based practice that helps people with mental illness find competitive jobs in their local communities with rapid job search and placement assistance. It is based on a match between the strengths, needs and interests of the prospective employee and the identified needs of the employer.

Service Hours

- Regular business hours are from Monday through Friday 8:00 am to 5:00 pm and after regular scheduled business hours, as needed.
- Open Supported Employment information sessions are available to all eligible consumers every Tuesday, 10 a.m., Building 4 Door F
- For emergency care services, after business hours call 1-866-690-8257.

Types of Services Provided

- Vocational assessment is conducted to determine strengths needs, interests, and desires related to employment.
- Supported Employment staff work with clients on tasks such as:
 - Conducting job search
 - Complete employment applications
 - Discuss motivations and barriers
 - Link with community resources
 - Offer benefits counseling to Social Security recipients
 - Provide post-placement support to consumer and employers
- Supported Employment (SE) staff and the client plan regular meetings for resume writing, cover and thank you letters, establish reference lists, and interview skill practice.

Services Association

- Provided under Adult Behavioral Health (ABH) Department through Workforce Development (WFD).
- Reports to Adult Behavioral Health Director.

Eligibility Requirements



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- Must be over 18 years of age or older.
- Must receive case management and/or therapy services from The Guidance Center (TGC) through CareLink, and
- Must be motivated to work.

Condition of Services

- The consumer must maintain active participation in service.
- The consumer has the option of continuing Supported Employment services until the following conditions arise:
 - It is no longer needed or wanted by the consumer.
 - Inactivity suggests lack of desire of the program and services.
 - Lack of contact, no activity, or no response after 60 days when assertive outreach has been provided.
 - Upon closure of Supported Employment services to the consumer, he/she is transferred back to case management.

Fee for Service Payment & Insurance Coverage Structure

- Services are Medicaid billable.

Referral Process & Requirements

Referral Process

- All consumers contemplating SE services must attend one SE Information Session held every Tuesday, except holidays.
- Consumers wanting SE services after attending an Information Session must schedule an appointment with their case manager to review their treatment plan and add a vocational goal to the plan.
- Upon plan amendment, referrals are received from:
 - Case Managers
 - Assertive Community Treatment (ACT) advocates
 - Therapists

Requirements



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- Requirement - Supported Employment referral form is completed and submitted to Supported Employment.

