



# Rehabilitation Services Commission

## VR Invoice & Report

<b>PROVIDER NAME &amp; ADDRESS</b>	Ohio Rehabilitation Services Commission 5241 Southwyck Boulevard, Suite #200 Toledo, Ohio 43614
<b>DATES OF SERVICE</b>	01/01/13 - 01/31/13
<b>SERVICE DESCRIPTION</b>	Personal Adjustment
<b>VR STAFF NAME</b>	James Gears
<b>PROVIDER STAFF NAME</b>	Jane Provider
<b>CONSUMER NAME</b>	John Q. Public
<b>VR AUTHORIZATION #</b>	123456789
<b>PROVIDER IDENTIFIER</b>	01/13-PA-Public
<b>UNITS OF SERVICE BILLED (INDIVIDUAL)</b>	<b>36 Units @ \$ 5.10 = \$ 183.60</b>
<b>UNITS OF SERVICE BILLED (GROUP)</b>	<b>0 Units @ \$ = \$</b>
<b>UNITS OF SERVICE BILLED (BILINGUAL)</b>	<b>Units @ \$ = \$ No Charges</b>
<b>WAGE ADD-ON</b>	<b>Units @ \$ = \$ No Charges</b>
<b>REPORT WRITING BILLED</b>	<b>9 Units @ \$ 5.10 \$45.90</b>
<b>MILEAGE BILLED</b>	<b>0 Units @ 0 = \$ No Mileage</b>

## Report Template 3: Training Type Programs

<b>CONSUMER:</b> John Q. Public	<b>MONTH/YEAR:</b> January 2013	<b>AUTHORIZATION:</b> 12356789
<b>SERVICE GOALS/ REFERRAL REQUESTS</b>	consumer is being referred for personal adjustment to learn how to handle stressful inter-personal contacts with peers and supervisors. john has lost several jobs in the past because he gets angry when he feels people are not treating him with respect or making fun of him. john is never physically assaulted anyone, he either gets angry and yells or walks off the job. john also needs some assistance in developing a budget. he often has problems with making his money last till the end of the month. this has caused problems where he does not have gas money and simply does not go to work resulting in him being fired.	

<b>SUMMARY OF INITIAL FUNCTIONING</b>	during the initial meeting with john. provider placed him in a difficult social situation in which someone was correcting how he completed a form. the person purposely chose an answer that was correct and then told him it was incorrect. john was able to calmly discuss the situation for about two minutes, however, physical cues were demonstrated, face became flush, long sighs, voice started to elevate, etc. provider discussed the situation with john and asked how he might have handled the situation differently and what he was feeling during the scenario. provider also talked to john about how he manages his bills. he stated that he has a box on the table and tosses bills in there until he "gets around to it." provider talked about establishing a bill chart and tracking system.
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<b>OBJECTIVE</b>	<b>SUMMARY OF PLAN OF INSTRUCTION/SERVICES</b>
1. To assist John in coping with stressful interpersonal contacts with co-workers and supervisors.	Provider will develop a set of role playing scenarios to place John in situations where he may develop stress and anxiety about the situation. John will be told about some scenarios whereas others will be spontaneous. John will be taught anger management coping skills, including breathing exercises, time outs, imagery, etc. John will be able to handle a stressful situation for at least fifteen minutes without getting angry (Timeframe: Ten one hour sessions))
2. To assist John in managing his finances so that he has enough money to last till the end of the month.	Providers will work with John to collect all his bills and organize them based on the date that they are due. Provider will also work with John to develop an 'envelop system' that will allow him to plan for spending for gas, groceries, extras, etc. Provider and John will pay bills together for first two weeks, then provider will observe John's bill payments for the next two weeks. Provider will assist John in developing a script to talk to 'bill collectors' and creditors to assist him in talking to creditors about establishing payment plans. Provider will provide support and positive reinforcement for John's budget implementation. (Estimated Timeframe: 6 Weeks - Twice per Week)
3.	
4.	
5.	

<b>DATE</b>	<b>UNITS OF SERVICE (INDIVIDUAL)</b>	<b>UNITS OF SERVICE (GROUP)</b>	<b>REPORT WRITING</b>	<b>MILEAGE</b>	<b>TYPE OF CONTACT</b>	<b>OBJECTIVE #</b>	<b>SUMMARY &amp; OUTCOMES</b>
01/03/13	10	0	4	0	FFC	1	Met with John @ Toledo BVR to discuss coping mechanisms. John did not want to try them at first and he stated that they will not work. Provider convinced John to try breathing exercises. John admitted that they helped him calm down. Provider asked him to describe a situation in which he got angry or walked off the job. John exhibited physical characteristics of stress (turned red, clenched edge of chair,



### Report Template 3: Training Type Programs

	0	0	0	0			
	0	0	0	0			
	0	0	0	0			
<b>TOTALS</b>	36	0	9	0			

#### **SUMMARY & RECOMMENDATIONS (INCLUDES CONSUMER COMMENTS)**

Provider met with John three times during the month. John called and cancelled last appointment due to the fact he has to go out of town. Next appointment scheduled for 02/01/13 @ 100 @ BVR. John demonstrated some progress with anger management. He was able to partially descalate himself in a situation and refrain from yelling at someone. John was given two homework assignments, to practice breathing exercises and visualization, to be discussed on 02/01/13 appointment. Provider also helped John organize bills and create a schedule for payments. John currently does not have enough money to pay current bills. Provider discussed with John a decision making model to determine what he wishes to prioritize as far as paying his bills, i.e. home, food, car, cable, etc. Provider will continue to work with John to money his spending habits and make adjustments to budget.

#### **PROVIDER COMMENTS (INCLUDES ADDITIONAL INFORMATION PROVIDER STAFF WANTS TO SHARE WITH VR STAFF)**

**Discussed with John the potential need for mental health services, such as theraputic counseling, medication management, etc. Recommend that VR staff discuss with John and make appropriate referral to additional providers as necessary.**