SE Specialist Monitoring Form

**Assessment & Planning**
- Ongoing evaluation and planning to identify strengths, needs, resources, and barriers to employment.

**Referral Process**
- Linkage to resources needed to support the person in employment such as Vocational Rehab., Workforce development, or CM Services.

**Job Development**
- Supporting the job seeker to find quality competitive employment consistent with his or her skills, abilities, interests, and desires.

**Job Coaching**
- Providing supplemental job training on or off the job site in partnership with the employer, coworkers, and the supported employee.

**Follow-Along**
- Providing ongoing services needed by an individual to continue performing a job long term.

---

**SE Principles & Activities**

- **Competitive Employment**
- **Integrated Treatment: SE & MH**
- **Benefits Counseling**
- **Rapid Job Searches**
- **Jobs Tailored to Individual**
- **Time-Unlimited Follow-Along**
- **Zero Exclusion Criteria**

---

**Monitor Time Spent in Each Activity**

| Date | | | | | | | | | | | | | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Assessment & Planning/ Benefits Counseling | | | | | | | | | | | | | | | | | | | | |
| Referral Process | | | | | | | | | | | | | | | | | | | | |
| Job Development | | | | | | | | | | | | | | | | | | | | |
| Follow-Along | | | | | | | | | | | | | | | | | | | | |
| Job Coaching | | | | | | | | | | | | | | | | | | | | |
| Non-SE Case Management/ADL | | | | | | | | | | | | | | | | | | | | |
| Medication Drops/Prompts | | | | | | | | | | | | | | | | | | | | |

---

Developed by the ACT Center of Indiana [http://www.psych.iupui.edu/ACT/] and the SECT Center of Indiana, [http://www.sectcenter.org/], 2008.
No one is excluded because of symptoms or anything else.

Zero Exclusion Criteria

No required pre-employment assessment and training, or intermediate work experiences (TE, sheltered workshops).

Rapid Job Searches

Choices and decisions about work and support are based on the person’s preferences, strengths, and experiences.

Jobs Tailored to Individual

Follow-along continues as long as consumers want the assistance.

Time-Unlimited Follow-Along

Planning and guidance to help clients make well-informed decisions regarding Social Security, Medicaid, and other entitlements.

Benefits Counseling

Coordinate SE plans and interventions with the whole treatment team.

Integrated Treatment: SE & MH

Community FT or PT jobs anyone can apply for that pays at least minimum wage.

Competitive Employment