**2019 LOA Forms and Reports**

Please note: **Client Progress Reports** contain information on individual clients and are sent to the referring VR counselor. **Program Reports** are Excel spreadsheet format that are cumulative and include all clients who have been provided that particular service during calendar year 2019. These reports are submitted quarterly to [VRreports.DHS@tn.gov](mailto:VRreports.DHS@tn.gov). The due dates are: January 15th, April 15th, July 15th, and October 15th.

**VOCATIONAL ASSESSMENTS**

Progress Report Forms

Basic Assessments Report

Job Shadowing Assessment Report

Job Sampling Assessment Report

Work Readiness Assessment Report

Integrated Work Site Assessment Report

Integrated Work Site Assessment Summary

Program Report

Vocational Assessment Program Report

**VOCATIONAL ADJUSTMENT**

Progress Report Forms

Vocational Adjustment Progress Report

Program Report

Vocational Adjustment Program Report

**TRIAL WORK EXPERIENCES**

Progress Report Forms

Trial Work Report

Program Report

Trial Work Program Report

**JOB READINESS/JOB PLACEMENT**

Progress Report Forms

Job Readiness Report

Job Placement Activity Plan

Hire Report for IPS, SE, Customized Employment and Job Placement

Program Report

Job Placement Program Report

**JOB COACHING**

Progress Report Forms

Job Coaching (non-SE) Progress Report

Program Report

Job Coaching Services Program Report

**SUPPORTED EMPLOYMENT**

Progress Report Forms

Supported Employment Consultation Services Plan

Supported Employment Client Monthly Progress Report

Hire Report for IPS, SE, Customized Employment and Job Placement

Extended Support Plan – Individual Placement and Support & Supported Employment

Supported Employment Intensive Job Services Request

Program Report

Supported Employment Program Report

**CUSTOMIZED EMPLOYMENT**

Progress Report Forms

Customized Employment - Discovery

Hire Report for IPS, SE, Customized Employment and Job Placement

Customized Employment Client Monthly Progress Report

Customized Employment Job Development Plan

Program Report

Supported Employment Program Report

**INDIVIDUAL PLACEMENT AND SUPPORT**

Progress Report Forms

Individual Placement and Support Career Profile

Hire Report for IPS, SE, Customized Employment and Job Placement

Extended Support Plan – Individual Placement and Support & Supported Employment

Individual Placement and Support Client Monthly Progress Report

Individual Placement and Support Job End Report

Supported Employment Intensive Job Services Request

Program Report

Supported Employment Program Report

**SPECIAL SERVICES**

Progress Report Forms

*There is not a standard progress report form. Information should be provided as described in the individual special service attachment.*

Program Report

Special Services Program Report