

# Department on Disability Services Rehabilitation Services Administration

1125 15<sup>th</sup> Street N.W. Washington, D.C. 20005 202-442-8450 • <u>www.dds.dc.gov</u>

### **JOB COACHING PROGRESS REPORT - DAY 30**

Person Information							
Name of Person:			Authorization number:				
Provider:			Reporting Period:				
	Employm	ent Info	mat	tion			
Person's job title:	Start Date:			Full time		Part time	
Employer Name:	Address:	Address:			te:	ZIP code:	
Hours per week:	Days per week:	Days per week:			Hourly rate: \$		
	Job Coach	ning Info	rma	ation			
Dates of actual Job co	aching: , ,	,		, ,	,	1	
	, ,	,		, ,	,	1	
Frequency of Job Coaching:							
	*Jok	Analys	is				
Number of employees	in this company at this le	ocation:					
Number of employees without disabilities in immediate area(50 ft. radius):							
Number of other employees with disabilities: In immediate area (50 ft. radius):							
Number of other employees in this position:							
General Directions: Please do not leave any item unanswered.							
Indicate the most appr	opriate response for eac	h item b	asec	d on the ob	servation	ns of the job and	
	ers, supervisors, and cov	vorkers.	Rec	ord special	instruction	ons, regulations or	
comments in each item for greater detail.							
AREA/ DOMAIN	INDICATORS		<u> </u>	NC	)	COMMENTS	
1. Schedule	Weekend work required	_					
	Evening work required						
2. Travel	Public transportation						
	Private transportation						
3. Job benefits	None						
	Sick leave		]				
	3 [						
Paid leave							



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	Dental benefits					
	Employee discounts					
	Free or reduced meals					
	Other:					
4. Strength – Lifting	☐Very light work (<10 lbs)					
and Carrying	Light work (10-20-lbs)					
	Average work (30-40 lbs)					
	☐Heavy work (>50 lbs)					
5. Endurance	Work required for:					
	☐< 2 hours ☐ 2-3 hours					
	3-4 hours >4 hours					
6. Orientation to	Small area one room several rooms					
Place	Building wide building and grounds					
7. Accessibility	Fully accessible site  Accessibility issues					
8. Work Pace	Slow pace Average space					
	Sometimes fast pace Continual fast pace					
9. Appearance	Grooming of little importance					
Requirements	Cleanliness only required					
	Neat and clean required					
	Grooming very important					
10. Communication	None/ minimal					
Required	Unclear speech accepted					
	Clear speech in sentences/ signs needed					
11. Social Interaction	Social interactions:					
	■Not required  Appropriate responses required					
	Required infrequently Required frequently					
12. Attention to Task	Frequent prompts available					
Perseverance	☐ Intermittent prompts/ low supervision available					
	Intermittent prompts/ high supervision available					
	Infrequent prompts/ low supervision available					
13. Sequencing of	Only 1 task required at a time					
Job Duties	2-3 tasks required in sequence					
	4-6 tasks required in sequence					
	7 or more tasks required in sequence					
14. Initiation of Work	☐ Initiation of Work required					
Motivation	□Volunteering helpful					
	Coworker support available					
15. Daily Changes in	☐7 or more changes ☐ 2-3 task changes					
Routine	4-6 task changes No task change					
16. Reinforcement	Frequent reinforcement available					
Available	Reinforcement intermittent (daily)					
	Reinforcement infrequent (weekly)					





