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| **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.***

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| **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.)**:**

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| 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:**

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| --- | --- |
| 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 |