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|  | **Tennessee Department of Human Services Vocational Rehabilitation Program**  **Individual Placement and Support: 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)*** | |

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| --- |
| 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.**