



Supportive Employment Records Updated 2026

1. Supported Employment 01 (LSF Standard Contract, Incorporated Document 62) Is the supported employment comprehensive assessment completed within 30 days after intake and does it include the following with client input:

The Clients presenting problem?

Information from the intake and evaluation?

The Client's family and friends?

Pertinent service agencies with whom the client has been involved?

Other social support systems that may contribute to the course of treatment and/or supported employment?

2. Supported Employment 02 (LSF Standard Contract, Incorporated Document 62) Is the Supported Employment service/treatment plan completed within 30 days of intake and does it include the following with client input: Employment goals and objectives that are achievable, observable, and measurable? A reasonable timeframe for achieving the employment goals and objectives? Actions needed to attain the employment goals and the staff responsible for each action? Needs and strengths identified in the comprehensive assessment? At least one goal for each treatment issue? Linkage to appropriate agencies when the needed service is unavailable within the agency? Employment goals or objectives for external resources developed by the primary therapist/worker or treatment coordinator on the treatment plan or Supported Employment service plan?

3. Supported Employment 03 (LSF Standard Contract, Incorporated Document 62) Does the Supported Employment client record include: Participant name?

Address and Telephone number?

Date of birth, Sex and Race?

Marital status?

Financial eligibility information?

Guardian contact information for minor clients or emergency contact information, when applicable?

Referral source?

Legal status?

Staff name who has primary responsibility for the client?

Consent for services?

Time-specific, signed, and dated Releases of Information for pertinent contacts, when applicable?

4. Supported Employment 04 (LSF Standard Contract, Incorporated Document 62) Are Supported Employment progress notes prepared at least monthly for individuals with a service or treatment plan, unless the plan indicates a less frequent need, and do the progress notes include:

Contact dates with the client, family, friends, or involved service/resource agencies?

Progress or lack of progress relative to the goals and objectives on the Supported Employment service or treatment plan?

Modifications to the service or treatment plan based on participant needs, resources, findings, or other relevant factors?

5. Supported Employment 05 (LSF Standard Contract, Incorporated Document 62) Does the Supported Employment record contain:

Record ID?

Client initials?

Client identifier?



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6. Supported Employment 06 (LSF Standard Contract, Incorporated Document 62) Is discharge documentation completed in the client record within four weeks of service completion or official discharge and does the termination documentation include:

The reason for termination?

An evaluation of the impact of the agency's services on the client's goals and objectives?

If there is a recommendation for additional services or referrals, the reason for the referral?

The date and signature of the individual preparing the report? If there is no contact for more than 90 days, is the client file closed unless the treatment plan indicates a less frequent contact schedule?