



Completing the Employment Services Progress Report

Presented by Kate Drake, M.Ed, CRC
Staff Specialist, Community Rehabilitation Programs.

**Or,
Better Known As:**



You want to be paid, right?



Sample Demographic Information

Employment Services Progress Report

Report Period: _____ to _____ Report Date: _____

CRP Name: _____ Phone: _____

CRP Contact: _____ Email: _____

DORS Counselor: _____ Phone: _____

Consumer Name: _____

DORS Employment Goal (as stated on IPE): _____

Targeted Number of Hours per Week (as stated on IPE): _____

Primary Disability: _____

Is Consumer an Ex-Offender: Yes No



Complete the Demographic Information

- ▶ Include the Date of the Report Period (which month) and Report Date
- ▶ Provide the CRP Name and Phone Number
- ▶ Provide the CRP Contact Person's Name and Email
- ▶ Write the name of the DORS Counselor and their Phone Number
- ▶ Indicate the Consumer's Name
- ▶ Write the DORS Employment Goal as noted on the individual's IPE
- ▶ Indicate the targeted number of hours per week the consumer would like to be employed
- ▶ Write the Individual's Primary Disability
- ▶ Answer whether the Consumer is an Ex-Offender

Why Is the Demographic Information Important

- ▶ To assure the report accurately reflects the:
 - ▶ Correct time period
 - ▶ Name of the individual
 - ▶ The Employment Goal is in agreement with the goal on the IPE
 - ▶ The individual is placed in a position that meets their expected goal and number of hours.
 - ▶ The disability is listed to encourage conversation with the individual regarding any accommodations or modification that may be needed.



Check the Authorized Service the Report Covers

- ▶ Select the appropriate box or boxes for the service(s) that the provider has been authorized to provide.
 - ▶ These boxes will help you to decide which areas of the report are required.
 - ▶ Ex. If Job Development Prep is checked, you will complete the section marked job development prep and follow the instructions under Job Development Prep





Authorized Services for Report

Check the authorized service this report covers:

Job Development Prep Job Development Interviewing Assistance
Short-Term Job Coaching for Individual Not Requiring Supported Employment
Supported Employment: Intensive Job Coaching Before Transition to DDA
Supported Employment: Intensive Job Coaching Before Transition to BHA
Supported Employment: Intensive Job Coaching Before Natural Supports Transition
Supported Employment: Youth Extended Services



Job Development Prep

- ▶ This service is to be initiated (and hopefully completed) within 30 days from the date of the authorization.
- ▶ 8 hours maximum
- ▶ 2 hours each may be authorized for Resume Development, Cover letter Development, Interviewing Practice and the Preparation of a Job Placement Plan.
- ▶ List the agreed upon activities, the date the service was provided, the hours used and result.
- ▶ For resume development, cover letter development and a job placement plan, all of the products **must be attached to the report.**
- ▶ Total the number of hours used for that month for Job Development Prep



Job Placement Plan

- ▶ DORS does not prescribe a specific form. The provider may create a form on their letterhead.
- ▶ The Job Placement Plan must contain **at a minimum:**
 - ▶ the employment goal,
 - ▶ the agreed upon number of meetings per week,
 - ▶ the responsibilities (activities to be completed) of the consumer and CRP staff, and
 - ▶ the consumer signature.

Sample Job Placement Prep Report

	Activity	Date	Hours	Result
1	Resume Developed	8/1/19	2.5	Updated Resume (Attached)
2	Cover Letter Created	8/7/19	2	Updated Cover Letter (Attached)
3	Practiced Interviewing Skills	8/14/19	1.5	Created Interview Reminder List (Attached)
4.	Job Placement Plan Developed	8/21/19	2.0	Attached
5.	Total Number of Hours		8.0	



Plan-Driven Job Development

You are issued 20 hours per authorization, up to 60 hours, for Job Development. The first 40 may be issued by the counselor. The final 20 requires supervisory approval.

Attach the Job Log and the Daily Record used for Job Development

- ▶ List each activity separately.
- ▶ Activities should be developed from the **Job Placement Plan**
- ▶ Activities will have a **Targeted Achievement Date**.
- ▶ Indicate whether the activity has been achieved.
- ▶ As activities are achieved, new goals may be developed.

