

Clubhouse Profile

* 1. Please fill out your Clubhouse profile.

Name of Director	<input type="text"/>
Clubhouse Name:	<input type="text"/>
Year Clubhouse Opened:	<input type="text"/>
Clubhouse Address:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Auspice Agency Name:	<input type="text"/>
Director's Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

* 2. Provide the annual operation budget for the current fiscal year.

* 3. Provide estimated yearly budget allocation for each category.

(e.g., staff-30%, land/lease-30%, transportation-20%, other-food-10%, conference attendance-5%, etc.)

Staff	<input type="text"/>
Land/Building	<input type="text"/>
Transportation	<input type="text"/>
Other	<input type="text"/>

Staff Characteristics

* 4. How many full-time unit staff including the Director do you have?

(Full-time employees are those who work more than 35 hours per week.)

* 5. How many part-time staff do you have?

(Part-time employees are those who work less than 35 hours per week.)

If you don't have part-time staff, skip Q6 and go to Q7.

6. Provide total number of hours each part-time staff works for a week (e.g., how many hours would a part-time employee be working a week?).

Part-time Staff 1	<input type="text"/>
Part-time Staff 2	<input type="text"/>
Part-time Staff 3	<input type="text"/>
Part-time Staff 4	<input type="text"/>

*** 7. Do you have other support staff (e.g., job coaches from your auspice agency, drivers, etc.) who are NOT involved in Work-Ordered-Day activities of the clubhouse?
(If you have none, skip Qs 8-10 and go directly to Q11.)**

Yes

No

8. If yes, how many support staff do you have?

9. Provide total number of hours each support staff works for a week (e.g., how many hours would a support staff be working a week?).

Support Staff 1

Support Staff 2

Support Staff 3

Support Staff 4

**10. Briefly describe the composition of your support staff.
(e.g., 1 job coach from your auspice agency, 3 drivers, etc.)**

*** 11. Do you have any peer specialist(s) hired by your Clubhouse?
(If you have none, skip Q12 and go directly to Q13.)**

Yes

No

12. If yes, how many certified peer support specialists do you have?

Membership

*** 13. Indicate the total number of members who listed your clubhouse in their IPOS
(Individual Plan of Service).**

*** 14. Indicate the total number of unduplicated active* members who attended the Work-Ordered Day during the month of June 2011.**

(*Active defined as attend at least once a month.)

*** 15. Indicate the number of Work-Ordered Days (Monday through Friday, excluding holidays) in June 2011.**

*** 16. Indicate the daily hours per each Work-Ordered Day (WOD) in June 2011.**

	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Hours of the WOD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*** 17. Provide the total number of new members in June 2011.**

Employment

Competitive employment is the goal of each clubhouse. Following are the descriptions of these various types of employment defined by the Michigan Department of Community Health (MDCH) and the International Center for Clubhouse Development (ICCD). Please use the following definitions to complete the questions:

Transitional employment (TE) is defined as a model of supported employment specific to persons with mental illness. It involves multiple part-time work placements with community based employers, paid by the employer. Support services are provided by a clubhouse program prior to and concurrent with the transitional employment experiences. Continued employment support would be available through the psychosocial clubhouse for subsequent job placement. A TE job is a time-limited opportunity, usually 6-9 months in duration. TE positions belong to the clubhouse. In TE, the clubhouse develops and maintains a relationship with the employer and provides on-site training and support. Absence coverage is a key feature of the model. TE can be implemented as individual or group TE.

Supported Employment(SE)provides an employment opportunity that is not time-limited. The position belongs to the member. There is a competitive element to the interview process. In SE, the clubhouse develops and maintains a relationship with the employer and assists with job site development and sometimes training. SE jobs may be full- or part-time. The clubhouse does not provide absence coverage. SE Group Placement (i.e., Mobile Crew) consists of a small group (8 or fewer individuals) which works together at a job site or moves from site to site to perform work. The crew may have their own equipment, and job training and supervision are usually the responsibility of the service provider agency.

Independent Employment (IE) is a job for which the clubhouse provides support as requested by the member. There are no on-job-site services or responsibility to an employer. IE is distinguished from SE by the lack of a relationship between the employer and the clubhouse and absence of on-site supports. In IE, members participate in a fully competitive interview.

18. How many individual TE positions have you had for the period between July 1, 2010 and June 30, 2011?

19. How many members were employed in individual TE for the period between July 1, 2010 and June 30, 2011?

20. Provide the cumulative scheduled hours of participation in individual TE during the period between July 1, 2010 and June 30, 2011.

