

SUPPORTED EMPLOYMENT SERVICES PROVIDED

Purpose for this report		
Hours on-site	Hours off-site	Total hours of support

BASIC INFORMATION

Individual Name	Date
Job Title	Employment Specialist
Date of Employment	Provider Name
Place of Employment	OVR Counselor
Average hours working per week	Month of Assessment
Days Employed	First Day of Employment Stability

Ongoing support services as provided during supported employment is to include an assessment of employment stability. Please complete and submit this form to the OVR Counselor by the 5th of each month after the individual starts work until transitioned to Extended Services. 34 CFR 361.5(c)(37)(iv)

Employment stability can be characterized by one’s independence in successfully performing job duties either with or without natural supports, but without continuing to need intensive support from the Employment Specialist. Questions 1-6 assist in making this determination.

QUESTIONS RELATED TO EMPLOYMENT STABILITY

1. Is the individual satisfied with employment (e.g., job tasks, number of hours)? (Choose one)

If not, what are the specific concerns and how can the situation be resolved?

2. Is the acquired job consistent with the individual's strengths, abilities, interests, and informed choice? (Choose one)

3. Does the individual's job performance meet the expectations of the employer? (Choose one)

If yes, provide information verifying your response.

If not, what is/are the specific concern(s) and how will this be resolved?

4. Are natural supports appropriate and in place? (Choose one)

If yes, what are the specific natural supports that are in place?

If not, what are your next steps to establish appropriate natural supports?

5. Are all necessary accommodations appropriate and in place? (Choose one)

If not, what accommodations does the individual need in order to maintain employment?

6. Is the individual at the point of not requiring any further intensive supported employment services in order to perform their work? (Choose one)

If not, what specific services are required?

ADDITIONAL QUESTIONS

Please answer the following questions.

Is the job consistent with the Person-Centered Employment Plan (PCEP)/Career Profile/Vocational Profile? (Choose one)

If the job is not consistent with the Person-Centered Employment Plan (PCEP)/Career Profile/Vocational Profile, the counselor must be contacted immediately to resolve the discrepancy and make certain the IPE or IPE amendment reflects the current type of employment, as appropriate.

Has competitive integrated employment been achieved? (Choose one)

Have any existing conflicts or concerns with benefits (i.e., SSI/SSDI) due to employment been resolved? (Choose one)

If not, what is/are the issue(s)? How will this be resolved?

Since employed, has the level of support you have provided decreased? (Choose one)

If not, what is/are the issue(s)? How will this be resolved?

Since employed, has the individual's hours on the job remained stable or increased? (Choose one)

If hours have decreased, what is/are the reason(s) for this?

STABILITY RATING SCALE

Scale of 1 to 10 with 1 indicating the Individual has been dismissed from the job due to performance and 10 indicating the Individual is stable on the job and can transition to Extended Services after demonstrating sustained stability.

Directions: Considering the information recorded above in questions 1-6, please make a rating as to the individual's current stability on the job. If all six questions are answered yes, select the number 10.

Select the number that best reflects the individual's current level of stability. (Choose one)

If the rating is 9 or below, what keeps it from being a higher rating and what is the plan for achieving employment stability?

If the rating is lower than last month's rating, please provide reason(s) for the change.

During the Supported Employment Services period this form is to be completed monthly and submitted by the 5th of each month. It should accompany Supported Employment Services notes when sent to the OVR Counselor.

This form is to be completed and submitted to the OVR Counselor along with the Extended Services Plan at the time the consumer has achieved **sustained** stability on the job. Sustained stability refers to consistent successful job performance over time, with or without natural supports, but without continuing to need intensive supported employment services from the employment specialist. The timeframe for determining whether an individual has consistently performed job duties successfully will vary from individual to individual. An individual working full time might require a couple of weeks to make this determination whereas an individual working 5 to 10 hours weekly would likely require more time to make this judgment.

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