

Introduction to IPS Grow delivery tools

IPS Grow has developed a set of tools that can assist you to establish or improve your IPS service.

The tool kit is not prescriptive and you can pick and choose what you think is relevant. We encourage you also localise any approach or template with local stakeholder involvement.

These documents do not (and cannot) constitute a 'how to' guide for IPS – they are a set of materials that people might find to be a helpful starting point. Neither are they the definitive documents – rather they give those who are starting out the benefit of the expertise of others.

We strongly recommend that you establish a service path and build a local standard operating procedure to support your practice and delivery. The attached tools can help you in that journey.

Establishing the IPS service:

2.1 Template partnership agreement

This Memorandum of Understanding provides an outline of the kind of partnership required between the commissioner, Mental Health Trust and the service provider and what needs to happen to maximise the depth of integration required for successful IPS service delivery.

2.2 Honorary contract application form

This form could be used within a Trust when an external provider (third sector, social care or private) is delivering the IPS service and, therefore, requires integration into the Trust. The template suggests potential criteria to meet for an honorary contract. This is not necessarily final and needs to be reviewed at each location.

2.3 Honorary contract offer letter

This is a sample honorary contract letter that outlines the elements that need to be considered and agreed in order to allow an external organisation's staff member (e.g., an Employment Specialist), work within a Trust. The template suggests an outline of an honorary contract. This needs to be reviewed and adapted to meet local requirements.

Service Delivery Forms:

2.4 Referral form

The aim of any referral process is to keep it as simple as possible. If possible a verbal referral can be acceptable provided all details are documented in the case

notes. A simple referral form is often required and ideally completed by the clinical staff and potential service user.

Any referral approach must focus on relevant information related to gaining a job and considering any risk and safety issues.

2.5 Vocational profile form

The aim of the vocational profile is to explore and identify the service users' job goals. Service user preferences help determine the type of job that is sought, the nature of support provided by the employment specialist and team, and whether to disclose the aspects of a person's mental health condition to the employer. This form is dynamic and can be built on over time.

2.6 Vocational action plan

This plan aims to set out the steps needed to achieve the long term job goal. Best practice would suggest its best to break plans down into smaller goals and smaller steps with many and varied chances for success of each goal or step towards the final goal.

2.7 Service user job canvassing sheet

This form could be used by a service user to track their job canvassing activity if they are keen to undertake this approach. Employment specialists help service users seek jobs directly rather than providing extensive pre-employment assessment and training or short term work experiences/work trials. Every service user is different and require an individually tailored job seeking strategy.

2.8 Managing personal information

This template allows a discussion between the service user and their Employment Specialist to explore the pros and cons of sharing health information with an employer. Also explore how that could be shared and by whom.

2.9 Skills development review

This template provides a chance for the Employment Specialist and the service user to review progress on key dimensions and on their employment goals. Ideally this form is used periodically and then compared with previous reviews to demonstrate changes over time.

2.10 In work support plan

This document aims to provide a way to explore with your service user what needs to be put in place or considered to maximise the success of the job commencement. The form allows a conversation around key issues and also a chance to formalise any action.

2.11 Job Verification form

This form is used to allow employment specialists to gather evidence to verify that a service user has started work. Evidence for outcomes achieved is a requirement from some commissioners.

Going Back to work

Radar, now Disability Rights UK, has developed a workbook for a service user to work through in planning for a successful return back to work after a period of absence due to sickness or another reason. This workbook can be used by the individual or as a conversation guide between the Employment Specialist and service user. It is available [at this link](#).

Health wellbeing in work

Radar, now Disability Rights UK, has developed a workbook that can be used by a service user or an employer to plan to maximise the health and wellbeing of themselves or their staff. The workbook offers practical advice and guidance and specific planning tools. For further information, please contact support@ipsgrow.org.uk.

Service Quality Forms:

2.12 Employment Specialist supervision form

This template is ideally completed initially by an Employment Specialist before their monthly supervision. The aim is to promote reflective practice and a chance to find opportunities for learning and growth. It then acts as a guide and structure for the supervision session. A final template is completed at the end of each supervision session which documents agreed action and a copy is kept by both the Team Leader and the Employment Specialist

2.13 Employment Specialist weekly employer contact log

As per IPS fidelity, each Employment Specialist is targeted to have a minimum of 6 employer contacts a week. This could include a few contacts with the same employer. This template is aimed to help the ES track their activity for the week and review at team meetings or in supervision. The form could be adapted so 1 sheet tracks the same employer contact. Beginning the job search process early (i.e., within 30 days) demonstrates to service users that their desire to work is respected and suggests a level of belief that there are numerous vocational opportunities in the community. Employment specialists develop relationships with employers, based upon their clients' work preferences, by meeting face-to-face over multiple visits.

2.14 Guidance on monitoring referrals

This tool outlines a way for you to monitor/analyse where your referrals are coming from, in order to best shape service improvement/development

Other Supporting tools:

2.15 IPS service delivery tips

This guide offers suggestions on ways to best build a IPS service and engage with relevant stakeholders. It isn't exhaustive and aims to promote the notion that IPS works best with true integration with clinical teams and partnership working.

2.16 IPS Service Description for clinicians

This template aims to provide a basic introduction to an IPS service aimed at an audience of clinical staff.

2.17 Vocational Interest Exploration Tool for clinicians

A guide for clinicians on how to explore employment goals with service users. The supporting template acts as a guided prompt for discussion between a service user and their clinician and aims to provide a chance for the service user to explore the idea of employment and what may need to occur before a referral to the IPS service.

Last updated: June 2018