|  |  |
| --- | --- |
|  | **Tennessee Department of Human Services Vocational Rehabilitation Program****Supported Employment Monthly Progress Report and Job Development Contacts** |

|  |  |
| --- | --- |
| **Customer Name**       | **(Month)**  (**Year)**       |

|  |  |
| --- | --- |
| **VR Counselor Name:**  | **CRP Agency Name:**       |

**Service Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Career Profile** [ ] ***Start Date:***      ***Completion Date:***       | **Career Match & Hire** [ ] ***Start Date:***      ***Completion Date:***       | **Job Stabilization** [ ] ***Start Date:***      ***Completion Date:***       | **30 Day Stabilization & Maintenance** [ ] ***Start Date:***      ***Completion Date:***       |
| **60 Day Stabilization & Maintenance** [ ] ***Start Date:***      ***Completion Date:***       | **90 Day Stabilization)** [ ] ***Completion Date:***       | **Re-Engaging with Individual** [ ] ***Start Date:***      ***Completion Date:***      ***(should coincide with Start Date of another phase)*** |

|  |
| --- |
| Identify and explain progress, services, barriers addressed and/or ongoing issues to resolve including changing jobs, leaving, or reentering program, treatment, labor market, job coaching issues, plan for fading, etc. |

[ ] **Job Development Contact (s) Attached** [ ]  **Hire Report** **Attached** [ ] **Other,**

|  |
| --- |
|  I, the SE Employment Specialist certify that the above dates, times, and services are accurate. I personally completed, documented, and provided all services recorded and information described. I maintain the credentials and training requirements as described in the CRP Service Manual. |
| Name of the Employment Specialist       | Signature:       | Date:       |

**Job Specifications (needs, preferences):**

Job Search Ideas:

**Record of Job Development Contacts:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Staff Initials** | **Business** | **Contact** | **Results/Next Steps** |
|       |       |       |       |       |
|       |       |       |       |       |
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**If no placement occurs after the customer and CRP have been working together for a 4 month period, a team meeting is recommended to discuss any issues and the vocational goal, and job search parameters will be reviewed for appropriateness.**