## ACT Team Leader SE Supervision Monitoring Form

### SE Principles & Activities

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

### Supervision

- **Training**
  - Ensures SE training for SE Specialist (SES) & for team by SES.
  - Develops and promotes philosophy: “recovery=work“ and no eligibility barriers to work.

- **Team**
  - Protects & helps structure SES’ time: SE activities not CM.

- **Time**
  - Utilizes data to increase employment: set goals; make adjustments &/or reward team.

- **Outcomes**
  - Developed by the ACT Center of Indiana [http://www.psych.iupui.edu/ACT/] and the SECT Center of Indiana, [http://www.sectcenter.org/], 2008.

### Monitor Time Spent in Each Activity

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment &amp; Planning/ Benefits Counseling</th>
<th>Referral Process</th>
<th>Job Development</th>
<th>Follow-Along</th>
<th>Job Coaching</th>
<th>Non-SE Case Management/ADL</th>
<th>Medication Drops/Prompts</th>
</tr>
</thead>
</table>

Do weekly, biweekly, or at least monthly supervision; fill in hours worked in each area for the period.
**SE Principles**

- **Zero Exclusion Criteria**
  - No one is excluded because of symptoms or anything else.

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

- **Jobs Tailored to Individual**
  - Choices and decisions about work and support are based on the person’s preferences, strengths, and experiences.

- **Time-Unlimited Follow-Along**
  - Follow-along continues as long as consumers want the assistance.

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

- **Integrated Treatment: SE & MH**
  - Coordinate SE plans and interventions with the whole treatment team.

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

**SE Activities**

- **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.