

POLICY AND PROCEDURE

REACH for Tomorrow

Community Integration Program

Employment and Education Support Process

Procedure Number: CI-EES-024

Effective Date: 03/01/2026

Review Date: 03/01/2027

Responsible Party: Director of Medical & Clinical Services

Purpose

The purpose of this procedure is to outline the process used by the Community Integration Program at REACH for Tomorrow to support individuals in accessing employment and educational opportunities that enhance independence, community participation, and long-term recovery.

Scope

This procedure applies to staff providing Community Integration services that include employment readiness, vocational development, educational support, and coordination with workforce or educational partners.

Policy

REACH for Tomorrow supports individuals in pursuing meaningful employment, education, and vocational opportunities as part of recovery-oriented and person-centered services. Staff assist individuals in identifying goals, developing skills, and connecting with community resources that support employment and educational advancement.

Employment and Education Support Process

1. Assessment of Employment/Education Goals

During the assessment process, staff explore the individual's interests, strengths, work history, educational background, and career goals. Barriers to employment or education are identified.

2. Integration into Individualized Service Plan

Employment or education goals are incorporated into the individualized service plan with measurable objectives and interventions designed to support progress toward the individual's goals.

3. Skill Development and Preparation

- Resume development and job search skills
- Interview preparation and workplace communication
- Time management and workplace expectations

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- Study skills and educational planning
- Transportation planning for work or school

4. Community Resource Linkage

Staff may assist individuals in connecting with community resources such as vocational rehabilitation services, workforce development programs, educational institutions, training programs, and employment agencies.

5. Support During Employment or Education

- Problem-solving workplace or school-related challenges
- Developing communication skills with supervisors or instructors
- Supporting attendance and reliability
- Encouraging use of natural supports and workplace resources

6. Monitoring and Progress Review

Progress toward employment or educational goals is reviewed during service plan reviews and reassessments. Interventions may be modified based on the individual's progress and evolving goals.

Documentation Requirements

Employment and education support activities must be documented in the electronic health record. Documentation should identify the intervention provided, connection to service plan goals, and the individual's progress toward employment or educational objectives.

Quality Monitoring

Implementation of employment and education support activities is monitored through supervision, chart audits, and quality improvement activities to ensure alignment with Community Integration standards and CARF requirements.

References

CARF International. (2025). Behavioral Health Standards Manual – Community Integration Services.