



Supportive Employment Records NEW Sept 2021

1. Supported Employment Clinical Records Cx or Similar Supported Employment Assessment (65E-4.014.6.a)-- Completed 30 days after intake and include the following with client input: a. Presenting problem
2. Supported Employment Clinical Records Cx or similar Supported Employment Assessment (65E-4.014.6.a)-- Completed 30 days after intake and include the following with client input: c. Relationship with family members and significant others
3. Supported Employment Clinical Records Cx or similar Supported Employment Assessment (65E-4.014.6.a)-- Completed 30 days after intake and include the following with client input: d. Service agencies with whom the client has been involved
4. Supported Employment Clinical Records Cx or Similar Supported Employment Assessment (65E-4.014.6.a (1)(2)(3))-- Assessment is completed 30 days after intake and include the following with client input: a. Current and potential strengths and problems b. information from the intake and evaluation c. Description of the client's current and potential strengths and problems, the client's family and friends, pertinent service agencies with whom the client has been involved, and other social support systems that may contribute to the course of treatment and/or supported employment.
5. Supported Employment Clinical Records Cx or similar Supported Employment Assessment (65E-4.014.6.a)-- Completed 30 days after intake and include the following with client input: e. Involvement or need for involvement in social support systems
6. Supported Employment Clinical Records Cx or similar Supported Employment Assess Trx Plan (65E-4.014(6), F.A.C.)--Treatment Plan / Supported Employment Service Plan must be completed, and the actions specified in the plan must be initiated for each active client within 30 days after completion of intake.
7. Supported Employment Clinical Records Cx or similar Supported Employment Client Record (65E-4.014.3.b.8)--Client Record includes: Time-specific release of information, signed/dated by client/guardian, authorizing a designated the agency to receive the information
8. Supported Employment Clinical Records Cx or similar Supported Employment Client Record (65E-4.014.3.b.11)--Client Record includes: Legal status
9. Supported Employment Clinical Records Cx or similar Supported Employment Client Record (65E-4.014.3.b.2)--Client Record includes: Staff name who has primary responsibility of client
10. Supported Employment Clinical Records Cx or similar Supported Employment client records (65E-4.014.3.b.1)--Client Record includes: Marital status.
11. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)--Client Record includes: Guardian contact information for minor clients.
12. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)--Client Record includes: Client Name
13. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)--Client Record includes: Address.



Supportive Employment Records NEW Sept 2021

14. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)-- Client Record includes: Referral source.
15. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)-- Client Record includes: Telephone number.
16. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)-- Client Record includes: Sex.
17. Supported Employment Clinical Records Cx or similar Supported Employment Client Records (65E-4.014.3.b.1)-- Client Record includes: Race.
18. Supported Employment Clinical Records Cx or similar Supportive Employment Client Records (65E-4.014.3.b.1)-- Client Record includes: Date of birth.
19. Supported Employment Clinical Records Cx or similar Supported Employment Progress Notes (65E-4.014.3.c)-- Progress notes shall be prepared at least monthly for clients having a Supported Employment service or treatment plan unless documented otherwise. Content shall include: 1) Contact dates with client, family, friends, or service agencies;
20. Supported Employment Clinical Records Cx or similar Supported Employment Progress Notes (65E-4.014.3.c)-- Progress notes shall be prepared at least monthly for clients having a Supported Employment service or treatment plan unless documented otherwise. Content shall include: 2) Progress, or lack thereof, relative to the service plan or treatment plan
21. Supported Employment Clinical Records Cx or similar Supportive Employment Progress Notes (65E-4.014.3.c)-- Progress notes shall be prepared at least monthly for clients having a Supported Employment service or treatment plan unless documented otherwise. Content shall include: 3) Modified service or treatment plan from changes in client's needs, resources, findings.
22. Supported Employment Clinical Records Cx / Supported Employment Record Requirements--Record ID
23. Supported Employment Clinical Records Cx or Supportive Employment Record Requirements--Client Initials
24. Supported Employment Clinical Records Cx or Supportive Employment Requirements--Client Identifier
25. Supported Employment Clinical Records Cx / Supportive Employment Termination (65E-4.014.3.d)--Termination report must be in the record within 4 weeks after official termination of services. Termination Report shall include: 1) Evaluation of impact of agency's services on client's goals or objectives.
26. Supported Employment Clinical Records Cx / Supportive Employment Termination (65E-4.014.3.d)--If no contact over 90 days, file must be closed, unless service or treatment plan indicates less frequent contact. Reason for termination must be included.



Supportive Employment Records NEW Sept 2021

27. Supported Employment Clinical Records Cx / Supportive Employment Termination (65E-4.014.3.d)--Termination report must be in the record within 4 weeks after official termination of services. Termination Report shall include: 2) Date and signature of individual preparing report.
28. Supported Employment Clinical Records Cx / Supportive Employment Termination (65E-4.014.3.d)--Termination report must be in the record within 4 weeks after official termination of services. Termination Report shall include: 3) If there is a referral, a reason for the referral must be noted.
29. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input: e. 1 goal for each treatment issue
30. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input: g. If service is unavailable within the agency, Primary therapist / worker must link client to appropriate agencies.
31. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input.
32. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input.
33. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input: c. Actions needed to attain the employment goals and staff responsible.
34. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input: b. Reasonable timeframe
35. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following employment goals and objectives with client input: a. Achievable, observable, measurable.
36. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following employment goals and objectives with client input: d. Incorporate needs and strengths from assessment
37. Supported Employment Clinical Records Cx / Supportive Employment Trx Plan (65E-4.014.6.b)--Completed 30 days after intake with the following goals and objectives with client input: Primary Therapist / worker or treatment coordinator shall develop employment goals or objectives for those resources on either the treatment plan or Supportive Employment service plan.