



## **SALISH BHO**

### **CLINICAL POLICIES AND PROCEDURES**

**Policy Name:** EMPLOYMENT SERVICES

**Policy Number:** 11.09

**Reference:** PHIP and State Contract; WAC 388-865-0256;  
WAC 338-877-0720

**Effective Date:** 7/2005

**Revision Date(s):** 12/2013; 5/2016; 6/2017; 5/2018

**Reviewed Date:** 5/2016; 6/2017; 5/2018

**Approved by:** SBHO Executive Board

#### **CROSS REFERENCES**

- Plan: Quality Management Plan
- Policy: Corrective Action Plan

#### **PURPOSE**

The Salish Behavioral Health Organization (SBHO) shall ensure coordination with rehabilitation and employment services to assure that all individuals wanting to work are provided with employment services, supports, and/or opportunities.

#### **PROCEDURE**

All individuals that have a current employment goal listed on Individual Treatment Plan (or Individual Service Plan) meet the criteria for rehabilitative employment services.

1. Identifying staff knowledgeable in and responsible for employment activities
2. In cooperation or partnership with interested parties and financial, promoting access to and use of community employment services available to individuals, which may include:
  - a. Coordination and referral with the Department of Vocational Rehabilitation, WorkSource, and other community-based employment programs.
  - b. Providing supported employment services as an agency
  - c. Agreements between employment service providers and the SBHO or its providers
3. Encouraging employment:

- a. Which provides for maximum integration of individuals into their own identified areas of interest
- b. Which provides support for individuals to secure and maintain employment with supportive services as necessary
- c. Referral to Foundational Community Supports program as appropriate

## **MONITORING**

- 1. The SBHO will review a random sample of individuals who have received supported employment services at each agency. These will be reviewed using the SBHO supported employment chart review tool. See SBHO QMP for chart review compliance thresholds.
- 2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for SBHO approval.