

DDD Employment Plan / Progress Report Instructions

This form is intended to be both an employment services plan and a periodic progress report. It is intended to contain all the information required by the DDD/County contract for employment services (Individual Employment, Group Supported Employment, Prevocational services and Individualized Technical Assistance).

The form will be filled out as an Initial Plan within 60 days of authorization for the employment service. It will next be filled out as a Progress Report six months after authorization for the employment service. It will be filled out as both a Progress Report and a Plan Update one year after authorization for the employment service. This form will be filled out every six months as long as the person remains enrolled in the employment service.

At the top of the form, check the box indicating if this form is being used as the **Initial Plan, Plan update and progress report**, or a six month **Progress report**. The first section is to be filled out with the person's name, their ADSA number, the provider's name, phone number and the name of a staff person who can answer questions about the plan/ progress report.

- #1. **Annual Plan Date:** Enter in the plan start and end date. The initial plan start date should coincide with the authorization date for the service. This should not exceed the timespan of one year. It is to be updated at the time the form is used for the annual plan update.
- #2. **Service Level (authorized range of hours):** Fill in the monthly minimum number of hours and the maximum number of hours authorized in the person's current Individual Service plan (ISP).
- #3. **Skills, gifts, interests, and preferred activities.** As described, the information for this section is typically obtained through a process of discussion with the person and relevant others and observation of the person in a variety of settings.

Skills: Enter information describing the skills the person has that may be useful in finding and maintaining a job.

Gifts: Enter information describing what abilities and qualities the person seems particularly good at, and maybe unexpectedly so. These may be less specific than the above listed skills.

Interests: Enter the activities, hobbies, topics and areas the person is interested in.

Preferred Activities: Enter the activities the person typically chooses to do when given the opportunity.

- #4. **Employment Preferences:**
 - a. Enter the number of hours per week the person wishes to work.
 - b. Enter the type of job the person is looking to obtain. Try to be specific as possible.
 - c. Choose from the drop-down menu the shift the person is most interested in working. The choices are: Day, Night, Graveyard, Swing/Rotate
 - d. Enter the amount of money the person wants to earn per month.

- #5. **Employment Goal:** Enter the employment goal for the current plan year. Be as specific as possible as to what the person wants to achieve (The employment goal should incorporate the persons employment preferences into a goal statement).
- #6. **Action Steps and Supports to reach goal:** As noted on the form, there may be several. List each in the space on the left of the form. For each, chose from the drop-down menu in the middle space which element (type of support) most describes the action step. The choices are: Intake, Discovery, Assessment, Job Prep, Job Dev, or Job retention. In the last space, enter the person(s) responsible to ensure the action step or support is provided to the person.
- #7. **Other accommodations, safety, adaptive equipment and/or supports critical to achieve the goal:** Enter items that fit this definition. Often they are supports and conditions that are necessary for the person to function successfully in most or all settings. Examples may include that the person requires their eyeglasses, functioning wheelchair, communication board or other equipment. Other examples may include the person requires close supervision to ensure that his/her safety or personal care needs are provided during the course of their daily activities.

The next section (numbers 8 through 11) of the form is the six month progress report. It is used to track progress on the goals developed in the person's service plan. This section is filled out every six months during the person's participation in the employment service with the exception of the person's initial service plan.

- #8. **The six month reporting period:** Enter the start date and end date of the period of time being reported on.
- #9. **For the previous six months progress report list the action steps and supports, the outcome of each activity the element and status of the action step.** From the previous page list each action step and support in the left section. In the next column, enter what was the result or outcome of each item. In the next column, choose from the drop-down menu the element that best fits the item. The choices are the same as those on the previous page: Intake, Discovery, Assessment, Job Prep, Job Dev, or Job retention. For the last column, choose from the drop-down menu what the status is of each item. The choices are: Complete, Continued, Modified, or Deleted.
- #10. **Total Service Hours provided during the six month reporting period:** In the grid provided, enter the hours of staff time and/or site hours provided for each month of service covered in the progress report.
- #11. **Comments:** Use this section to enter any relevant additional comments about the period reported upon.

The last section is for signatures and dates for relevant persons agreeing to the plan developed in the development of the service plan.