Plan Driven Job Development Sample

Plan-Driven Job Development Activities (From IPE or Job Placement Plan)	Targeted Achievement Date	Achieved	
		Yes	No
1. John will bring 4 job leads to each meeting	8/14/19	X	
2. John and Employment Specialist will meet 1x/week to discuss job leads and submit applications	8/14/19		X
3.		Yes	No
4.		Yes	NO
Total Number of Hours:			

Sample Job Log

**Maryland Division of Rehabilitation Services
Job Development Log**

Client: _____ **Month/Year:** _____ **Job Preference:** _____

Preferred Work Hours: _____ **Preferred Wage:** _____

Date	Business Name & Address	Phone Number	Contact Person	Job Type/ Title	Contact Type	With Client Present	Results of Job Development Activity and Needed Follow-up	Hours
_____	_____	_____	_____	_____	<input type="checkbox"/> At Business <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> At Business <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> At Business <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> At Business <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
_____	_____	_____	_____	_____	<input type="checkbox"/> At Business <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Internet	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____

CRP Staff Name: _____ **Client Signature:** _____

Date: _____ **Date:** _____



Interviewing Assistance

This is **Federally mandated** reporting information

- ▶ The **only two services** that can be listed here are:
 - ▶ Transporting an Individual to/from an interview
 - ▶ Accompanying the individual in the interview
- ▶ List the activity/location, the date, hours and result
- ▶ **Don't forget to use the job log and Daily Activity Record to demonstrate the hours used and the result.**
- ▶ **Do Not** Use Interview Assistance to account for Interviewing Prep and other services not outlined above.

Interviewing Assistance

Activity/Location	Date	Hours	Result
Drove Sue S to Home Depot for Interview	8/1/19	.5	Completed Interview
Participated in interview with Sue S. at Barnes and Noble	8/2/19	1.0	Completed Interview. Expect call back
Total Number of Hours		1.5	



Total the Hours Used for that report month

- ▶ Total the hours used to Job Development Prep. If that service was not provided/authorized, indicate "0."
- ▶ Total the hours used for Plan-Driven Job Development. If that service was not provided/authorized, indicate "0."
- ▶ Total the hours used for Interviewing Assistance. If that service was not provided that month, indicate "0."
- ▶ Add all of the hours and indicated the cumulative hours for this report
- ▶ Indicate the cumulative hours used to date. The hours of this months report added to the previous months.

Employment

- Indicate whether the individual was placed in a position that month.
- If yes, complete the information outlined below and the **Employment Verification and Incentives Report**
- Request an authorization from the counselor for job coaching
- Use of Fading Chart



Employment Verification Form

CRP Employment Verification with Request for Placement Incentives and/or Employment Stability Service Fees

Prior to submitting the completed [Employment Services Progress Report \(RS-7d\)](#) with the invoice, a CRP may use this form to alert DORS staff when a consumer has 1) become employed, 2) achieved stability in employment, or 3) verified employment information during the third month of employment stability. This form is required to request placement incentives and/or employment stability service fees. It does not supplant full completion of the [Employment Services Progress Report \(RS-7d\)](#).

Part 1: Employment Information

Consumer Name: _____
Employment Start Date: _____
Name of Employer: _____
Employer Address: _____
Work Location Address: _____
O*Net Job Title and Code: _____
Average Hourly wage (including tips): _____
Average Number of Hours Per Week: _____
Benefits Available: Presently After 90 days
AbilityOne or MD Employment Works Position: N/A AbilityOne Employment Works

Part 2: Employment Stability

•**Document the Employment Stable Date:** _____ No further DORS-funded job coaching is needed to stabilize the employment after this date.

•**Update the information in Part 1: Employment Information and request authorization for applicable placement incentives.** Available when the position is CIE and not funded by AbilityOne or MD Employment Works and when the employer of record is not a CRP.

When to Invoice: When providing documentation requested in Parts 1 and 3 on or after 90 days from the Employment Stable Date.

Specialized Disability Population: Primary Disability = ABI, Autism, Blind, or Deaf (\$250)

Ex-Offender (\$250)

S.T.E.M. Occupation (\$250)

Rapid Placement (\$300)

TTW Substantial Gainful Activity (\$400)

25% Above Minimum Wage: Note: If the work location address is located in a county where the minimum wage exceeds the state minimum wage, the county's minimum wage will be the benchmark to measure the 25%. The wage that is the highest must be used to measure the 25%. (\$400)



Employment Verification Form

CRP Employment Verification with Request for Placement Incentives and/or Employment Stability Service Fees (continued)

Request Employment Stability Service Fee (if needed and not already authorized)

Employment Stability Follow-Along for 90 Days Fee (\$200). Available when the position is CIE and consumer does not have extended supported employment funding. Includes follow-along for 90 additional days beyond the stable date.