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	☐ Minimal reinforcement (pay check)	
17. Coworker	■ None available ■ Low to minimum potential	
Supports	☐ Intermittent potential ☐ High potential	
Available		
18. Supportive of Job	□ Very supportive □ Supportive with reservations	
Accommodations	☐ Indifferent ☐ Negative ☐ Unknown	
19. Opportunity for	Low to minimum Average	
Career	☐ Most probable ☐ Procedures in place	
Advancement	☐No procedures in place	
20. Object	☐Does not need to distinguish between work	
Discrimination	supplies	
	☐Must distinguish between work supplies with an	
	external cue	
	☐Must distinguish between work supplies	
21. Time Factor	☐Time factors not important	
	☐Must identify breaks/ meal/ etc.	
	☐Must tell time to the hour	
	☐Must tell time to the minute	
22. Functional	□None □Sight words/ symbols	
Reading	Simple reading Fluent reading	
23. Functional Math	□ None □ Simple counting	
	Simple addition/subtraction	
	Complex computational skills	
24. Visibility to Public	Person not visible Occasionally visible	
	Regularly visible	
	☐ Visible throughout the day/ongoing	
25. Level of Social	☐ Employment in an integrated environment on a	
Contact	shift or position which is isolated. Contact with	
	coworkers or supervisor is minimal. Example: night	
	janitor	
	Employment in an integrated environment on a	
	shift or position which is relatively isolated. Contact	
	with coworkers or supervisor is available at lunch or	
	break. Example: Data entry position	
	☐Employment in an integrated environment in a	
	position requiring a moderate level of	
	interdependent tasking and coworker interaction.	
	Example: Office Service Aide – copying documents.	
	Employment in an integrated environment in a	
	position requiring a high degree of interdependent	
	tasks and coworker interactions and/or high level of	
	contact with business customers. Example: Walmart	



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greeter						
greeter	JOR TA	ASKS IDE	ENTIFICATION			
List the job tasks required for this pe		יסונס וסנ				
JOB TASK	PERFO	ONAINIC 2	ACHIEVEMENT	DACIC		
JOB LASK			ACHIEVEMENT	BASIS		
	YES	NO	LEVEL			
			Limited	Direct Observation		
			☐ Average ☐Above Average	Person self-report		
			☐ Excellent	☐Supervisor report		
			Limited	☐ Direct Observation		
			Average	Person self-report		
			☐ Above Average	Supervisor report		
			Excellent			
			Limited	☐ Direct Observation		
		_	Average	Person self-report		
			Above Average	☐Supervisor report		
			Excellent			
			Limited	Direct Observation		
			│	☐ Person self-report☐ Supervisor report		
			Excellent	□ Supervisor report		
			Limited	☐ Direct Observation		
			☐ Average	Person self-report		
			☐ Above Average	Supervisor report		
			☐ Excellent			
			Limited	☐ Direct Observation		
			Average	Person self-report		
			Above Average	☐Supervisor report		
			Excellent Limited	Direct Observation		
			☐ Average	Person self-report		
			☐ Average ☐ Above Average	Supervisor report		
			Excellent			
			Limited	☐ Direct Observation		
			Average	Person self-report		
			Above Average	☐Supervisor report		
			☐ Excellent			
Person Performance						
Describe how this person has adjusted to his/her job, including any problematic issues or concerns						
that emerged and how they were addressed:						
Describe the evidence to support this person's and, if applicable, this person's legal						
representative's (family member or other) satisfaction with the job and the work environment.						



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	at require improvement and note strategies that will methods, and strategies were used in training this provided:			
What new support or accommodation needs were they addressed?	(if any) were identified during this period, and how			
Identify and list potential natural supports:				
Next Steps:				
Signature				
<ul> <li>I, the Job Coach, certify that:</li> <li>The above dates, times, and services are accurate;</li> <li>I personally provided all services or supervised the Job Skills Trainer who provided the services;</li> <li>I documented the services and information described above in the report.</li> </ul>				
First and Last name of Job Coach:	Position Title:			
Signature:	Date:			

\*Job Analysis adapted from manual developed by VCU-RRTC: Supported Employment: A Customer-Driven Approach (1997)

Encl. Job Coaching Service Log



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#### **JOB COACHING SERVICE LOG**

Identifying Information					
Person's N	lame:		VR Specialist:		
				o coaching activities performed,	
	level of the person's participation and any necessary follow-up required/ performed, etc. The Job Coaching Service Log must be signed by the Employment Specialist / Job Coach and the Provide				
Administrator/ Program Coordinator/ Designee. Attach additional sheets as necessary.					
Date					
	Hours				
CERTIFICATION					
I, the Job Coach, certify that:					
The above dates, times, and services are accurate;					
I personally provided all services or supervised the Job Skills Trainer who provided the services;  I decompare the services and information described above in the report.					
<ul> <li>I documented the services and information described above in the report.</li> <li>Job Coach Signature:</li> </ul> Date:				ne report. Date:	
Date.			Date.		
Provider Administrator/ Designee's Signature:				Date:	



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