

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**



MHRS Bulletin

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SUPPORTED EMPLOYMENT WAITING LIST PROTOCOL

The waiting list protocol established December 1, 2011 has been revised to expedite the referral and movement of consumers into supported employment services. Core Service Agencies that are not certified to provide Supported Employment services will refer all consumers who indicate they are interested in the service to the DMH Director of Supported Employment. The protocol is based on a four step process:

Step 1: CSA's will send supported employment referrals to the DMH Director of Supported Employment. A copy of the supported employment referral form is attached. Complete the form for each consumer and send to the DMH Director of Supported Employment.

Step 2: The DMH Director of Supported Employment will maintain a centralized list of referrals and assign consumers on a first-come, first-served basis to available slots.

Step 3: The DMH Director of Supported Employment will monitor the capacity of the six certified supported employment programs weekly for open slots and forward referrals to the Supported Employment provider within three business days via e-mail.

Step 4: The DMH Director of Supported Employment will monitor the referral process weekly to insure that referrals are made by CSA's as indicated on the Performance Event Screen and received by supported employment programs.

The protocol will start February 1, 2013 with revisions and adjustments made as needed. If you have questions contact Steven Baker, Director of Supported Employment at (202) 673-7597 or steven.baker@dc.gov.

