

Job Follow-Along Plans

The treatment plan forms that programs use vary depending on payers, accrediting organizations, and so forth. However, there are some basic elements that should be included in all individualized job support plans: a goal in the person's own words, some basic information about the job, and clear statements about the type and frequency of job supports. A simple rule for individualized plans is that even if the person's name were removed, the employment specialist and other staff would be able to easily identify the person whose plan it is. Below is an example of an individualized follow-along plan.

Goal (in person's own words): "I feel good about having a job again. I hope my new supervisor is more understanding. I'm going to try to get along with my supervisor and hang onto this position for longer than my last job."

Job: Alva starts work next week at a diner. She'll be doing food prep from 3PM to 8PM, Thursday through Saturday. Her job also includes making ice tea and keeping the salad bar stocked and clean.

Objective: Alva will successfully negotiate job issues with her supervisor.

- Employment specialist will meet with Alva and her supervisor every two weeks for the first six weeks. They'll discuss Alva's progress on the job and any issues that she may need to improve. These meetings will also provide Alva an opportunity to talk about how the job is going from her perspective. After six weeks, Alva, the supervisor and employment specialist will decide if they can decrease the frequency of the meetings.
- Employment specialist and Alva will meet together outside of the workplace at least once a week to talk about how the job is going. If there are any issues on the job, employment specialist and Alva will role-play ways that Alva can talk about these issues with her boss.

Objective: Alva will be able to get to work each day that she is scheduled.

- Employment specialist will take the bus to work with Alva the first 2 days that she is scheduled to work. Alva will take the bus on her own after that.
- Alva's case manager will help her purchase monthly bus passes.

Objective: Alva will not use alcohol during the day before going to work at 3PM.

- Alva and her employment specialist will review progress on this objective during weekly meetings.
- Alva's case manager will help her manage her work income so that she isn't tempted to drink more because of the extra income.
- Alva will continue going to her IDDT group so that she can talk about her plans to decrease the amount of alcohol she drinks.