



**Tennessee Department of Human Services Vocational Rehabilitation Program
Individual Placement and Support: Supported Employment
Monthly Progress Report and Job Development Contacts**

Customer Monthly Progress Report for _____(Month) _____(Year)

VR Counselor Name: _____

Customer Name: _____

CRP Agency Name: _____

Service Information

Career Profile <input type="checkbox"/> Start Date: _____ Completion Date: _____	Career Match & Hire <input type="checkbox"/> Start Date: _____ Completion Date: _____	Job Stabilization <input type="checkbox"/> Start Date: _____ Completion Date: _____	30 Day Stabilization & Maintenance <input type="checkbox"/> Start Date: _____ Completion Date: _____
60 Day Stabilization & Maintenance <input type="checkbox"/> Start Date: _____ Completion Date: _____	90 Day Stabilization) <input type="checkbox"/> Completion Date: _____	Re-Engaging with Individual <input type="checkbox"/> Start Date: _____ Completion Date: _____ <i>(should coincide with Start Date of another phase)</i>	

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 Guide.

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

<u>Customer Name:</u>	<u>CRP Agency Name:</u>
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Job Specifications (needs, preferences):

Job Search Ideas:

Record of Job Development Contacts:

Date	Staff Initials	Business	Contact	Results/Next Steps

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.