

# 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: Liam Parker		Authorization number: 76543-DC			
Provider: CareerBoost Employment Services		Reporting Period: every six months			
	Employme	ent Informat	ion	_	
Person's job title: Administrative Assistar	Start Date: January 10, 2025	;	Full time	Part time	
Employer Name: Vertex Solutions	Address: 320 P Street NW.	, Washingtor	City, State: Washington, D	ZIP code: 0.C. 20007	
Hours per week: 40	Days per week: 5	j	Hourly rate: \$	\$23.75	
	Job Coach	ing Informa	tion		
Dates of actual Job co	aching: , ,	,	, ,	, 1	
	, ,	,	, ,	, 1	
Frequency of Job Coa Hours per day:	ching: 2x/week	3x/week	4x/week	Other	
	*Job	Analysis			
Number of employees in this company at this location:  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 appropriate response for each item based on the observations of the job and 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		<u> </u>		
	Evening work required		<u> </u>		
2. Travel	Public transportation	<u> </u>			
	Private transportation		•		
3. Job benefits	None				
	Sick leave	<u> </u>			
	Medical/ health benefits				
	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				
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 □ Key words/ signs needed				
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			
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			
	<u>jan</u> itor			
	☐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 TA	ASKS IDE	ENTIFICATION	
List the job tasks required for this po	osition:			
JOB TASK	PERFO	RMING?	ACHIEVEMENT	BASIS
	YES	NO	LEVEL	
			Limited	☐ Direct Observation
			Average	Person self-report
			Above Average	☐Supervisor report
			□Excellent □Limited	☐Direct Observation
	Ш		Average	Person self-report
			Above Average	Supervisor report
			Excellent	
			Limited	☐Direct Observation
			Average	Person self-report
			Above Average	☐Supervisor report
			☐ Excellent☐Limited	Direct Observation
	Ш		Average	Person self-report
			Above Average	Supervisor report
			Excellent	
			Limited	☐Direct Observation
	_	_	Average	Person self-report
			Above Average	☐Supervisor report
			Excellent	Diment Observation
			☐Limited☐ Average	☐ Direct Observation☐ Person self-report
			Above Average	Supervisor report
			Excellent	Ecaportico report
			Limited	☐Direct Observation
		<u>—</u>	Average	Person self-report
			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 nethods, and strategies were used in training this provided:		
were they addressed?	(if any) were identified during this period, and how		
Identify and list potential natural supports:			
Next Steps:			
Signature			
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 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: Liam Parker			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.					
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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