

Note: Sample forms not required but supported employment reports should include same types of information

1.Accept/Decline: Use same form as for non-supported employment referrals

2. Sample JSS instruction Report Template for Supported Employment:

Number of hours Authorized _____

Activities:

Resume Development: Date(s) _____ # of hours _____ (provide copy to participant. Save on thumb drive (to be provided by the agency) and provide to counselor).

Master Application: Date(s) _____ # of hours _____ (provide copy to counselor).

Interview Skills: Date(s) _____ # of hours _____

Dress, grooming hygiene

Answering interview questions

Mock interviews

Other _____

Participant progress, strengths and needs: _____

Job Search: Date(s) _____ # of hours _____

Identifying employers and good job matches

Networking (does participant or family have any contacts job developer can follow up on)

Other _____

Participant progress, strengths and needs: _____

Work Behaviors: Date(s) _____ # of hours _____

Attendance

Punctuality

Dress, grooming, hygiene

Interactions with supervisors

Interactions with co-workers

Work place expectations

Production—getting things done as expected

Other _____

Participant progress, strengths and needs: _____

Other Date(s) _____ # of hours _____

Describe _____

Total hours of JSS Provided: _____

3. Job Placement Plan-use same template as for non-supported employment referrals

- Developed jointly with participant
- Individualized and specific responsibilities assigned according to needs and strengths of participant
- Copy provided to participant and counselor

4. Preliminary Job Fit Analysis Authorized yes no

If yes # of analyses authorized: _____

Analysis #1: Employer and location: _____

Date of job site visit _____ Number of hours _____

Activities informational interview job shadowing other _____

Discussed pros and cons of job with participant: yes

Participant feels it is a good job match? Yes No Other (explain) _____

Why or why not? _____

Job Developer feels it is a good job match:

Yes No Other (explain) _____

Why or why not? _____

If a good match will the employer consider hiring the client? Yes No explain: _____

5. Job Development: (monthly reports)

Sample #1: Month: June 2014

Week of June 1, 2014 Met w/ client, assisted him to identify organizations that hire for lobby attendants. Discussed possible pros and cons of each company that is hiring in order to help determine which would be a good fit for him. Based on our research client choose to submit applications with XXX, YYY and NNN. Assisted him to complete and submit applications.

Week of June 8, 2014: Called XXX and YYY to follow up on client’s application. XXX indicated they will review application and get back to me. Left message for YYY. Dropped by NNN Company, as they seemed to be the best fit for him. Introduced self- to HR manager, explained supported employment, advocated for interview. HR manager to discuss with supervisor

Week of June 15, 2014 Dropped by YYY—no one available to meet with me Called client to update. He is going out of town for a few days and will not be available for interviews. We agreed I would wait until next week to follow up with all three employers.

Week of June 22, 2014 Contacted XXX. They indicated they have more qualified applications to interview. Called YYY again, left another message. HR Dept. at NNN arranged for me to meet with unit supervisor at NNN. Explained supported employment, advantages, incentives etc. They agreed to interview client. Met w/ him prior to the interview to familiarize client with NNN environment, company expectations and priorities, discussed possible questions unique to this company. Accompanied client to interview, he did well in interview. Employer will notify when a decision is made

Sample #2: (daily or weekly)

Month: June 2014

Date:	Contacts (in-office, phone call etc.)	Activity and Results
6/5/14	In-office meeting	Assisted client to identify organizations that hire for lobby attendants. Discussed possible pros and cons of each company that is hiring in order to help determine which would be a good fit for him. Based on our research client choose to submit applications with XXX, YYY and NNN. Assisted him to complete and submit applications
6/10/14	Calls to employers	Called XXX and YYY to follow up on client's application. XXX indicated will review application and get back to me. Left message for YYY
6/12/14	Employer site visit	Dropped by NNN company, introduced self- to HR manager, and explained supported employment, advocated for interview. HR manager to discuss with supervisor.
6/18/14	Employer site visit and call to client	Dropped by YYY—no one available to meet with me Updated client on activities. He will be out of town for a few days so will follow up with all three employers next week.
6/23/14	Follow up phone calls with employers	XXX indicated they have more qualified applications to interview. Left another message with YYY. HR Dept. at NNN arranged meeting with unit supervisor on 6/25.
6/25/14	Meeting with employer and call to client	Met with NNN unit supervisor explained supported employment, advantages, incentives etc. Arranged interview for lobby attendant on 6/28/14 Call to client—will meet 6/27/14 to prepare for interview,
6/27/14	In office meeting with client	Interview prep: familiarized client with NNN environment and company expectations and priorities, discussed possible questions unique to this company etc.
6/28/14	Interview	Took client to interview. Client did well. Again discussed pros of hiring client with employer. Employer will notify when a decision is made.

