

Provider 1 Example:

Client Name: CLIENT
Billing Period: April 2021
Service Type: Job Search Assistance

Hours Used: 6.75

DATE	EMPLOYMENT SPECIALIST	EMPLOYMENT SITE	BILLABLE HOURS
07/08/2020	Job Coach Name	N/A - JSA	1.0
NARRATIVE			
<i>I job searched for Client today looking for multiple jobs that fit with her desired job goal. I saw that Day Care Center was hiring. I went there to pick up an application on her behalf. I was unable to speak with a supervisor/manager about the position.</i>			

DATE	EMPLOYMENT SPECIALIST	EMPLOYMENT SITE	BILLABLE HOURS
07/09/2020	Job Coach Name	N/A - JSA	0.5
NARRATIVE			
<i>I met with Client today and talked to her about the application I picked up for her at Day Care Center yesterday. I wasn't fully sure of the details of the job. We also talked about her working at B&GC. Her mom said that she had a friend that works there and said that they had a part-time opening. I told her I would talk to manager at B&GC about it. I told her I would update her resume and create a cover letter for her as well. She said that would be good. I told her that I was unsure of my schedule so could not schedule our next meeting at the moment, but I would keep in contact with her.</i>			

DATE	EMPLOYMENT SPECIALIST	EMPLOYMENT SITE	BILLABLE HOURS
07/10/2020	Job Coach Name	N/A - JSA	1.0
NARRATIVE			
<i>I went to B&GC and I spoke with manager about the position Client mentioned to me yesterday. He said that the position would be helping with snack and cleaning up, and then working with the kids. I later spoke to Client about the details of the position as relayed to me by manager. She said that her and her mom agreed that it would be good to apply for the position. We scheduled a time to meet tomorrow and complete the application together.</i>			

DATE	EMPLOYMENT SPECIALIST	EMPLOYMENT SITE	BILLABLE HOURS
07/11/2020	Job Coach Name	N/A - JSA	1.0
NARRATIVE			
<i>Client and I met at my office today. I assisted Client with the application to B&GC. I also assisted her with completing a position specific cover letter and updating her resume. Client agreed to turn in the application with her updated resume and cover letter in person to manager at B&GC. I asked her to let me know if and when she hears back from them about the position.</i>			

DATE	EMPLOYMENT SPECIALIST	EMPLOYMENT SITE	BILLABLE HOURS
07/16/2020	Job Coach Name	N/A - JSA	1.0

NARRATIVE

I met Client at the B&GC for her interview. She was dressed nicely and appeared prepared for the interview. She did well answering the questions during the interview, especially as there were 3 people on a panel asking her questions. Once the questions were done being asked, the panel asked her to go to the local middle school-based club and observe the environment and activities to see if she thought she might like the job. The staff at middle school-based club wanted to meet Client and determine if she would be a good fit for the position as well. A time was set up for her to go to local middle school-based club next week. I asked if I should be there as well. I was told that if it would be beneficial for Client, that it was ok. I told Client that I could be there for her. After the interview, Client, her mom, and I spoke about the interview and how well it went. Mom was informed about the observation scheduled for next week and that I would be joining Client for that. Mom seemed relieved that I would be there with client. She also thanked me for the help with Client's resume and cover letter.

DATE	EMPLOYMENT SPECIALIST	EMPLOYMENT SITE	BILLABLE HOURS
07/20/2020	Job Coach Name	N/A - JSA	2.25

NARRATIVE

I went to local middle school-based club to meet Client. We met the supervisors there and were given a tour of the school and B&GC offices and rooms. Client said that she attended that school, however it had been a long time ago and there were some changes. We then shadowed several other staff with the kids. Client was a little shy and did not talk a whole lot with the kids or staff. When I needed to leave, she said that she was comfortable staying a little longer to observe. Before leaving, I spoke with the supervisor and told her that Client was interested in a position there. I did say that she is shy at first but will come out of her 'shell' after a little while. The supervisor said that was fairly common with new hires. She said that she would talk with manager and probably move forward with the hiring process.

Later, Client contacted me and said that she had left, but also talked to manager before leaving. She was told that they would contact her for the next steps. I told her to let me know when that happens. She said she would.

Provider 2 Example:

NAME OF PLACEMENT SPECIALIST

CONTACT NOTES: Client Name

SERVICE: OJS

COUNSELOR: VR Counselor

MONTH: November 2021

Total Hours: 5.75 OJS Hours

11/3/2021 1.0 OJS

I met with Client at my office this afternoon to work on her onboarding paperwork for ABC Diner online. I told Client we could call the manager and set a start date for Client to work. We called her and left a message because manager didn't answer. Once we finished the paperwork for Client we watched a couple videos about making coffee for some training when it comes time for Client to learn that at work. I told Client to make sure she has non-slip shoes for work by her first day because that is a requirement. Client asked if when she starts working she could ask for free food. We discussed it doesn't look very professional to start asking for extra things as soon as you start a job. Client expressed understanding. I thanked Client for meeting with me today and said I would let her know her start date is confirmed.