Acronyms

ABH – Adult Behavioral Health

ACT – Assertive Community Treatment

CM – Case Manager

ES – Employment Specialist

PSS – Peer Support Specialist

SE – Supported Employment

SSA – Social Security Administration

TGC – The Guidance Center

Forms

Staff Program Change

Individual Placement Record



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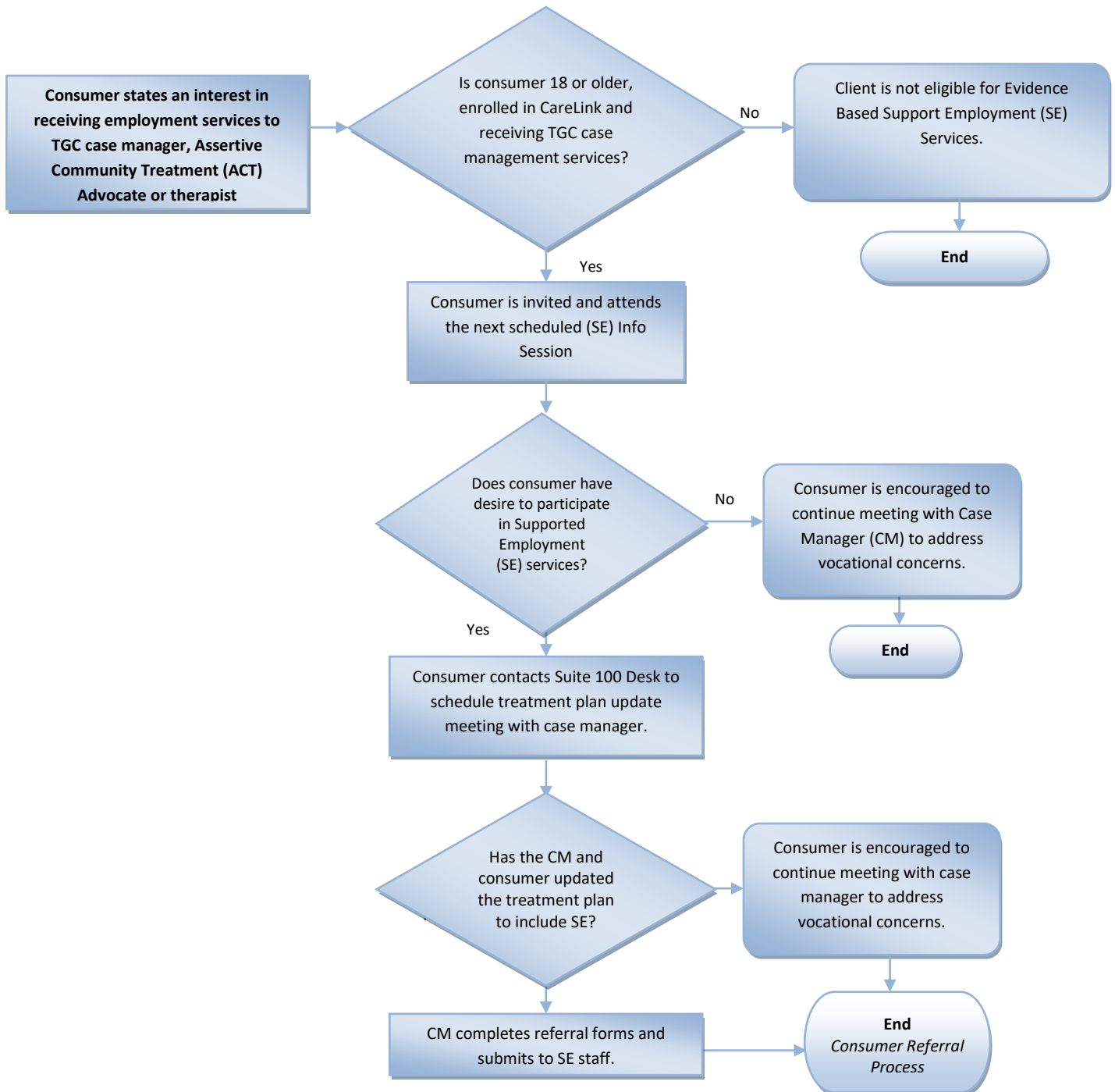
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Evidence Based Support Employment

