

**Employment Task Force Meeting Minutes**  
**Friday, January 6, 2017 at 9:30am**  
**Michael Barlow Center**  
**2120 W Warren Blvd**

**In attendance:** Gwen Turner, Shannon Stewart, Alexis Canalos, Carrie Thomas, Lizzie Harrington, Nancy Phillips, Chris O'Hara, Danny Nicholson, Otha Gaston, Alan Placek and Katrina Van Valkenburgh.

**Guests:** Debbie Homan, Mary Schepler and Jania Morawiec.

**I. Welcome & Introductions:** There were brief introductions.

**II. Individual Placement and Support Presentation and Q & A:**

Mary Schepler and Debbie Homan for the Illinois Department of Mental Health presented on the Individual Placement and Support (IPS) model. Key points:

- Evidenced based practice; research has shown a decrease use of mental health services.
- Belief that every person is capable of working.
- Effective with individuals with co-occurring disabilities and incorporates harm reduction approach.
- Model is based on an individual's preferences, strengths and experiences and integrates vocational and treatment services.
- Benefits planning and connecting with Department of Rehabilitative Services or other expert happens as soon as the individual starts to talk about work.
- Rapid job search which begins with initial assessment and exploration of opportunities. There is no extensive pre-employment training, assessment or training instead approach. The goal is to connect the individual to employment as soon as possible.
- Employment Specialist builds relationship with employers to gain an understanding of job expectation and has a goal to meet with a certain number of employers per week.
- Once an individual is employed, the Employment Specialist continues to provide follow up support. The support is focused on job maintenance and is not time limited.
- Flow of services is Referral; Engagement (includes benefits counseling); Assessment (develop a job profile); Job Finding (job search is begun within 30 days & discuss disclosure of mental health); Planning for Success (starting the job, maintaining the job and leaving the job) and Additional Services (job shadowing, financial education).
- IPS Fidelity/Process for becoming an IPS provider. There is a fidelity scale and a provider must score 75 or above. The areas scored are:
  - Staffing – No more than 20 individuals on a caseload; one staff person provides only vocational services (engagement, assessment, job development, job placement, job coaching and follow along supports) and connection to clinical teams
  - Organization – Integration of vocational rehab with mental health treatment; collaboration between Employment Specialist and DRS and zero exclusion criteria
  - Services – Includes diversity of job types and employers; assertive engagement and outreach

More information can be found at [www.illinoisips.org](http://www.illinoisips.org).

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Debbie Homan, 708-338-7291, [Deborah.homan@illinois.gov](mailto:Deborah.homan@illinois.gov)

**III. Approval of December 2016 and November 2016 Minutes:** It was noted that the work plan chart approved at an earlier meeting was added to the November minutes. Carrie moved to

accept the November and December minutes; Nancy seconded. The minutes were approved unanimously.

**IV. HIC (Housing Inventory Count) & PIT (Point In Time) Count:**

Employment questions were added to the PIT, specifically Questions 16, 17 & 18.

**V. Coordinated Access Follow-Up:** The Coordinated Access process will include a set of questions that will be asked to everyone by an outreach worker. This means that many staff will be asking the question and most likely will not have knowledge of the universe of possible referrals. Outreach workers will be trained.

The employment questions recommended by the Employment Task Force will be included in the Coordinated Access assessment. The Employment Task Force has been asked to provide a transcript and referral connections so outreach workers can provide appropriate information.

The Coordinated Access assessment also includes two other questions relevant to the Employment Task Force. These questions pertain to currently enrolled in college. If no, would you like to be connected.

The assessment will be completed in February 2017 and the next phase will be to roll out to youth and then individuals.

**VI. Next Meeting & Scheduling:** The Employment Task Force will meet from 9:30am to 11:30am on the 2<sup>nd</sup> Friday of every month. The next meeting date is February 10, 2017. Shannon will update the Outlook meeting request to reflect this change.

**VII. Announcements:**

- Chicago Jobs Council is conducting a survey on Driver's License Suspension; Carrie will provide information to send out the group. The survey deadline is January 20, 2017.
- Center for Changing Lives is recruiting for their next Computer User Support training; classes start February 13, 2017 and applications will be accepted through January 20, 2017. The 8-month training is free and an individual must be 18 years or older.
- Heartand Human Care Services is taking applications for transitional jobs at their farm and the Greater Chicago Food Depository in February. Nancy will send information out to the group.
- Point In Time Count is January 26, 2017 from 8pm to 2am.

**VIII. Adjournment:** Gwen motioned to adjourn; Carrie seconded.