

## Mental Health Services - getting started with Individual Placement & Support implementation

Mental Health Services are the key driver of the preliminary stage of implementing an integrated IPS program in Australia:

Steps to implement	Activities
1. Build an environment for change	There may be varied reactions from management, clinicians, support staff, consumers, family and the wider community so it is important to build a strong consensus prior to implementation. Determine who you will inform and involve from your network of key stakeholders in the implementation process.
2. Increase your knowledge about the IPS model	Research and read relevant IPS evidence based supported employment literature. Disseminate information to motivated and supportive team members. Distribute inspiring employment materials throughout your mental health service. Become conversant with the fidelity scale (ANZ version) and the core practice principles of IPS.
3. Seek executive management approval	Strong leadership and senior endorsement is critical to IPS uptake. Put a proposal forward to management regarding the intention to partner with a Disability Employment Service to deliver an integrated IPS program. Have executive management involved in the planning, implementation and monitoring of the program.
4. Identify a potential IPS site coordinator	This person will continuously reinforce the benefits of employment as a vehicle of recovery, they will remain up to date with IPS research and literature and become familiar with international IPS initiatives. They endorse and promote the model throughout mental health services and with stakeholders. The site coordinator will play a critical role in driving key activities during implementation and ensures monitoring and evaluation occurs at steering committee level.
5. Assess which mental health service will host the IPS program	Mental health services have their own scope and capacity, identify along with staff which mental health team(s) will implement and host a DES IPS employment specialist. Ensure there is an office space, desk, chair and cabinet and car park made available. The DES service will be responsible for providing portable laptop, cell phone and vehicle.
6. Arrange for an IPS presentation	The IPS State Project Lead can visit your service and provide a PowerPoint presentation on IPS, the EOI process and why do we create a steering committee.
7. Identify all DES providers in your MHS catchment	Disability Employment Services are restricted to Employment Service Areas (postcodes), we know that these may not always match the MHS catchment, however we are able to assist with identifying the DES providers that you can formally invite to attend an Expression of Interest forum.
8. Host an EOI forum	Have a senior manager launch your forum, present to all DES providers about your MHS, the team, the population you service and the provision of services. Talk about your expectations and commitment to the IPS program.

	<p>WAAMH can present on the model and evidence of IPS. Formally invite participants to complete a written EOI, distribute EOI information packs and explain the timelines and offer time for questions and answers.</p>
9. Interview and selection panel	<p>Invite applicants to attend an interview. WAAMH and the National Disability Coordinating Officer can assist with this process ensuring that the applicants thoroughly demonstrate their commitment to the full IPS program, however the MHS is essentially responsible for selection and choice of preferred provider.</p>
10. Partnership negotiation	<p>WAAMH have a template partnership agreement that you can utilise, please ensure it meets procurement or contracts standards with your MHS. Go through the roles, responsibilities and expectations of the partnership and ensure both parties are agreeable. Have senior managers sign this agreement.</p>
11. Formulate an IPS steering committee	<p>The steering committee is made up of leadership from both the MHS and the DES provider, site coordinator, champion, employment specialist and any other support staff. This committee is essential to IPS program success, providing structure, monitoring and quality improvement measures.</p>

WAAMH can provide technical assistance and consultation to MHS wanting to implement IPS. Please engage with the IPS State Project Lead Philleen Dickson 9420 7247 for further advice around making your service IPS ready.

Templates for an Expression of Interest Application Procedure, Information Sheet and Partnership Agreement have been developed on your behalf to accelerate the uptake of IPS services.