



Rehabilitation Services Commission

VR Invoice & Report

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| PROVIDER NAME & ADDRESS | Ohio Rehabilitation Services Commission 5421 Southwyck Boulevard, Suite #200 Toledo, Ohio 43614 |
| DATES OF SERVICE | 01/01/13 - 01/31/13 |
| SERVICE DESCRIPTION | Community Based Assessment |
| VR STAFF NAME | James Gears |
| PROVIDER STAFF NAME | Jane Provider |
| CONSUMER NAME | John Q. Public |
| VR AUTHORIZATION # | 123456789 |
| PROVIDER IDENTIFIER | CBA-01/13-Public |
| UNITS OF SERVICE BILLED (INDIVIDUAL) | 417 Units @ \$ 4.90 = \$ \$2043.30 |
| UNITS OF SERVICE BILLED (GROUP) | 0 Units @ \$ = \$ |
| UNITS OF SERVICE BILLED (BILINGUAL) | Units @ \$ = \$ |
| WAGE ADD-ON | 320 Units @ \$ 0.99 = \$ 316.80 |
| REPORT WRITING BILLED | 13 Units @ \$ 4.90 \$ \$63.70 |
| MILEAGE BILLED | 180 Units @ 0 = \$ 81.00 |

Report Template 2: Job Coaching Related Services

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| SERVICE GOALS/ REFERRAL REQUESTS/ RECOMMENDATIONS | john has issues with interacting with co-workers. he feels anxious and that people are judging him. if he feels that someone is questioning him he often will yell at them. john also has had issues with attendance in the past. john has lost his last two jobs for either showing up to work late or no show/no call. john also has issues with hygiene and grooming. in the last appointments with vr staff he had a detectable body odor and his clothes had food and dirt stains on them. vr staff has brought the issue up with john and he has agreed to work on grooming and hygiene and his attendance. vr staff want to accomplish the following as part of the assessment: 1) place consumer in situations that might cause inter-personal issues and help him process appropriate behaviors; 2) monitor john's attendance and grooming/hygiene; &* 3) determine john's interests and abilities working in a manufacturing situation. |
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| CONSUMER: John Q. Public | | | | | MONTH/YEAR: January 2013 | | AUTHORIZATION: 123456789 | |
|--------------------------|-------------------------------|--------------------------|----------------|---------|--------------------------|---|--------------------------|--|
| DATE | UNITS OF SERVICE (INDIVIDUAL) | UNITS OF SERVICE (GROUP) | REPORT WRITING | MILEAGE | TYPE OF CONTACT | Comments | | |
| 01/02/13 | 1 | 0 | 0 | 0 | TC | Contact to John to schedule an appointment to begin assessment. John instructed to bring copy of driver's license and Social Security card to appointment to complete hire paperwork. John schedule for appointment on January 4 @ 1:00 PM at provider's office on Southwyck Boulevard. | | |
| 01/04/13 | 15 | 0 | 2 | 0 | FFC | JD met with John at provider's office. JD discussed job duties that John will be performing during assessment. John will be working with his hands to assemble wiring harnesses. John will be working in a group with three other co-workers. Each co-worker will learn a job task and then rotate every two hours during the day. John will be expected to arrive to work at 8:00 AM. If John arrives later than 8:15 it will be considered a "No Call/No Show" and he will be sent home. If John arrives to work with poor hygiene and/or grooming he will discuss that with JC. JD & JC explained that John will be placed into real scenarios to help him with his inter-personal skills. JD & JC made sure that John knows who to go to on the worksite if he has a problem or concern. JD & JC discussed how John should ask for help appropriately, .i.e. just not walk away from job tasks, not to yell at co-workers, how he can ask for a time out to calm down, etc. John will start his assessment on 01/14/13 at 8:00 AM at Jobs R' Us on 1 Main Street, Toledo, Ohio. John was provided a copy of employer location and expectations. John signed in agreement to services. | | |
| 01/14/13 | 80 | 0 | 3 | 30 | FFC | See notes below. | | |
| 01/15/13 | 80 | 0 | 0 | 30 | FFC | See notes below. | | |
| 01/16/13 | 1 | 0 | 1 | 30 | TC | John was 'no call/no show.' JC called John at home and woke him up. He stated he over-slept. Since over 15 minutes he can not come into work. JC discussed setting two alarms, alarm clock and telephone, and putting phone across room so he has to get up to turn off. John agreed to try this for tomorrow. JC explained if he was really starting new job he could be hired for not showing up during probation period. John said he understood and will be to work 01/17/13. JC informed John he needs to call employer to inform them he will not be in (even though its late). John stated he will. | | |
| 01/17/13 | 80 | 0 | 2 | 30 | FFC | See notes below. | | |

