**Supported Employment Case Review**

**Provider** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Client** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employment Staff/Job Coach** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Review** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plan for Job Development**

1. How soon was the client contacted after the VR referral was made?
2. Was the plan for job development completed within two weeks; if not, was an extension requested and agreed to? Reason?
3. What individualized activities were included on the report?

**Job Search and Placement**

1. Number of days to job placement \_\_\_\_\_\_\_\_
2. If job placement did not occur in 90 days, was a team meeting held? Did this result in any changes to job search strategy?
3. Does the job match the IPE goal (job type, hours, etc)?
4. Was the report submitted prior to the job start date?
5. Is there evidence of weekly contact? Services provided (applications submitted, interviews completed, employers contacted, etc).
6. Is there evidence that monthly updates were provided to the VR Specialist?
7. Is the projected interventions section complete, citing specific services/activities that will be offered to the client?

**Job Coaching and Support**

1. Does the report(s) contain specific examples of what services were provided?
2. Was the report and invoice submitted prior to the end of the following month?
3. What was the job coach percentage per month? (include hours of job coaching and support).
4. Does this level of intervention match what was listed on the job placement report?
5. Is there evidence that monthly updates are being provided to the VR Specialist?
6. Is there delivery of agreed upon services/supports? What is the outcome of these services?

**Job Stability**

1. What month was job stability determined?
2. Was the job stability report completed and sent to the VR Specialist?
3. Did the report contain specific detail on the stabilization criteria?
4. Was a team meeting held to celebrate employment success and discuss transition to extended services? What was the outcome of this meeting?

**Extended Services for Youth (if applicable)**

1. Are there specific examples of what services were provided?
2. Was the report submitted prior to the end of the following month?

**Summary/Recommendations**

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