

Maryland State Department of Education
Division of Rehabilitation Services
RCS Monthly Progress Report

Report Period: _____ to _____ Report Date: _____

DORS Counselor: _____

DORS Counselor Phone: _____ Email: _____

Rehabilitation Communication Specialist: _____

RCS Phone: _____ Email: _____

Consumer Name: _____

Date of Initial Meeting with Consumer: _____

Consumer Employment Goal (as stated on IPE): _____

DORS Authorization Number associated with this report: _____

For this Authorization, Number of Hours Expended: _____

For this Authorization, Number of Hours Remaining: _____

Intake & Planning

Initiate within 30 days from the date of the Referral. (Not to exceed 2 hours.)

Activity	Date	Hours	Result
1.			
2.			
3.			
4.			

Total Number of Hours: _____

Job Development

- **Job Development Preparation** (if needed) may not exceed 8 hours, and includes resume, cover letter, and interview preparation.
- **Job Development** may include practice of interviewing skills, role play, job interviews (see Log below), job placement, and communication support throughout the job interview and placement process. Review activities each month with client.

Activity	Date	Hours	Result
1.			
2.			

Activity	Date	Hours	Result
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
Total Number of Hours:			

Job Application/Interview Log

Job applications, interviews, and the outcome (attach additional sheets as needed.)

Employer	Date	Position	Result
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Onsite (Worksite) Follow-Up

Onboarding, training, on-the-job mentoring, support, and/or problem resolution.

Activity/Location	Date	Hours	Result
1.			
2.			
3.			
4.			
5.			
6.			
Total Number of Hours:			

Job Retention Evaluation or Job Retention Onsite Follow-Up

Activity/Location	Date	Hours	Result
1.			
2.			
3.			
4.			
5.			
Total Number of Hours:			

Onsite Communication Support During WBLE

Provided to students during Work-Based Learning Experiences (WBLE).

Activity/Location	Date	Hours	Result
1.			
2.			

