**INDIVIDUAL PLACEMENT AND SUPPORT (IPS)**

**RELATIONSHIP AGREEMENT TEMPLATE**

**Between**

<Name of Employment Provider>

And

<Name of Mental Health & Addiction Service>

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This Individual Placement and Support Relationship Agreement is made and entered into as of <enter date in full>

BETWEEN

<Insert name of employment provider here>

And

<Insert Mental Health & Addiction Service here>

The relationship of the parties under this Agreement is a joint working relationship with which the parties, who are independent bodies, work together and agree to the roles, responsibilities, and core business of this Agreement, to co-operate with each other in achieving the parties’ objective.

### Te Tiriti o Waitangi

The Treaty plays an important role in promoting and advancing the health of Māori. The parties will operate in accordance with Te Tiriti o Waitangi and the principles of partnership, participation and protection, deepening the commitment to achieving equitable Māori participation and success in employment as a health intervention.

### Guiding values

Guiding values for the relationship between <Name of employment provider> and <mental health & addiction service> include:

* **Collaboration** – recognising that both parties have joint responsibility for the delivery and provision of employment support services and care and treatment
* **Integrity** – Each party acts towards each other with honesty and in good faith
* **Cooperation** – Each party will work in a cooperative and constructive manner recognising the other party’s viewpoints and respecting the other party’s differences
* **Accountability** – Each party must appropriately undertake its own accountabilities and recognise the accountabilities of the other party
* **Respect** – Each party recognises and values the other party’s skills and expertise
* **Quality improvement** – The parties must work cooperatively to continuously improve the quality of services being provided.

### Background

The Individual Placement and Support (IPS) approach is a specific evidence-based approach that integrates care and treatment and employment services to support people with mental health and/or addictions to find and stay in employment.

IPS is based on eight core practice principles – ngā pou pono:

1. **Zero exclusion** – each person who has a desire to work is eligible
2. **Individually tailored** – support is consistent with the person and their whānau choices and preferences
3. **Rapid job search** – begins within 30 days of entering the IPS service
4. **Focus on competitive employment** – real mahi, real pay
5. **Financial guidance** – helps the person transition from benefits to salary and wages
6. **Job development** – employment specialists establish and maintain relationships with local employers
7. **Ongoing support to the employee and employer** – support continues beyond being placed in mahi
8. **Integrated employment and clinical support** – employment specialists are an integral part of mental health and addiction services.

In line with the eight core practice principles, services will abide by best practice and will be evaluated using the Supported Employment Fidelity Scale Australia New Zealand version (IPS-25) or IPS Fidelity Scale for Young Adults (IPS-Y).

### Objective

The core objective of this Relationship Agreement is to increase access to employment support for people with mental health and addictions; and that there is excellence in service provision and best clinical practice.

This will be achieved by the parties working in collaboration, agreeing to the integration of employment specialist(s) in <name of mental health and addictions team>; whereby employment support becomes an integral part of mental health and addiction care and treatment.

### Eligibility for employment support services

People will be eligible to participate in the employment support programme if they are:

* Currently using mental health and addiction services and have a mental health diagnosis
* People who have self-identified as having a real desire to secure competitive employment
* Of working age.

### Roles and responsibilities

Both parties agree:

* To support this ongoing relationship by mutual understandings and agreements between management and staff of <employment provider> and <mental health and addiction service>
* To establish and manage a dedicated IPS Steering Group
* To learn about the IPS employment approach and ensure all members of the Steering Group understand the tenets of the eight core practice principles
* To understand the Supported Employment Fidelity Scale Australia and NZ (IPS-25) if working with adults, or the IPS Fidelity Scale for Young Adults (IPS-Y) if working with young people
* To actively and regularly participate in fidelity review and evaluation processes
* To utilise feedback from fidelity reviews to determine and discuss areas of success and areas of development within the IPS employment support programme
* To examine the system of care and treatment and identify any policies or practices that may conflict with IPS employment support practice
* To promote access to the provision of employment support services, having a clear and defined referral process
* To review and monitor employment outcomes of people accessing mental health services and the employment support programme.

### Core business under this Relationship Agreement

The core business will focus on:

* <Name of employment provider> providing IPS employment support services to people choosing and referred to the employment support programme
* <Name of employment provider> facilitating assessment, employment planning and employment support as part of an efficient and responsive service. Clinical records will reflect this
* <Name employment provider> providing information on any clinical concerns or risks whilst engaging with people using services
* <Name of employment provider> providing updates on employment milestones and success stories
* <Name of mental health and addiction service> providing a streamlined service by referring people with a desire to work to the employment support programme
* <Name of mental health and addiction service> providing information regarding risk, any concerns, or potential issues
* <Name of mental health and addiction service> providing information as necessary regarding clinical and employment support
* <Name of mental health and addiction service> providing information in clinical care and change of circumstances that may impact on employment support
* <Name of mental health and addiction service> to support their workforce to receive relevant training or in-services around IPS employment support.

### Communication

Regular communication and liaison will occur between the parties via:

* Integration and incorporation of the employment consultant(s) within the clinical teams
* Direct conversations between employment consultant(s) and mental health and addictions staff
* Shared appointments with people using services, employment consultant(s) and clinical staff
* The integration of employment support notes in clinical records
* Regular attendance by <Name of employment provider> at relevant and scheduled mental health treatment team meetings
* Regular and ongoing meetings between IPS supervisors and mental health team managers
* IPS Steering Group meetings
* Any other meetings or communication deemed essential.

### Privacy and confidentiality

Both parties confirm their commitment to working together in a spirit of goodwill and ensuring that they will each act in a manner consistent with the legislation and respective organisation’s policies and procedures. Each party agrees to treat as confidential the confidential information of the other party and to treat that confidential information with care.

The parties acknowledge that the collection, use, and disclosure of information under this Agreement must come within the authority provided for such collection, use, and disclosure. Both <Name of employment provider> and <Name of mental health and addiction service> will maintain the privacy and confidentiality of the people accessing employment support services. This includes but is not limited to the Privacy Act 1993 and Health Information Privacy Code 1994. <Add any additional legislation here>.

Sharing of service user information, including referral between the parties will be with the service user’s knowledge and consent.

Both parties will maintain their own client documentation in accordance with the above.

### Associated documents

Supported Employment Fidelity Scale Australia and NZ (IPS-25)

IPS Fidelity Scale for Young Adults (IPS-Y)

Steering Group Terms of Reference

[Note: These documents can be accessed on the Work Counts website: [www.workcounts.co.nz/ips-toolkit](http://www.workcounts.co.nz/ips-toolkit)]

###  Alterations and review

Any alterations to this Agreement can be made when deemed necessary and subject to the approval of <Name of employment provider> and <Name of mental health and addiction service>.

This Agreement will be reviewed <annually/biannually> by those with designated authority from <Name of employment provider> and <Name of mental health and addiction service>.

**Signatures**

Signed for and on behalf of )

<Name of employment provider>: )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed for and on behalf of )

<Name of mental health and addiction service>: )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_