



To: Assertive Community Treatment (ACT) Teams

From: NYS Office of Mental Health (OMH), Bureau of Rehabilitation Services, Treatment, and Care Coordination

Subject: Individualized Placement and Supports Initiative in ACT Reporting Requirements

Date: December 8, 2025

On 11/15/2023, [Individualized Placement and Support \(IPS\) Guidance for Assertive Community Treatment \(ACT\) and Community Oriented Recovery and Empowerment \(CORE\) Psychosocial Rehabilitation \(PSR\)](#) was issued by the New York State Office of Mental Health. That guidance provided details on the implementation of IPS for ACT providers including requirements for documentation and training. Adhering to these requirements is essential to monitoring employment services and outcomes in NYS. This memo contains additional clarification to the reporting requirements from NYESS, Center for Practice Innovations, and the Office of Mental Health.

New York Employment Services System (NYESS) Reporting

ACT programs, except for State Operated ACT teams, are expected to be onboarded into the New York Employment Services System (NYESS) and report employment activities. This reporting should be completed on a weekly basis at minimum, while some programs may choose to document these activities daily. NYESS has deferred to the discretion of the ACT programs to determine which frequency is most feasible. ACT teams are expected to be entering NYESS data, which will include vocational services delivered by the ACT Vocational specialist and/or services delivered by the IPS Employment specialist, - including billable or non-billable services. NYESS reporting can be completed by the IPS Specialist, ACT Vocational Specialist or other designated staff.

Each individual who expresses an interest in employment **must** be entered in NYESS, which includes at minimum:

- Active NYESS record - Active implies that there is at least one activity in the NYESS database for that individual.
- All employment and related activities (billable and non-billable) must be entered via the Activities Tab in NYESS.



- All employment experiences, including volunteer, work-based learning, and standard job placements, must be entered in the Jobs Info tab. This information should be updated to reflect changes in the person’s employment status, i.e. was promoted, earned higher wages, lost job, changed job etc.

For questions regarding NYESS, SSA Benefits, and to make connections to external vocational services, please contact the NYESS Regional Employment Liaisons at nyess@omh.ny.gov.

IPS Learning Collaborative and Training Requirements

IPS Learning Collaborative:

ACT Teams must ensure representation attends the IPS Learning Collaborative. The Center for Practice Innovations has established an IPS Learning Collaborative focusing on the development of strong fundamentals of IPS in ACT programs. As stated in guidance:

“The IPS Learning Collaborative will require a varying time commitment from the IPS Employment Specialist(s), averaging between two (2) to five (5) hours per month, depending on the stage of your program’s implementation of the model. The IPS Learning Collaborative will cover initial training of the IPS model, including online training modules; attending statewide webinars, regional technical assistance meetings, and in-person and virtual programmatic technical assistance calls; and submitting annual fidelity self-assessments and monthly performance indicator data.

Staff Training Requirements:

The IPS Employment Specialists [and] ACT staff ... are required to be trained on the IPS model. See [11/2024 - Individual Placement and Support Initiative Guidance](#) for list of required trainings and links.”

The following webinars are part of the ACT IPS curriculum:

- Introduction to the IPS/ACT Initiative
- IPS Basics Part 1
- IPS Basics Part 2
- Importance of Employment
- Work and Recovery
- Supporting Those Who Want to Work



- Hiring and Supervising IPS Specialists
- ACT/IPS Implementation Guide
- Benefits Basics
- Performance Indicators

Webinar recordings can be found at [CPI's learning community](#).

In addition, ACT teams are required to share Monthly Performance Indicators data with CPI. The link to enter data is shared via CPI's distribution list and is due by the 15th of the following month.

For questions related to the IPS Learning Collaborative and specific IPS trainings, please contact the CPI Helpdesk at cpihelp@nyspi.columbia.edu.

IPS Initiative Employment Specialist Vacancy Report

The IPS Employment Specialist Vacancy Report is an OMH report which **must** be submitted monthly by all ACT programs who have received funding, whether there is a current vacancy or not. This report is submitted electronically on the last business day of each month. If you have difficulty accessing or submitting the report, please contact your corresponding ACT Field Office liaison or employmentservices@omh.ny.gov.