



IPS Employer Contact Log


Employment Specialist Name: _____




Date	Company Name	Contact Name	Who made the visit	Mode of Contact (in-person, email)	Client(s) considered	Check Y or N					Notes
						Hiring Authority	Learn about employer	Explain IPS program	Talk about candidate	Establish relationship	


Supervisor Signature: _____


Date of Review: _____


Reminders for high fidelity application (3.6 Job Development – Frequent Employer Contact):


-  Each full-time IPS Employment Specialist should make at least **six face-to-face¹ employer contacts per week with hiring personnel** on behalf of clients looking for work. No phone or email contacts will be counted. IPS specialists who work less than 1.0 FTE should prorate the number of face-to-face contacts based on their current FTE (e.g., 0.5 FTE = three face-to-face contact weekly)

-  An employer contact is counted even when:
 -  An employment specialist meets with an employer more than once in a week
 -  An employer contact is conducted on behalf of client-specific or an Employment Specialist's caseload in general (though it is encouraged to attend employer contacts with at least one client in mind)

-  Contacts made by clients without an IPS Employment Specialist present do not count towards the six contact benchmark






-  Employer contacts should be tracked and reviewed in weekly supervision with IPS supervisor





-  Employer contacts are for job development specific: employer contacts do not count in instances after a client has begun working and is receiving follow-along supports

-  IPS Specialists who have been in their role for less than one month will not be counted

¹ OAR 309-019-0105 (66) “Face to Face” means a personal interaction where both words can be heard and facial expressions can be seen in person or through telehealth services where there is a live streaming audio and video, if clinically appropriate.

Reminders for high fidelity application (3.7 Job Development – Quality of Employer Contact)

-  IPS Specialists should build relationships with employers through multiple in-person visits, including the following elements:
 -  Understanding employer staffing needs
 -  Explaining the IPS Supported Employment program and what it can offer to the employer
 -  Describing client strengths that are a good match for the employer
 -  Establishing an employer relationship and setting appointments to follow up on existing or future employment opportunities

-  When gathering information about the employer, make sure to ask questions that will gauge the accessibility of the employer as pertinent to your client(s) needs², including:
 -  Accessibility of the employment building
 -  Accessibility of public transportation to reach employment site
 -  Availability to offer extended break times, as needed

² Refer to your client's needs and the level of disclosure they have allowed to inform which questions you should ask