21. How many members were involved in TE Group Placement during the period between July 1, 2010 and June 30, 2011?

22. Provide the cumulative scheduled hours of participation in TE Group Placement during the period between July 1, 2010 and June 30, 2011.

23. Among members who were employed in individual TE and TE Group Placement, how many members have worked with your auspice agency during the period between July 1, 2010 and June 30, 2011?

24. How many members were employed in individual Supported Employment (SE) during the period between July 1, 2010 and June 30, 2011?

25. How many members were employed in individual Supported Employment (SE) that was not supported by your clubhouse during the period between July 1, 2010 and June 30, 2011?

26. Provide the cumulative scheduled hours of participation in individual Supported Employment (SE) during the period between July 1, 2010 and June 30, 2011.

27. How many members were involved in SE Group Placement during the period between July 1, 2010 and June 30, 2011?

28. Provide the cumulative scheduled hours of participation in SE Group Placement during the period between July 1, 2010 and June 30, 2011.

29. How many members in Independent Employment (IE) were supported* by your clubhouse during the period between July 1, 2010 and June 30, 2011?

(*Support comes in various forms, such as assisting with job applications and interviews as well as informing ways to solve work-related problem and to get along with co-workers)

30. How many members did your clubhouse help* move from Transitional Employment (TE) to SE and IE during the period between July 1, 2010 and June 30, 2011? (*Help members to find jobs, prepare for interviews, solve employment-related problems, benefits planning, offer employment dinners, connect with MRS, etc.)

31. How many members did your clubhouse help* move from Supported Employment (SE) to Independent Employment (IE) during the period between July 1, 2010 and June 30, 2011? (*Help members to find jobs, prepare for interviews, solve employment-related problems, benefits planning, offer employment dinners, connect with MRS, etc.)

Earnings

This section asks about amount earned (gross pay) from the following employment placements.

32. Provide total amount earned from individual Transitional Employment (TE) placements during the period between July 1, 2010 and June 30, 2011.

33. Provide total amount earned from TE Group Placements for the period between July 1, 2010 and June 30, 2011.

Employment Support

34. Indicate the types of employment supports provided by the clubhouse:(Please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> 1. Access to Benefits Counseling | <input type="checkbox"/> 4. Transportation to Work | <input type="checkbox"/> 7. On-site Job Training/Coaching |
| <input type="checkbox"/> 2. Job Seeking Skills (e.g., interviewing, applying online, resume, etc.) | <input type="checkbox"/> 5. Job Development for Individual Members | <input type="checkbox"/> 8. Off-site Job Training/Coaching |
| <input type="checkbox"/> 3. Transportation to Job Interviews | <input type="checkbox"/> 6. Coverage of Employee Absentee | <input type="checkbox"/> 9. Job Support Meetings (e.g., employment dinner) |

Educational Supports

Formal education* programs include all structured and certified programs including technical school, community colleges, supported education, etc.

Informal education** includes assistance with basic skill building such as reading, writing, and math skills.

*** 35. How many members did your clubhouse support in enrolling into formal* education programs for the period between July 1, 2010 and June 30, 2011?**

*** 36. How many members were assisted by the clubhouse to further their informal** educational goals for the period between July 1, 2010 and June 30, 2011?**

Member Support/ Services

For questions 37-40, count each member only once.

*** 37. How many members were provided transportation supports* in June 2011? (*Transportation supports include transportation-related supports provided in the form of clubhouse vans, bus tickets, mobility training, and assistance with utilizing public transportation.)**

*** 38. How many members were involved in volunteer activities independent of your clubhouse for the period between July 1, 2010 and June 30, 2011?**

*** 39. How many members were involved in the clubhouse-supported volunteer activities for the period between July 1, 2010 and June 30, 2011?**

*** 40. How many members were MRS (Michigan Rehabilitation Services) or MCB (Michigan Commission for the Blind) clients for the period between July 1, 2010 and June 30, 2011?**

Health and Wellness

*** 41. Does your Clubhouse provide health and wellness programs and/or education?
If yes, answer to Qs 42-47.
If no, skip Qs 42-47 and go directly to Q48.**

Yes

No

42. Domain #1: Overall Clubhouse Focus

(e.g., wellness committee, wellness presentation, wellness-minded fundraisers, wellness-minded social activity planning, creating partnership with community wellness partners, creating a system of community support around personal wellness goals, etc.)

Describe what this initiative looks like at your clubhouse:

43. Domain #2: Nutrition & Weight Loss

(e.g., wellness-minded menu planning, wellness-minded food preparation, wellness-minded snack shop offerings, nutrition education meetings, publishing nutrition content of meals served, resources for obtaining healthy foods, and group weight loss efforts, etc.)