Sample #3 Month: June 2014

Job Development Activity	Week of: 6/1-6/7	Week of: 6/8 - 6/14	Week of: 6/15-21	Week of: 6/22-6/28
Applications or Resumes submitted: (indicate if job developer or participant submitted and to which employer it was submitted)	Provided hands on assistance submitting applications for lobby attendant to XXX, NNN & YYY			
Interviews (indicate company and if client attended independently or was accompanied by the job developer)				Job developer accompanied client to interview at NNN. Client did well. NNN to notify when decision made.
Employers contacted (indicate if the job developer or client contacted the employer, Who was contacted and how, what was discussed and outcome/results)		Call to XXX -will review clients application, Left message for YYY, Dropped by NNN—met with HR manager who will discuss with unit supervisor	Dropped by YYY, no one available to meet with me. No other contacts as client out of town for a few days.	Called XXX to follow up on application—they indicated they have more qualified applications. Called and left second message with YYY Met w/ NNN unit supervisor to explain supported employment, successfully advocated for interview
Job Leads provided to client by job developer	Assisted client to identify organizations that hire for lobby attendants. Discussed possible pros and cons of each company that is hiring in order to help determine which would be a good fit for him. Client chose three leads to pursue.			

Other job leads (obtained on-line or from other sources)				
Phone calls with client: items discussed or action taken			1--Called to update on activities	Call to coordinate upcoming interview
Meetings with clients: items discussed or action taken	One meeting-(see job leads above)			Meeting to prepare for interview
Issues: that developed or remains unresolved: (transportation, health, behavior etc.)				
Other:				

6. Placement: Use same verification of employment form as for non-supported employment cases

7. Follow Along: Use the same 30, 60 and 90 day reports as for non-supported employment cases. Case note all follow along contacts with the participant and employer and provide to counselor.

Sample Follow Along Case Notes:

7/12/14: Met w/ supervisors and manager prior to start date to educate on supported employment and discuss long term support plans. Supervisors committed to making this a good match and identified an employee named Jane who would make a good mentor. Initially will have him work 3 days a week during "slower shifts" while he acclimates to the job and job duties. As he learns job duties they will add more hours and have him work busier shifts.

Week one of employment:

7/14/14: Met client at work site. He began employment this date. Introduced him to his job coach and Jane. Job developer facilitated discussion between client, Jane and job coach regarding support and mentoring needs. While the job coach has been hired to teach him his job duties, it is anticipated Jane, the supervisors and other co-workers will provide long term supports.

7/16/14: P/C to client, who reported there is a lot to learn, but the job coach is helping him. P/C to supervisor who indicated client slowly learning duties--having a job coach is helpful.

7/17/14: Text to employer who responded everything seems to be going smoothly with the help of the job coach. P/C to client who indicated he is beginning to understand duties.

Week two of employment:

7/21/14: Site visit—supervisor, client and job coach all indicated it was difficult for client to remember job duties after having several days off, but job coach is working on completing a chart for client. He gets along well with his co-workers and they have started providing him and the job coach helpful tips.

7/24/14: P/C to client. Indicates everyone is nice at work and he is glad to have something to do besides watching TV. Text to supervisor—client doing well.

Week three of employment:

7/28/14: P/C to client and employer: Chart helpful—client did better remembering job duties after being off several days.

7/31/14: Site visit—observed client. Client, job developer and job coach all indicate he has been remembering duties and doing well. Job coach has begun fading.

Week four of employment:

8/4/14: Site visit. Supervisor indicated client remembered all job duties after being off several days. Observed him working and he appeared to be doing well and happy. Jane providing additional support when job coach is not there.

8/7/14 P/C to client—he reports all is still well. Text to supervisor who indicate they are satisfied with his work.

30-60 days of employment:

8/14/14: Site visit—met w/ supervisor and client. Job coach has faded to twice monthly job site checks. Co-workers are providing extra support when needed.

8/21/14: P/C's to supervisor and client. Supervisor reports that as client becomes more confident he is interacting more with co-workers and is a delight to work with. They are adding an extra shift to his schedule this week. Client reports he is excited about doing well enough to add another shift and hopes a 5th shift can be added soon.

8/28/14 Site visit—Observed client doing job and interacting with co-workers. Appears he and his co-workers enjoy each other's company. Supervisor said he did well on the extra shift. If he continues to do well on his four shifts this week they will add a 5th next week.

9/4/14: Text to supervisor-responded 5th shift is being added this week. P/C to client—excited about the 5th shift.

9/11/14: Checked in with supervisor and client. Both reported 5th shift worked well.

60-90 days of employment:

9/18/14 Site visit: Client reports he continues to do well, enjoys job. Supervisor reports he is independent in regular duties, but goes to supervisor or Jane if faced with unfamiliar situation. Supervisor reports client raises the moral in the work place as he is confident and happy which helps spreads a good attitude among other employees.

9/25/14: P/C to client. Still doing well on 5 shifts. Employer reports doing well.

10/2/14: Site visit—explained I would discontinue follow along in another couple weeks—asked if any issues that need to be addressed before then. Supervisor and client both reported no issues. Client happy with job and supervisor very happy with job performance. She indicated she wished all her employees were as dedicated and reliable as the client.

10/9/14: P/C to client and supervisor. All continues to go well.

10/14/14: Final site visit. Client doing well, reports satisfaction with job. Employer so satisfied with client that will interview other candidates referred by this job developer. Jane and other co-workers continue to provide support if needed.