When to Invoice: If already authorized, invoice when documenting the Stable Date. If authorized after documenting the Stable Date, then invoice when a new or amended authorization is provided for the service.

Employment Stability Verification at 90 Days Fee (\$100). Available when the position is CIE and no placement incentives are applicable.

When to Invoice: When verifying or updating documentation in Parts 1 and 3 after 90 days from the employment Stable Date.

Part : Consumer Verification of Employment at 90 Days of Employment Stability

The consumer must sign below to verify 1) the accuracy of the employment information included in **Part 1**, 2) ongoing employment stability, and 3) satisfaction with the employment outcome.

DORS requires consumer signature/date on or after 90 days of employment stability to pay the CRP invoice for placement incentives or the employment stability verification at 90 days fee.

Consumer Signature/Date: _____

The CRP must describe the ongoing extended services provided by Natural Supports if invoicing for the SE Natural Supports Incentive: _____

CRP Staff Signature/Date:



Job Information

- Write the Employment Start Date
- The name of the Employer
- The Employer Address
- The Work Location Address
- O*Net Job Title and Code
- Average Hourly Wage (include tips)
- Average number of hours per week
- Whether benefits are available currently or after 90 days
- And, if the position is a Maryland Works or Ability One Position.



Job Information

- ▶ If employment was not obtained and less than 6 hours of job development services were provided this month, provide an explanation, including why the service should be continued.
 - ▶ Ex. Mary was unable to participate this month because she was hospitalized for a week and needed a couple weeks to recover.
- ▶ Describe the plan to increase job development activity.
 - ▶ Ex. Employment specialist has spoken with Mary and she will attend an appointment on the 4th of next month to discuss her progress to date and moving forward.

Job Coaching

- ▶ Attach Job Log and Daily Record of Hours used for Job Coaching.

Job Coaching Objectives (list each objective)	Targeted Achievement Date	Achieved	
1. John will arrive for work on time	8/7/19	Yes	No
2. John will use a task reminder to complete all parts of his job and responsibilities	8/21/19	Yes	No
3. John will take breaks and return to work at assigned times	8/21/19	Yes	No

Job Fading Schedule Reporting

- ▶ Hourly Job Coaching Fading Schedule (demonstrates progress toward Employment Stability Date).

	Hours Worked in Week by Consumer	Job Coaching Hours provided in Week by CRP (on- site and off-site)
Employment Week 1		
Employment Week 2		
Employment Week 3		
Employment Week 4		
Employment Week 5		
Employment Week 6		
Employment Week 7		
Employment Week 8		



Stabilization

- ▶ During this report period, was the consumer's employment stabilized?
- ▶ If yes, enter the stable date and obtain the consumer's signature below to verify job information on previous page. Stable Date: _____
- ▶ Based on discussion with DORS counselor and consumer no further DORS funded job coaching is needed to stabilize the employment after this date:

Consumer Signature

Date

- ▶ Note: Use CRP Employment Verification with Request for Placement Incentives and/or Employment Stability Fees (RS-7g) to request authorization for placement services and/or employment verification fee to be invoiced 90 days after the stable date.



Stabilization

- ▶ If no, describe the progress to employment stability, including ongoing support services for which intensive job coaching hours continue to be needed prior to transition to long-term funding:

- ▶ If no, and the consumer's goal includes using Natural Supports to maintain employment, describe progress toward a transition to Natural Supports providing ongoing supports:

—



Employment Stability Follow-Up

- ▶ During this report did consumer reach 90 days after the employment stable date?
- ▶ If yes, Use CRP Employment Verification and Request for Placement Incentives and/or Employment Stability Fees (RS7-g) when invoicing for placement incentives or employment verification fee.



Youth Extended Services

- ▶ During the initial IPE, DORS shall evaluate whether the youth's natural supports are sufficient to provide the ongoing services and whether alternative sources of extended services funding are available. When it is determined that the youth will require more support than can be provided via natural supports and long-term funding and other alternate sources are not available, the DORS counselor may amend the IPE to include Youth Extended Services funded by DORS, with administrative approval.
- ▶ Extended services funded by DORS will last no longer than 4 years or until the individual turns age 25, or until alternate sources of extended support funding, or natural supports, are available, whichever comes first. DORS-funded ongoing support services during the extended phase shall include:
 - ▶ Sufficient monitoring (at a minimum, twice monthly) at the work site of the individual to assess and verify continued employment stability,
 - ▶ Coordination or provision of specific services at or away from the work site that are needed to maintain employment stability.
- ▶ As soon as possible after the transition to DORS-funded extended support services, identified alternate supports should be phased in, as appropriate.



