

Task Note Examples

Correct:	Incorrect:
<i>Summarize email exchange:</i>	<i>Copying and Pasting an email exchange:</i>
<p>I was introduced to the parent via email by previous specialist who was working with the family. Based on email exchange, work- based learning is of interest to the family and we will explore this in more depth soon.</p>	<p>My name is _____, with Nebraska VR. I will be taking over for _____ at ABC School moving forward. I am glad to hear that you feel a work based learning experience would be beneficial for him. Do you have any job areas you feel would benefit him the most, or is the scheduling the most important aspect. Last we spoke to Mike he stated he felt he should wait to look at work until after summer, what are your thoughts on the time frame? Thanks,</p> <p style="text-align: right;">Rehabilitation Specialist 111 Main Street 402-555-5555</p> <p>From: " _____@aol.com" < _____@aol.com> Date: Thursday, January 26, 2017 at 8:12 PM To: " _____" < _____@nebraska.gov> Cc: " _____" < _____@nebraska.gov> Subject: Re: Michael</p> <p>Thanks for getting back to us. The work based learning experience sounds great. Mike is open to try anything. It would important to work with his school & band schedule. Thanks for your help! Bruce & Sue</p> <p>-----Original Message----- From: _____ < _____@nebraska.gov> To: brucesue <brucesue _____@aol.com> Cc: _____ < _____@nebraska.gov> Sent: Wed, Jan 25, 2017 4:37 pm Subject: RE: Michael _____ Good afternoon Sue, We met with Michael last week. As discussed, the way VR works with students in school has had some changes. VR can provide Pre-Employment Transition services (job exploration, work based learning, counseling in post secondary opportunities, work readiness training and instruction in self advocacy). Michael is a good candidate for a work based learning experience. A work based learning experience is an opportunity to explore the work place and learn skills needed for long term employment. A work based learning experience can be a paid experience. We can work with Michael to determine a placement for him. We would love to have your input on where you believe he can be most successful. On a side note, I have been offered a new position at VR. _____ will be the new VR contact for ABC School. She has been to ABC School and has met with Michael. Thank you Sue. Let us know your thoughts on a Work Based Learning experience for Michael.</p> <p style="text-align: right;">Nebraska VR 111 Main Street 402-555-5555</p>

Correct:	Incorrect:
<i>Thorough Employment Discussion:</i>	<i>Employment Discussion lacking information:</i>
<p>Met with Juan at VR office. WHY THE INDIVIDUAL CAME TO VR: He was referred by his probation officer, Nancy . He doesn't have a job that has a steady paycheck, but is buying cars at auctions and fixing them and re-sells them as his own business and has been doing it for 3-4 years. PRESENTING IMPAIRMENT: He reported having neuropathy in his hands as a side effect of chemo. He had colon cancer in 2014 and had chemo treatment with that. He had a CD evaluation that stated he had cannabis use disorder-moderate. He takes UAs frequently and they have all been clean. He still sees Dr. Huyck in with CHI for cancer follow up and sees every 6 months. He doesn't take any medications now. HOW THE IMPAIRMENT CAUSES VOCATIONAL ISSUES: He said that when he works on cars with tools that he squeezes, his hands get numb and he loses strength in them. GENERAL WORK HISTORY: He re-sells cars on his own now. He has done work installing stainless steel parts and did welding. He still does welding now on cars. GENERAL EDUCATION HISTORY: He has a GED. He has an Associate degree in business that he got while going to school in California. FAMILY SITUATION: He lives with his girlfriend. He has his mom and other family in town and they are a positive support for him. LEGAL SITUATION: He will be on probation for 9 more months. He was in jail from 1/17 to 4/20/17 and started probation then. He had charges of possession of a controlled substance in 2017 and he fled from the police and got a charge for that. OTHER AGENCIES INVOLVED: None reported. He is supposed to go to AA for probation and goes to his first meeting tomorrow. ECONOMIC SITUATION: His income varies and he doesn't track it on a log book or anything. He did get SSI since 2015, but that stopped while he was in jail. He believes the last check he got was in January of 2017. He would like to see if he could receive SSI again. IMPRESSIONS: He is open to looking for steady employment to have more consistent income. He said it can be stressful to not know how much he will earn from selling cars. He appeared to be in the contemplative phase, as he wants to find a steady job, but would benefit from job placement and career counseling. He watched the VR orientation video and made choice to apply for services. NEXT STEPS: Juan will complete VR workbook and bring to next meeting on 5/24 at 12pm at VR office. VR will request records and information from SSA to see if he would be eligible to receive SSI again.</p>	<p>Met with Juan. He has drug abuse and has neuropathy. He is working now but the work is not stable. He has some legal charges in his background. He wants help finding stable work so we made an appointment for next week.</p>

Correct:	Incorrect:
Objective and Concise:	Incomplete and Confusing:
<ul style="list-style-type: none"> • Called Jane, Employment Specialist, about issues with Martha missing work. Left a voicemail with Martha to call me about her absences at work in order to see if there are any issues. • Received and reviewed most recent medical exam dated 2-14-13. • Received a voice mail (vm) from Kellie John's, guardian. She said that she has a home visit scheduled for 3/19. Returned call and left vm that I could attend and also told her about the quarterly review for April 26th at 1:30. Called Jerry and Bob about the meeting and they will be in attendance. 	<ul style="list-style-type: none"> • Received a call from JW about AB to discuss the plan. JW wants me to help AB. JW states that AB is having his cousin TB become his payee. MS did not feel comfortable with this. KE also told me that AB sister (MB) is willing to have AB share an apartment with her. I told JW to have AB and MB call me so that we can arrange a meeting. • spent time- no records yet...gathered work history and talked about f/c limitations. Jane describes f/c limitations in Communication-Interpersonal Skills - work tolerance. She also describes limits related to past vision surgery and dyslexia(SCHOOLS 12 yrs ago). Jane is on unemployment but was penalized for leaving her home.. she applies for jobs..2 per week and more. She is living in HUD housing and get food stamps..no other support- needs help with gas and cat food. • Received a call from April about John and was told services were good. • Called Jo about information about my client. Gave her info.

Impressions	Opinions
Correct: Impressions	Incorrect: Opinions
<p>Kate appeared to be upset as evidenced by crying throughout the appointment.</p> <p>Today Chloe came on time for her session and was joined by her mom. The impression gained from today's session indicates Chloe's lack of self advocacy skills as evidenced by her unwillingness to answer questions. it was observed during today's session that Chloe will look to her mom to answer for her.</p>	<p>I think Kate was having a bad day today and should not have come to her session with me because all she did was cry.</p> <p>Chloe was on time for her session today and was joined by her mom. Chloe did not want to answer any of my questions. It is my opinion that Chloe is too shy and her mom takes care of everything for her.</p>

S.O.A.P. Notes

S= Subjective {Client's view of employment situation, impairment, impediment, etc}

O= Objective {Specialist's objective observations of the client's progress or lack thereof}

A= Assessment {Specialist's assessment of the client's affect, skills and ability, employment needs, etc}

P= Plan {Includes Next Steps for client's case as well as planning progress}