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|  | **TENNESSEE DEPARTMENT OF HUMAN SERVICES - VOCATIONAL REHABILITATION SERVICES**  **Individual Placement and Support Monthly Progress Report** |

**Report for**       (**Month)**       (**Year)**

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| VR Counselor Name: |
| **Billable  Non-Billable**  **(If billable report, please attach applicable VPO)** |

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| **Client Name:** | **SSN:** | **CRP Name:** |

**Service Information**

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| **Career Profile**  ***Start Date:***  ***Completion Date:*** | **Career Match & Hire**  ***Start Date:***  ***Completion Date:***  Complete page 2 of this report. | **Job Stabilization (Status 22)**  ***Start Date:***  ***Completion Date:*** | **30 Day Stabilization & Maintenance**  ***Start Date:***  ***Completion Date:*** |
| **60 Day Stabilization & Maintenance**  ***Start Date:***  ***Completion Date:*** | **90 Day Stabilization (Status 26)**  ***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. |

**Hire Report** **Attached** **Other,**

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| --- | --- | --- |
| I, the IPS 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 credential and training requirements as described in the IPS Attachment to the Letter of Agreement (LOA). | | |
| Name of the Employment Specialist | Signature:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Date: | |

**Report for**        (**Month)**       **(Year)**

**(Attach additional pages if necessary)**

**To be submitted each month until placement is secured**

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| **Client Name:** | **SSN (last 4):** | **CRP Name:** |

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

**Job Search Ideas:**

**Record of Job Development Contacts:**

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