Youth Extended Services

- ▶ DORS Administrative approval may be granted to Youth Extended Services for up to one year at a time (maximum four years). If approved, this service may be included on an amended IPE, authorized in three month increments, and invoiced monthly.
- ▶ When a youth is receiving extended services funded by DORS, the CRP need to report monthly to the DORS counselor on services provided (minimum 4 contacts per month required) and on efforts to identify a source for long-term funding or natural supports for the consumer to access with the goal for the consumer to be able to continue receiving required ongoing supports after age 25.

Youth Extended Services

- Attach Job Log & the Daily Record of Hours used for Youth Employment Services.

Job Coaching Objectives	Targeted Achievement Date	Achieved	
1. John will continue to demonstrate successful completion of all his tasks and responsibilities	10/30/19	Yes	No
2. John will work with his co-workers to accept feedback and direction	11/4/19	Yes	No
3. John and employment specialist will work to identify Natural Supports	12/5/19	Yes	No
4.		Yes	No
5.		Yes	No

Youth Extended Services

- ▶ This is the 1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th
- ▶ Month of the 1st 2nd 3rd 4th Year of DORS funding for Youth Extended Services.

During this report period:

- ▶ Did the consumer turn age 25? Yes No
- ▶ Has a long-term funding source been identified? Yes No
- ▶ Have Natural Supports been sufficiently developed to support consumer? Yes No
- ▶ If none of the above are true, describe progress toward identifying a long-term funding source or to developing Natural Supports, including the approximate availability date:

Daily Record of Hours used for Job Development, Placement and/or Job Coaching

1=Job Development (JD), 2=On-Site Job Skills Training; 3=Follow-up services with Natural supports development; 4=Social Skills Training; 5=Related Services; 6=Other: **See Attachment 800-1 for specific activities & outcomes in comments section.** If job development is included, attach log.

Day of Month	JD Hours	Hours Client Worked	Job Coach Hours		Types of Service						Comments: (Attach supplemental information for #6 and as needed)	
			On-Site	Off-Site	1	2	3	4	5	6		
1												
2												
3												
4												
Total:												Total Service Hours:

Resources

- ▶ <https://dors.maryland.gov/crps/Pages/resources.aspx>

CRP Resources

General CRP Resources

[Procedures to E-Fax Reports & Invoices](#)

O*NET Online

- [Look up occupations by Job Family](#)

Occupations grouped together based upon work performed, skills, education, training and credentials are Job Families.

- [Look up occupations by STEM Discipline](#)

Occupations that require education in science, technology, engineering and mathematics are STEM disciplines.

Resources

- ▶ **Job Development/Short-Term Job Coaching/Supported Employment**
- ▶ [CRP Employment Verification with Request for Placement Incentives and/or Employment Stability Service Fees](#)
- ▶ [Employment Services Progress Form](#)
- ▶ [Employment Services Progress Form](#)
- ▶ [Employment Services Report Instructions](#)
- ▶ [Employment Verification: Self-Report](#)
- ▶ [Employment Verification: Self-Report LARGE Print](#)
- ▶ [Job Coaching Fading Schedule](#)
- ▶ [Job Development Log](#)
- ▶ [Job Placement Incentives Fact Sheet](#)
- ▶ [Job Placement Incentives Fact Sheet LARGE PRINT](#)
- ▶ [Milestone Payment Fact Sheet](#)
- ▶ [Milestone Payment Fact Sheet LARGE PRINT](#)
- ▶ [Placement Plan - not required](#)
- ▶ [Placement Plan LARGE PRINT - not required](#)
- ▶ [Presentation Slides: DORS Supported Employment Program Updates](#)
- ▶ [Presentation Slides: Job Coaching Reporting & Incentives](#)
- ▶ [RCS Employment Verification with Request for Placement Incentives and/or Employment Stability Service Fees](#)

Remember

- ▶ If you have questions about how to report or where to place a service, ask the authorizing counselor.
- ▶ **Do not** include services other than transporting and individual to/from an interview or accompanying the individual in their interview under Interviewing Assistance.
- ▶ Include all of the dates the consumer is scheduled to work on the Daily Record, even the days the individual was not supported on their job. Indicate the days/time period the individual was supported. This provides information that supports fading/stabilization.
- ▶ Plan Driven Job Development and Job Coaching have objectives. These objectives are to be measurable. Objectives can change as skills and activities are mastered.
- ▶ **Incomplete or incorrect reports will be returned to provider. This will delay your payment until the report is submitted correctly.**

