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| **Participant Name:**  | **Month/ Year:**  |
| **Employment Service Provider:** | **Employment Specialist Name:**  |
| **VRC Name:**  | **VR Office:**  |
| **Discovery** [ ]  ES Discovery[ ]  ES Work Based Assessment | **Job Search/Placement**[ ]  ES Job Search/Placement Assistance (Hourly)[ ]  Milestone 1 | **On-Going Supports**[ ]  Milestone 2[ ]  Milestone 3[ ]  ES On-the-job Supports Short-Term (Hourly)[ ]  Supported Employment[ ]  Youth Extended Services | **Misc.**[ ]  ES Job Readiness Training[ ]  Trial Work Experience (TWE)[ ]  Other: \_\_\_\_\_\_\_\_\_ |

Please follow the directions below to summarize the activities provided each month. There are four sections: Discovery, Job Support/Placement, On-Going Supports, and Miscellaneous. Ensure to open and close the appropriate headings and answer the questions in the corresponding service section(s).

Directions:

1. Open/Close Sections: Use the triangle icons to expand or collapse the sections that represent the service(s) provided. Only open and fill out the sections relevant to the activities conducted during the month.

# Discovery:

1. What specific activities or assessments have been completed with the participant this month? **Describe the nature and frequency of service?**

Things to consider: *Have you observed the participant in different environments (e.g., in public, at home, on the worksite, etc.)? What were your observations? What activities did the participant complete this month? How did the participant respond to different tasks or settings? Does the participant have any specific environmental preferences or work conditions to avoid?*

1. Has the participant demonstrated any new skills, strengths, or interests? If so, please describe.

*Things to consider: What skills or interests has the participant shown this month? How could those skills or interests be utilized on a job site? What strengths has the participant demonstrated this month?*

1. How is the participant progressing toward determining their employment goals?

*Things to Consider: How engaged has the participant been in the discovery process this month? Are they actively participating? Are there any changes in the participant’s attitude or motivation towards work? Have any barriers to employment (e.g., transportation, communication, behavior, etc.) been identified or addressed this month?*

1. How are any new challenges that may affect the participant’s progress being addressed?

*Things to consider: Did you coordinate communication with VRC, participant’s family, support team, or other important individuals? What supports or accommodations have been identified or provided to help the participant in their discovery process?*

1. What steps are planned for the participant’s discovery progress next month?

*Things to consider: Are there any resources or additional supports needed to assist the participant in the next month of discovery? Are there any concerns or recommendations you would like to share with the Vocational Rehabilitation Counselor (VRC)? Is it time to have a touch point meeting to discuss moving towards job development and, if so, has one been scheduled?*

#  Job Search/Placement:

1. Enter Employment goal from Individualized Plan for Employment (IPE):
2. What specific activities have you completed with the participant this month? **Describe the nature and frequency of service?**

*Things to Consider: What jobs have been applied to? Has the participant had any interviews? How were the activities connected to their employment goal?*

1. What did you learn during this month?

*Things to Consider: Does the participant need more interview skills and practice? Has the participant demonstrated any new skills, strengths or interests? Has the participant expressed an interest outside their current goal?*

1. How is the participant progressing toward achieving their employment goals?

*Things to Consider: Is the participant searching for jobs outside of your meetings? Have there been any job offers made, were they considered or declined, if so, why?*

1. How are any new challenges that may affect the participant’s progress being addressed?

*Things to Consider: What supports have been needed? What does engagement look like from the participant? Did you identify any new additional supports or accommodations that will be needed for employment.*

1. What steps are planned for the participant’s progress next month?

*Things to Consider: Is a meeting necessary with VR and, if so, has one been scheduled? Does the employment goal need to be modified? Do you need additional authorizations/services? Are there any concerns or recommendations to share with the VRC?*

# On-Going Supports

1. What specific support has been provided for the participant this month? **Describe the nature and frequency of service?**

*Things to Consider:* *What were your observations?* *Have there been changes in work schedule, management or job duties? Were any new additional supports identified?*

1. Does the participant meet the employer's expectations?

*Things to consider:* *Have natural supports (co-workers, family, friends, etc., see VR Employment Service Manual) been identified or developed? Is the employer providing necessary supports for the participant, does the employer need resources in assisting the participant?*

1. How is the participant progressing?

*Things to Consider: Are there any changes in the participant’s attitude or motivation towards their employment? What level of independence has the participant reached? Have you begun fading of supports?*

1. How are any new challenges that may affect the participant’s progress being addressed?

*Things to consider: Did you coordinate communication with VRC, participant’s family, support team, or other important individuals.*

1. What steps are planned for the participant’s progress next month?

*Things to Consider: Are there any resources or additional supports needed? Are there any concerns or recommendations you would like to share with the VRC? Is it time to have a touch point meeting and, if so, has one been scheduled?*

# Misc. (Job Readiness Training, Trial Work Experience, etc.)

1. What specific activities have been completed with the participant this month? **Describe the nature and frequency of service?**

Things to consider: *Have you observed the participant in different environments (e.g., in public, at home, on the worksite, etc.)? What were your observations? What activities did the participant complete this month? How does the participant respond to different tasks or settings? Does the participant have any specific environmental preferences or work conditions to avoid? Were any new additional supports identified?*

1. How is the participant progressing?

*Things to Consider: Are there any changes in the participant’s attitude or motivation toward the goals? Have they shown any new skills or interests?*

1. Have there been any new challenges that may affect the participant’s progress?

*Things to consider: Did you coordinate communication with VRC, participant’s family, support team, or other important individuals? Did you identify any new additional supports or accommodations that will be needed for employment?*

1. What are the next steps planned for the participant?

*Things to Consider: What is still being assessed and what activities will be completed?*