

Learning Supported Employment & Education Services For New SEE Specialists

Week-by-Week Learning SEE Services Training Checklists

Week 1 – SEE Training Activities To be completed by the end of first week in Navigate	
Check When Completed	SEE Activities
<input type="checkbox"/>	♦ Observe weekly team meeting
<input type="checkbox"/>	♦ Observe weekly supervision
<input type="checkbox"/>	♦ Reading – SEE Manual Chapter 1. An Introduction to Supported Employment and Education: Work, School, and First Episode Psychosis ♦ Reading – SEE Manual Chapter 2. Principles of Supported Employment and Education
<input type="checkbox"/>	♦ Reading – SEE Manual Chapter 3. Engagement, Orientation, and Assessment ♦ Reading – SEE Manual Chapter 4. Addressing Illness-Related Challenges to Work and School Functioning
<input type="checkbox"/>	♦ Reading – Team Member’s Guide Chapter 1. An Introduction to the NAVIGATE Team Members’ Guide
<input type="checkbox"/>	♦ Reading – Team Member’s Guide Chapter 2. Background and Rationale
<input type="checkbox"/>	♦ Reading – Team Member’s Guide Chapter 3. Overview of NAVIGATE

Week 2 – SEE Training Activities	
To be completed by the end of second week in Navigate	
Check When Completed	SEE Activities
<input type="checkbox"/>	♦ Observe new client orientation meeting
<input type="checkbox"/>	♦ Observe participation in bi-monthly SEE consultation call
<input type="checkbox"/>	♦ Observe completing SEE Contact Log
<input type="checkbox"/>	♦ Observe completing agency documentation
<input type="checkbox"/>	♦ Reading – SEE Manual Chapter 5. Applying for Benefits ♦ Reading – SEE Manual Chapter 6. Disclosure Decisions
<input type="checkbox"/>	♦ Reading – SEE Manual Chapter 7. The Job Search Process ♦ Reading – SEE Manual Chapter 8. Job Follow Along Supports
<input type="checkbox"/>	♦ Reading – Team Member’s Guide Chapter 4. Logistics of Implementing NAVIGATE
<input type="checkbox"/>	♦ Reading – Team Member’s Guide Chapter 5. Core Competencies of NAVIGATE Team Members
<input type="checkbox"/>	♦ Reading – Team Member’s Guide Chapter 6. Collaborative Treatment Planning
<input type="checkbox"/>	♦ Establish plan for your cell phone access
<input type="checkbox"/>	♦ Establish plan for your internet access
<input type="checkbox"/>	♦ Establish plan for your laptop access
<input type="checkbox"/>	♦ Establish policies for your use of personal car/transportation
<input type="checkbox"/>	♦ Establish policies for client transportation by SEE
<input type="checkbox"/>	♦ Establish policies for your business card
<input type="checkbox"/>	♦ Establish plan for employers and educators to contact you
<input type="checkbox"/>	♦ Establish your schedule including time for working with clients in the community

Week 3 – SEE Training Activities	
To be completed by the end of the third week in Navigate	
Check When Completed	SEE Activities
<input type="checkbox"/>	♦Observe working on Career and Education Inventory with client and/or family members
<input type="checkbox"/>	♦Observe job search with client in the community
<input type="checkbox"/>	♦Observe school search with client in the community
<input type="checkbox"/>	♦Observe job development with employer in the community
<input type="checkbox"/>	♦Observe education development in the community
<input type="checkbox"/>	♦Reading – SEE Manual Chapter 9. The School Search Process ♦Reading – SEE Manual Chapter 10. School Follow Along supports
<input type="checkbox"/>	♦Reading – SEE Manual Chapter 11. Supervision ♦Reading – SEE Manual review appendixes and forms
<input type="checkbox"/>	♦Reading – Team Member’s Guide Chapter 7. Applying for Benefits
<input type="checkbox"/>	♦Visit local municipal library ♦Learn about available education resources ♦Learn about available employment resources
<input type="checkbox"/>	♦Visit local university ♦Visit local office of Student Disability Services ♦Learn university disability accommodation policy ♦Learn university application process ♦Visit university library ♦Visit university student center ♦Obtain and review university course catalogue

Week 4 – SEE Training Activities	
To be completed by the end of the fourth week in Navigate	
Check When Completed	SEE Activities
<input type="checkbox"/>	♦ Observe employment follow along supports with client
<input type="checkbox"/>	♦ Observe education follow along supports with client
<input type="checkbox"/>	♦ Prepare SEE forms and handouts for clients
<input type="checkbox"/>	♦ Meet local Vocational Rehabilitation Counselors ♦ Obtain information on application process for VR
<input type="checkbox"/>	♦ Visit local Career One Stop Center
<input type="checkbox"/>	♦ Visit local Medicaid/State Benefits Office ♦ Obtain information on application process
<input type="checkbox"/>	♦ Visit local Social Security Office ♦ Obtain information on application process
<input type="checkbox"/>	♦ Visit local GED prep program ♦ Obtain information about student assistance services
<input type="checkbox"/>	♦ Visit local adult education program ♦ Obtain information about student assistance
<input type="checkbox"/>	♦ Visit local Community College ♦ Obtain and review community college course catalogue ♦ Learn college application process ♦ Learn college disability accommodation policy ♦ Visit college library ♦ Visit college student center ♦ Visit college office of Student Disability Services
<input type="checkbox"/>	♦ Ride local public transportation systems