Placement Information Form

Overview

This form is used to capture information regarding the different types of placements that may be accommodated during treatment. Options are Community Employment, Situational Assessment, and Other which can be entered as free text to describe any other type of placement.

Applicable Staff

Supportive Employment staff will complete this form. All Avatar users will have access to view the form.

Usage

The form is client and episode specific and can be accessed from the Home View, within a client chart, or by following the menu path Avatar CWS/Mercy Modeled Clinical Forms/Mercy ID Forms/Placement Information Form.

The **Placement Date** field is required and can be a future date if appropriate. In the **Placement Type** area, selecting **Other** activates the free text field adjacent to the Type field and allows entering of any type of placement desired.

The following images show the information that can be captured for placements, if known. Enter as much data as possible/required by company policy.

Placement Date

04/26/2016 [T] [Y] [▲▼]

Placement Type

( ) Community Employment   ( ) Situational Assessment

(●) Other

Other Placement Type

Other

▼

EMPLOYMENT INFORMATION

Start Date

05/03/2016 [T] [Y] [▲▼]

Hourly Rate   15.00

Hours per Week   20

Job Title

Title

Work Schedule

M-F
10A-2P

Employer Name/Address

Name

Employer Evaluation Schedule

Monthly

Supervisor Name/Title

Name

Supervisor Phone Number   888-888-8888

Supervisor FAX Number   888-888-8888

Natural Supports at Work

Supports

Probation Period

1 Month

▼

POSITION SPECIFIC INFORMATION

Attendance/Call Off Procedure

Pro

Time Off Request Procedure

Time

Other activates the free text field below

Availability of Supervision (estimate percentage of time)

10

What are the important aspects of this position?

☐ Speed	☐ Judgement	☐ Teamwork
☑ Repetition	☑ Thoroughness	☑ Routine
☐ Independence	☐ Variability	☑ Other

Other aspect of position

other

When all desired information is entered, click the blue **Submit** button to enter the form into the record.

Tips & FAQ

Any selections made in error can be cleared by clicking the desired entry and pressing F5 on the keyboard.

Technical Information

Menu Location (Avatar CWS/Mercy Modeled Clinical Forms/Mercy ID Forms/Placement Information

Form)

SQL Table(s) - MERCY.midspif

RAD Envelope (if applicable) - cws_c_midspif

Related Forms and Reports (data from one form feeds another report/form)