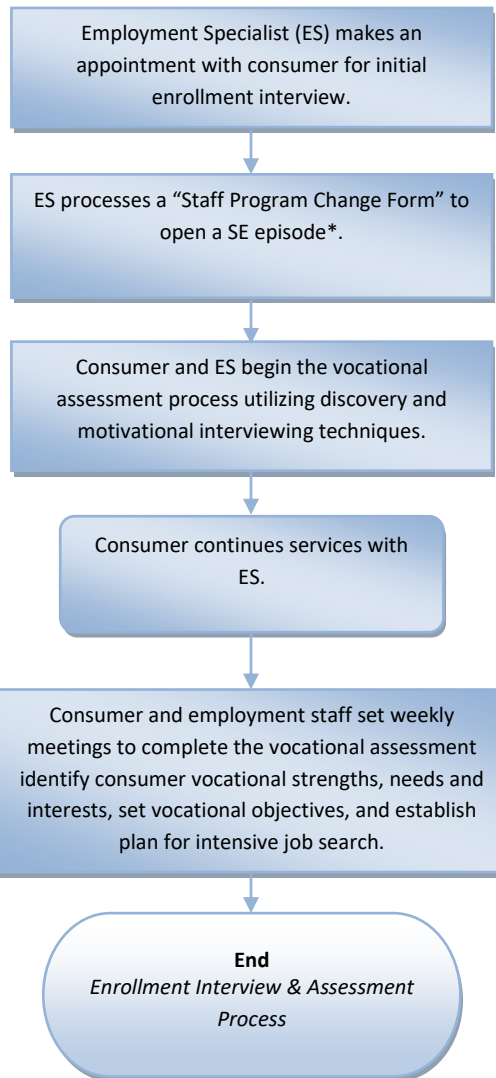
Consumer Referral Process





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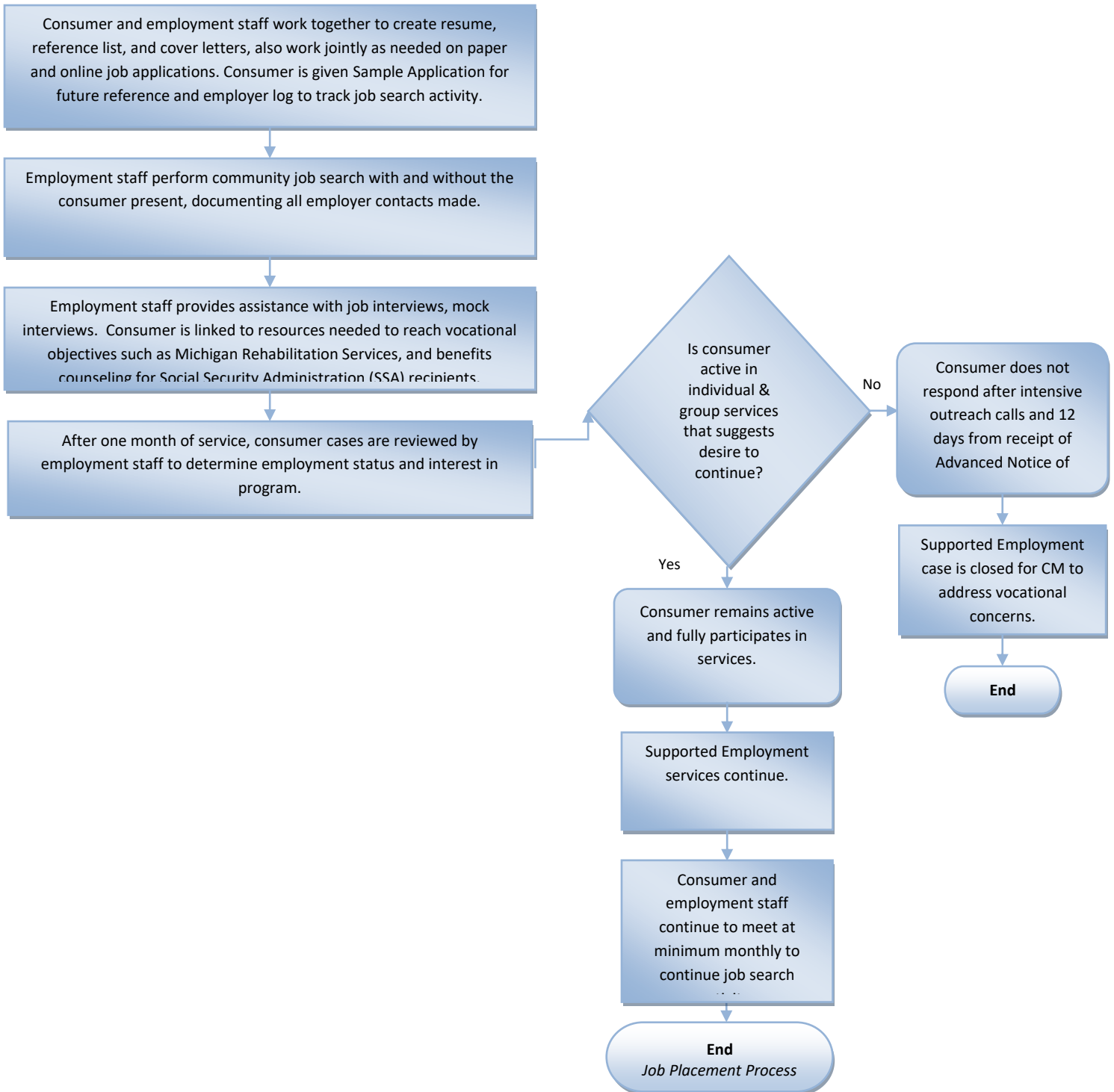
Evidence Based Support Employment *Enrollment Interview & Assessment Process*





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Evidence Based Support Employment Job Placement Process





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Evidence Based Support Employment *Job Obtainment and Follow-up Process*