Describe what this initiative looks like at your clubhouse:

44. Domain #3: Exercise

(e.g., passes to local YMCA/gym/swimming pool, walks at lunch time, exercise opportunities including yoga, Wii Fit, clubhouse bicycle loan system, and highlight WOD tasks that burn calories, etc.)

Describe what this initiative looks like at your clubhouse:

45. Domain #4: Smoking Cessation

(e.g., stop smoking support groups, stop smoking resource sharing with American Cancer Society, tracking number of cigarettes smoked by members, financial aid for the nicotine replacement therapy, etc.)

Describe what this initiative looks like at your clubhouse:

46. Other (Please specify.)

47. How does the clubhouse evaluate the effectiveness of these initiatives improving members' wellness? Please explain.

Housing or Living Situation/ Hospitalization/ Incarceration

For questions 48-54, count each member only once.

*** 48. How many members have been assisted in the housing situation through your clubhouse for the period between July 1, 2010 and June 30, 2011?**

*** 49. How many members were ever homeless for the period between July 1, 2010 and June 30, 2011?**

*** 50. How many homeless members have secured housing with clubhouse assistance for the period between July 1, 2010 and June 30, 2011?**

*** 51. How many members are currently living in group home settings (e.g., AFC homes)?**

*** 52. How many members have moved from group homes to more independent housing with your clubhouse assistance for the period between July 1, 2010 and June 30, 2011?**

*** 53. How many members were admitted for psychiatric hospitalization during the period between July 1, 2010 and June 30, 2011?**

*** 54. How many members were ever incarcerated for the period between July 1, 2010 and June 30, 2011?**

OUTREACH

For questions 55-56, please note that this will involve counting members multiple times.

*** 55. How many members were provided outreach services through phone conversation, e-mail, and/or cards in June 2011?**

*** 56. How many members were provided face-to-face contact outreach services in June 2011?**

SOCIAL & RECREATIONAL ACTIVITIES

*** 57. How many members attended social or recreational activities held on Saturdays, Sundays, and evenings for the period between July 1, 2010 and June 30, 2011?
(Note that this will involve counting members multiple times.)**

*** 58. How many members attended social or recreational activities held on holidays for the period between July 1, 2010 and June 30, 2011?
(Note that this will involve counting members multiple times.)**

*** 59. Access to Clubhouse I:
Provide total number of Saturdays, Sundays, and evenings your clubhouse was open for the period between July 1, 2010 and June 30, 2011.**

*** 60. Access to Clubhouse II:**

Provide total number of legal holidays (e.g., New Year's Day, Martin Luther King, Jr. Day, Fourth of July, Thanksgiving Day, Christmas, etc.) your clubhouse was open for the period between July 1, 2010 and June 30, 2011.

SOCIAL CONNECTEDNESS

*** 61. Does your clubhouse assist members to connect with others in the community? (Examples: NAMI, Rotary Club, photography club, and art club, etc.)**

Yes

No

62. If yes, describe ways that the clubhouse promotes members' social connectedness and increases their community participation.

(Examples: NAMI meetings, self-help groups, etc.)

COMMENTS

In the space provided below, please describe circumstances, procedures, and practices that may better inform the reader around the following dimensions being measured in the survey.

63. Active Membership

64. Employment, Earnings, and Employment Support

65. Educational Support

66. Community Supports

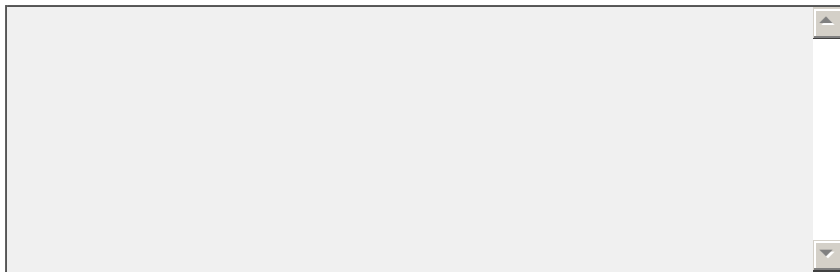
67. Homelessness, Hospitalizations, and Incarcerations

68. Outreach

69. Decision Making and Clubhouse Operation

70. Other

71. Thank you for taking time to complete this questionnaire. Your assistance in providing this information is very much appreciated. If there is anything else you would like to tell us about your clubhouse, or any item on this survey, please do so in the space provided below.



This survey is supported by funds from Substance Abuse and Mental Health Services Administration, Center for Mental Health Services, through the Michigan Department of Community Health.