Evidence suggestions (in addition to information gained from interviews)

In addition to this suggested list, please remember to refer to the relevant anchor points for each item as outlined within the fidelity scale & manual

- **Caseload size –** Caseload list/tracker, IPS Grow spreadsheet
- **Employment services staff –** Client files, ES diaries
- **Voc generalists –** Client files, staff structure chart, service specification/operating policy
- **Integration through MH treatment team assignment –** Caseload list/tracker, IPS Grow spreadsheet showing referral sources or team allocation for each client
- **Integration through frequent team member contact –** MDT meeting minutes, screenshots/walkthrough of clinical system
- **Collab with DWP –** minutes of meetings, diarised meetings, formal agreement for joint working / terms of reference
- **Vocational unit -**
- **Role of the TL –** TL diary, field mentoring / observation checklist (ES & TL), observation reports supervision notes, diary
- **Zero exclusion –** Evidence of workshops delivered to clinical team, evidence of joint ES & clinical appointments, recovery story booklets available to clients not accessing IPS, posters displayed in waiting areas, diary evidence of ES speaking to clients not accessing IPS services
- **Agency focus on competitive employment –** recovery stories shared across the organisation, posters displayed in clinical areas and waiting areas, evidence of co-production.
- **Exec team support –** Steering group minutes, email communication with exec and/or individual meeting minutes
- **Work incentives planning –** Client files, better off calculation screenshots, links with external organisations who complete calculations (e.g., CAB)
- **Disclosure -** Disclosure policy, Vocational profiles/managing personal information records, client files
- **Ongoing work based vocational assessment -** client notes, vocational profiles
- **Rapid job search -** Caseload trackers showing number of days between VP being started and first employer contact for each client
- **Individualised job search –** VP, EE Log, and clinical notes
- **Frequency of employer contact –** ES calendars, EE Log, clinical notes, IWS plans
- **Quality of employer contact –** EE Log, clinical notes
- **Diversity of job types –** EE log, list of job outcomes
- **Diversity of employers –** EE log, list of job outcomes
- **Competitive jobs -** Job outcome data provided by service
- **Individualised follow along supports -** Observation of clinical team meeting, client files including in work support plan, clinical notes
- **Time unlimited follow along supports -** Observation of vocational unit meeting, clinical notes, and client files
- **Community based services -** ES calendar and client files
- **Assertive outreach & engagement -** Client files and clinical notes