

# 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: 87456-DC			
James Carter				-DC	
Provider: CareerPath Workforce Services		Reporting Period: quarterly			
	Employm	ent Informat	tion	_	
Person's job title:	Start Date:		Full time	Part time	
Administrative Assistan	t March 1, 2025			<u> </u>	
Employer Name:	Address:		City, State:	ZIP code:	
DataTech Solutions	500 L Street NW,	Washington	Washington, D.C	20005	
Hours per week: 40	Days per week:	;	Hourly rate: \$	5.50	
	Job Coach	ning Informa	ition		
Dates of actual Job coa	aching: , ,	,	, , ,	1	
	, ,	,	, , ,	1	
		<b>.</b>		<b>\</b>	
Frequency of Job Coad	ching: ()2x/week (	)3x/week	4x/week	Other	
Hours per day:	¥1.1	A I !-			
N		Analysis			
Number of employees	in this company at this l	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:					
	lease do not leave any				
	opriate response for eac			-	
interview with employers, supervisors, and coworkers. Record special instructions, regulations or					
comments in each item for greater detail.					
AREA/ DOMAIN	INDICATORS	YES	NO	COMMENTS	
1. Schedule	Weekend work required	<sup>7</sup>	<u> </u>		
	Evening work required		<u> </u>		
2. Travel	Public transportation		닏		
0 1 1 1 51	Private transportation		브		
3. Job benefits	None		닏		
	Sick leave		<u> </u>		
	Medical/ health benefits		<u> </u>		
	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	s)			
	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 ro	om 🔲 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 import	tance			
Requirements	Cleanliness only require				
,	Neat and clean required				
	Grooming very importar				
10.Communication		ey words/ signs needed			
Required	Unclear speech accepte				
·	Clear speech in sentend				
11.Social Interaction	Social interactions:				
	■Not required ■ Approx				
	Required infrequently				
12. Attention to Task	☐Frequent prompts availa				
Perseverance	■Intermittent prompts/ lov				
	☐Intermittent prompts/ high supervision available				
	☐Infrequent prompts/ low	supervision available			
13. Sequencing of	Only 1 task required at a				
Job Duties	☐2-3 tasks required in sec				
	■4-6 tasks required in sec				
	☐7 or more tasks required	d in sequence			
14. Initiation of Work	☐Initiation of Work require	ed			
Motivation	Volunteering helpful				
	☐ Coworker support availa	able			
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 infreque	nt (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			
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			
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					
JOB TASKS IDENTIFICATION					
List the job tasks required for this po	osition:				
JOB TASK	PERFOR	RMING?	ACHIEVEMENT	BASIS	
	YES	NO	LEVEL		
			Limited	☐Direct Observation	
	_	_	Average	Person self-report	
			Above Average	☐Supervisor report	
			☐ Excellent	Division Observation	
			□Limited □ Average	☐ Direct Observation☐ Person self-report	
			☐ Average ☐Above Average	Supervisor report	
			Excellent	Beaperviser repert	
			Limited	☐Direct Observation	
	_	_	Average	☐Person self-report	
			Above Average	☐Supervisor report	
			Excellent		
		Ц	□Limited □ Average	☐ Direct Observation☐ Person self-report	
			☐ Average ☐Above Average	Supervisor report	
			Excellent	Beapervisor report	
			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 ■ Excellent	☐Supervisor report	
			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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Identify areas of performance or behavior that require improvement and note strategies that will address these areas. Describe what types, methods, and strategies were used in training this person and the effectiveness of the training provided:				
What new support or accommodation needs were they addressed?	s (if any) were identified during this period, and how			
Identify and list notantial natural supports:				
Identify and list potential natural supports:				
Next Steps:				
Signature				
I, the Job Coach, certify that:	<u> </u>			
The above dates, times, and services are accurate;				
• I personally provided all services or supervised the Job Skills Trainer who provided the services;				
I documented the services and information described above in the report.				
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 Name: James Carter			VR Specialist:			
Provide a summary of each contact, including a description of the job 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 Provider Administrator/ Program Coordinator/ Designee. Attach additional sheets as necessary.				red/ performed, etc. The Job :/ Job Coach and the Provider		
Date	Service Hours	Summary of Contact				
CERTIFICATION						
<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>						
Job Coach Signature:			Date:			
Provider Administrator/ Designee's Signature:			Date:			



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