Report Template 2: Job Coaching Related Services

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| 01/18/13 | 80 | 0 | 2 | 30 | | See notes below. |
| 01/19/13 | 80 | 0 | 3 | 30 | FFC | See notes below. JC discussed the assessment with John after the week. John indicated that the work was not like he expected. It was alright, but he felt it was too repetitive. John indicated that he feels a little more comfortable in social situations as far as talking to new people. He still feels he has some problems with social cues (understanding what other people mean). JC reinforced John's progress: he was able to increase production speed on wiring kits, crimping, and units completed. JC explained that it takes time for everyone to learn job tasks so he did well. JC also praised John on his timeliness and hygiene. JC informed him he will need to maintain that as part of his job search. JC explained next step would be for his VR staff to review report and discuss future programming with him. |
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| TOTALS | 417 | 0 | 13 | 180 | | |

| JOB TASK | EMPLOYER STANDARD | INITIAL PERFORMANCE LEVEL |
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| 1. Select connector wires from bins, 1 red and 2 blue, located on assembly table | Employees should be able to select 120 assembly kits in 1 hour | John was able to select 75 assembly kits at the end of his first day (83.3% of standards)) |
| 2. John will use hand tools to crimp wires in connector | Employees should be able to crimp 1 red and 2 blue wires in 30 seconds | John had difficulty with crimping tool; John took two minutes to crimp wires (400% of standards) |
| 3. John will place finish product in bin in middle of assembly table | Employees will complete 120 products per hour | John was able to complete 30 products per hour (25% of standards) |
| 4. | | |

Report Template 2: Job Coaching Related Services

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| CONSUMER: John Q. Public | | | | | | | | | MONTH/YEAR: January 2013 | | | | | | AUTHORIZATION: 123456789 | |
|--------------------------|---------|----------------|----------------|------------|------------|------------|------------|------------|--------------------------|------------|------------|------------|------------|------------|--------------------------|--|
| DATE | HYGIENE | INTER-PERSONAL | SELF-DIRECTION | TIMELINESS | WORK ETHIC | JOB TASK 1 | JOB TASK 2 | JOB TASK 3 | JOB TASK 4 | JOB TASK 5 | JOB TASK 6 | JOB TASK 7 | JOB TASK 8 | JOB TASK 9 | JOB TASK 10 | COMMENTS |
| 01/14/13 | 3 | 2 | 2 | 5 | 2 | 4 | 0 | 1 | | | | | | | | John had good hygiene (no body odor). John did have some stains on clothes. JC discussed with John. He indicated he did not have time to wash clothes this weekend. Will wash clothes tonight after work. John displayed noticeable anxiety (fidgeting, avoidance of conversation, pacing, and repeatedly asked for 'smoke' break) throughout the day. JC discussed with John and talked about visualization and breathing exercises. John had difficulty in transitioning between tasks without prompts. John arrived to work and back from breaks on time. John complained about job tasks throughout the day. JC talked to John about appropriateness of complaining. John indicated he wants to do assessment and will stop complaining. See notes above on initial perform to address job task ratings. |
| 01/15/13 | 4 | 2 | 3 | 2 | 2 | 4 | 0 | 2 | | | | | | | | John arrived to work 10 minutes late. John told JC that alarm did not go off. JC talked about setting two alarms (clock and phone). John had proper hygiene (no body odor) and clothes were washed but wrinkled. John still exhibited anxiety as described on 01/14/13. John did initiate conversation with co-worker about sports teams. John still needed prompts to move to next step but was able to transition himself independently 20% of the time. John still complains a lot about job tasks, boredom, and pain. JC addressed it again and asked if he wants to continue. John stated 'yes.' John was able to complete 75 kits, brought down 'crimping' to 105 seconds, completed 45 units (37.5 of standard). |

Report Template 2: Job Coaching Related Services

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| 01/16/ 13 | | | 0 | | | | | | | | | | | | | | | John was 'no show/no call.' |
| 01/17/ 13 | 5 | 3 | 3 | 5 | 3 | 4 | 1 | 3 | | | | | | | | | | John arrived to work 5 minutes early, good hygiene (no body odor), clean clothes without wrinkles. John initiated conversations with two co-workers today about work task and social topics while working. John was able to transition independently job task 60 - 70%. John complained less about job today. JC praised him and he indicated he wants to give job his best effort. John achieved 120 wiring kits, decreased 'crimping speed' to 75 second, and completed 70 units (58.3% of standard). |
| 01/18/ 13 | 5 | 1 | 3 | 5 | 3 | 4 | 1 | 3 | | | | | | | | | | John arrived to work on time. Proper hygiene and clothing. John got into argument with co-worker about using tools. John got mad and yelled at co-worker. Supervisor and JC intervened. John took at 15 minute break and discussed situation with Supervisor and JC. John stated co-worker kept moving crimper to be funny and it was slowing him down. Supervisor talked to co-worker about situation. Supervisor, JC, and co-worker talked and John appologized for yelling. Co-worker appologized as well. No other issues during shirt. John completed 100 kits, crimping speed improved to 70 seconds, completed 90 units (75% of standards). |
| 01/19/ 14 | 5 | 3 | 3 | 4 | 3 | 4 | 2 | 4 | | | | | | | | | | John arrived to work on time, no grooming or hygiene issues. Interacted with co-workers well. JC monitored interaction with co-worker he had issue with yesterday. They talked about sports today without concerns. John continues to occasionally need prompts but getting better (less than 20% time now). John still complains but is getting better. JC notes that other co-workers complain about the same so not significant issue. John maintained at 100 kits (83.3% of standard), continues to improve at crpining speed almost to 60 seconds, complete 100 unutes (83.3% of standard). |
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