11/12/2021 4.0 OJS

I met Client at the ABC Diner this morning for her first shift. Upon arrival, the manager had Client read through the employee handbook. I assisted Client with reading and understanding ABC Diner policies. The manager took Client and I for a tour throughout the restaurant and explained where Client may be sent to go get different supplies. The manager then told Client she can get a free meal for her shifts. Client tried an egg and cheese biscuit meal. The manager gave Client a couple work shirts to wear for her shifts. I clarified to Client those are required of her to wear while working. The manager then demonstrated to Client how to bus and then wipe down the tables. Client took the bussing cart with her as she bussed the tables and then wiped them off. Client then was asked by the manager to go around with a coffee pot offering refills to customers. Client did as she was asked then returned to bussing for the remainder of her first shift.

11/17/2021 0.50

I created a task list for Client to take to work with her on Friday. I met with her today to review the list. She said this list will be helpful to her. I let her know that her manager will add tasks to the list and Client can bring the list back to me to make a final copy for her. Client said she is scheduled to work next Friday and asked why she is only working one day a week so far. I said that is something she can ask her manager and if Client is confused by the answer or doesn't prefer to work only one day, to let me know so I can talk with her manager. Client said she thinks work will go well for her this weekend. She is scheduled to work on Friday from 11-3pm and Saturday from 7:30am-11:30am. I told her I will touch base with her on Monday to see how work went for her. I also contacted the manager and asked her to let me know how Client does at work over the weekend and she said she would.

End of Month Billings and case note review. .25 hours

Provider 3 Example:

Name: Client Last Name, Client First Name		Program: Vocational Rehabilitation	
Job Title: Merchandise Stocker		Employer: MT Gas Station	
Hourly Wage: \$12.75		Hire Date: 01/25/2021	
Billing Month: March 2021			
Date:	Billing Hours:	Staff:	Narrative:
03/12/2021	0.75	Job Coach Name	Work site visit to MT Gas Station with support provided for Client. Client was wearing inappropriate pants for work. I told him that these pants were unacceptable and asked that he remove them from his work clothes rotation. Client agreed and then indicated that he did not want to talk today. I observed him as he stocked the cooler from inside of it and then came out front to make sure the cans were pulled all the way forward and facing the customers. I checked in with Client's coworkers to make sure that none of them had any concerns with Client that I could help with. They all reported that everything was going well, and none were concerned with the fact that Client had not actually spoken to any of them today. Visual prompt provided to wash his hands after I observed Client eating. Client remained productive the entire time I observed him and waved cheerfully when I left.
03/19/2021	0.75	Job Coach Name	Work site visit to MT Gas Station with support provided for Client. Client wanted to talk in the walk-in cooler when I arrived, and it turned out that his reasoning was that he wanted to act out a scene from a cartoon for me and he wanted to remove his mask to do it because the cold inhibits viruses, and the customers could not see him. Once he did his scene and got his laugh, I praised how organized the cooler was. Client was visibly proud and showed me how he had recently changed the way the backup sodas were stored. It was both clever and very functional. Client was happily back on task when I left.
03/24/2021	1.25	Job Coach Name	Work site visit to MT Gas Station with support provided for Client. Client was working on a large beer delivery when I arrived, and he had put several new seasonal flavors to the side to ask me how they should best be displayed in relation to other beers of the same brand. Client does not drink beer or understand the different types, but he knows that I do. It took the two of us a while to work out the order they should be displayed in and a lot of product had to be moved or rearranged to accommodate the new flavors. Client was very happy though when I pointed out that at least four of his current microbrews were now discontinued for the season, which would free up their space. I told Client that I was not going to stay for the entire reorganization process, so we decided that we would build him a key against the back wall by lining up one of each product (or an index card as a place holder for those that only came in sealed 6 packs) in the order we had discussed. Client was fully engrossed in his task when I left, and I was confident that it would be organized aesthetically the next time I visited.
03/25/2021	0.75	Job Coach Name	Work site visit to MT Gas Station with support provided for Client. As expected, the cooler was beautifully organized today. Client's mask looked clean, and he was enjoying an audio book and very focused on his tasks. I greeted him but assured him I did not need his attention, so he returned to task. I had noticed when I walked in that the new employee I had noticed before but not spoken to yet was in the break room so I went to introduce myself and find out if she would be working with Client a lot. It turned out that she and Client share almost every shift now, so I casually probed her feelings about Client and then her feelings about people with disabilities in general. She seemed to know very little about developmental disabilities but was friendly and asked good questions. I showed her where my card is displayed near the office and told her that she was welcome to call if she developed any concerns regarding Client that she could not immediately resolve by discussing it with Client. I checked in with Client again before I left, and he remained focused and productive.
03/31/2021	.25	Job Coach Name	End of month case note documentation.
Total Hours:	3.75		