|  |  |
| --- | --- |
| **Vocational Goal:** |       |

**Required information: To be Completed by the Employment Specialist (ES)**

| **Client Name:**       |
| --- |
| **Report Date:**       | **Month of Service:** |       |
| **Referral Date:**       |
| **Referring VRC:**       |
| **CRP/Agency:**       |
| **Employment Specialist(s):**       |
| **Job Coach(es):**       |
| **Purpose of Service:**       |

***Note: This report is to be used for all Employment Provider Services, with the following exceptions:***

* ***For Community Based Situational Assessment (CBSA) and Assessment to Hire (ATH) use the CBSA and ATH Multi-use form.***
* ***For Discovering Personal Genius (DPG) services use the DPG Staging Record, including cover sheet.***

|  |  |  |
| --- | --- | --- |
| **Services Provided**  | **Fees** | **Number of hours provided** |
| **Job Placement Assistance*** **Job Development**
 | $35/hour |       |
| **Job Search Assistance*** **Job Seeking Skills Instruction**
 | $35/hour |       |
| * **Labor Market Survey**
 | $35/hour |       |
| * **Job Analysis**
 | $35/hour |       |
| **Job Readiness Training*** **Job Skills Training**
 | $35/hour |       |
| * **Transitional Employment Training (Psychosocial Clubhouse)**
 | $30/hour |       |
| **Customized Employment** | $35/hour |       |
| **Technical Assistance Services*** **Business Consultation**
 | $35/hour |       |
| **Assessment*** **Discovering Personal Genius**
 | $35/hour |       |
| * **Situational Assessment/ Assessment to Hire**
 | $30/hour |       |
| * **Wages for Situational Assessment**
 | **(varies by CRP/location)** |       |
| **Pre-Employment Transition Services*** **Pre-ETS- Job Exploration Counseling**
 | $35/hour |       |
| * **Pre-ETS-Work Based Learning Experiences**
 | $35/hour |       |
| * **Pre-ETS-Counseling on Enrollment Opportunities**
 | $35/hour |       |
| * **Pre-ETS-Workplace Readiness Training**
 | $35/hour |       |
| * **Pre-ETS-Instruction in Self Advocacy**
 | $35/hour |       |
| **On-the-Job Supports- Short term** * Job Coaching - Short-term
 | $30/hour |       |
| **On-the-Job Supports- Supported Employment*** Job Coaching – Supported Employment
 | $30/hour |       |
| **Report Writing** (¼ hour increments, not to exceed 1 hour per report) | $30/hour |       |
| **Remote Area Travel\***  | $30/hour |       |
| **Job Coaching for Population Specific Certification/Competency \*\***  | $35/hour |       |
| **Job Development for Population Specific** **Certification/Competency \*\*** | $40/hour |       |
| **Other** (Specify)      | $      |       |
|  |  |  |
| **Total Hours @ $30 per hour**  |  |       |
| **Total Hours @ $35 per hour**  |  |       |
| **Total Hours @ $40 per hour** |  |  |
|  |  |  |

\*As part of CRP contract, select agencies will be provided additional funding to travel to remote areas.

 \*\* As part of CRP contract, select agencies will be provided additional funding to deliver planned services to specific populations pre-approved by central office (i.e. ASL and foreign languages)

**Narrative description of services authorized and provided,** (attach related supporting documents, such as resume, labor market survey, etc.)**:**

|  |
| --- |
| Observations and concerns:      |
| Detail the assistance you provided:       |
| New skill achievement:       |
| Notable behaviors:       |
| Social and interpersonal skills:       |
| Description of new employment barriers not previously reported and your strategies to address them:       |
| Recommendations for on-the-job supports:       |
| Work-site and job modifications required:       |
| Communication barriers noted:       |
| Identify natural supports utilized and methods you used to secure natural supports:       |
| **Narrative description of services authorized and provided**, (attach related supporting documents, such as resume, labor market survey, etc.):   |
| Your attempts to fade supports:       |
| Progress client has made in becoming more independent on the job:       |
| Employer feedback:       |
| Plan of Action for the following month:       |

**Progress Report – Please update the information below regarding progress and barriers encountered since the last report:**

|  |  |
| --- | --- |
| CRP’s availability and activity level  |       |
| Has communication and contact been consistent? Please explain |       |
| Any concerns about Employment Goal? Please explain |       |
| Client Participation – client engagement in the process |       |
| Client Employability and Readiness – Consider soft skills, transportation, hygiene, communication skills |       |
| Resources provided by VR |       |
| Assistive Technology needs |       |
| Training needs |       |
| Recommendation for further JD activities Continue? Discontinue? – please explain: |       |
| Any additional assistance you require to make an effective placement? |       |
| Additional Comments:      |

**Request for Services**

**Month**

|  |  |
| --- | --- |
| **Service** | **Number of Hours** |
|       |       |
|       |       |
|        |       |
|       |       |
|       |       |
|       |       |

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| --- | --- | --- |
|       |  |       |
| Employment Specialist Signature |  | Date |