

## Guidelines - Integrating employment information with mental health records

### Fidelity Scale item: Integration of employment support with mental health treatment through frequent team member contact

Individual Placement and Support requires collaborative and sustained efforts. The goal is for all practitioners to support each person's employment goals using a cohesive team approach. Benefits include:

- Integrated employment and mental health records are a way for clinicians to remain informed and up to date about client employment goals.
- Having employment notes and care treatment plans closely aligned promotes regular contact and communication between employment consultants and clinicians.
- Information can be lost during staff turnover and if employment documentation is not maintained in the clinical record, this may become problematic.
- It is also imperative that notes are integrated for the purpose of providing evidence during fidelity reviews.
- Good employment notes can influence care and treatment decisions and vice versa for employment support decisions.

### What to include in clinical record:

**Note on initial meeting** – clinicians will be able to better understand the client's interest and commitment around employment and know that employment support has begun.

*For example: "Initial meeting with Joanne Blogs on Tuesday 3/3/20. Shared and discussed content of information pack. Had initial conversation around employment aspirations. Joanne very keen to engage in employment support as feeling very constrained financially"*

**Note on assessment including vocational profile** – this will provide insight to clinicians about employment history, natural supports and employment goals and any health concerns around these.

*For example: “Completed vocational profile as attached. Joanne has experience in the fashion field and desires a fulltime job in retail. Joanne has a good CV and sound experience working in customer service. Her mother is supportive and has offered to transport Joanne to work once found, until she is settled in employment. Anxiety around new situations key mental health concern”*

**Attach Employment Plan and notes** – Clinicians will be able to see what steps will be taken to obtain a job and be able to offer feedback for support.

*For example: “Completed an Employment Plan together which is attached. Key actions: a more focused CV, job search both online and in the community, interview prep, Dress for Success”*

**Attach Wellbeing Plan and notes** – Both the employment consultant and clinician have oversight of the steps to maintain wellbeing and the necessary interventions when and if a client should become unwell.

*For example: “Wellbeing plan completed by Joanne. Joanne has identified her triggers and early warning signs. She is actively working with psychologist on mindfulness techniques. Discussion to be had with key worker around strategies for new situations”*

**Note on securing job** – There is a shared responsibility between clinicians and employment consultants to support an individual into work. Sharing this information allows the clinicians to communicate any additional supports available and monitor wellbeing.

*For example: “Joanne has secured work as a retail assistant at Cotton On (Manukau Westfield) 3 days per week with hours increasing to fulltime during the Christmas period. She commences employment on 13/9/20, has signed a contract and will begin training within next 2 weeks”*

**Attach Employment Support Plan and notes** – This clearly defines the steps for in-work support. Both parties can help develop this plan alongside the client.

*For example: “Employment support plan attached. Joanne has fully disclosed to her employer and has set up one-on-one meetings with her supervisor every 3 weeks to ensure she is tracking well and to sort any issues. Key plan points: Mum taking care of travel support / monthly psychologist session / weekly debrief with EC / medication checking – key worker”*

**Notes on any job loss** – There is a shared responsibility between clinicians and employment consultants to support an individual who for whatever reason has ceased work. Sharing this information allows the clinician to communicate any additional supports possible and monitor wellbeing during these times.

*For example: “Joanne resigned from her job as her part time hours were reinstated after the Christmas period, she desires fulltime work. I have noticed Joanne’s mood is a little flat and she is lacking motivation. Will speak with psychologist regarding Joanne’s current situation”*

**Progress notes** – The client will transition through different phases of employment support. It is useful from time to time to enter progress notes that demonstrate CV development, job search, health concerns and progress, successes, interview prep and in-work support and any concerns so clinicians remain up to date.

*For example: “Joanne had been doing well in her job, but lost motivation when her hours were reduced. Her mood has been affected by this change and she describes feeling flat and her anxiety has heightened. Joanne agreed to contact her keyworker for an appointment. We will review her vocational profile prior to starting job search again this week”*