



**Rehabilitation Services  
Commission**

## VR Invoice & Report

<b>PROVIDER NAME &amp; ADDRESS</b>	<b>Ohio Rehabilitation Services Commission 5241 Southwyck Boulevard, Suite #200 Toledo, Ohio 43614 419-866-5811</b>
<b>DATES OF SERVICE</b>	January 1 - January 31
<b>SERVICE DESCRIPTION</b>	Job Development
<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>	JQP-January13
<b>UNITS OF SERVICE BILLED (INDIVIDUAL)</b>	<b>115 Units @ \$ 7.00 = \$ 805.00</b>
<b>UNITS OF SERVICE BILLED (BILINGUAL)</b>	<b>Units @ \$ = \$</b>
<b>REPORT WRITING BILLED</b>	<b>16 Units @ \$ 7.00 \$ 112.00</b>
<b>MILEAGE BILLED</b>	<b>521 Units @ \$0.45 = \$ \$234.45</b>

## Billing Information

<b>CONSUMER:</b> John Q. Public		<b>MONTH/YEAR:</b> January 2013	<b>AUTHORIZATION:</b> 123456789
<b>DATE</b>	<b>UNITS OF SERVICE</b>	<b>REPORT WRITING</b>	<b>MILEAGE</b>
01/02/13	18	5	28
<b>01/03/13</b>	2	1	0
01/02/13	1	1	0
01/04/13	1	0	0
01/10/13	32	3	128
<b>01/14/13</b>	1	0	0
01/15/13	25	1	112
<b>01/16/13</b>	4	1	104
<b>01/17/13</b>	1	1	0
<b>01/21/13</b>	15	1	104
<b>01/28/13</b>	5	1	0
<b>01/31/13</b>	10	1	45
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Totals	115	16	521

## Report Template 01: Job Development & Job Retention

<b>CONSUMER:</b> John Q. Public	<b>MONTH/YEAR:</b> January 2013	<b>AUTHORIZATION:</b> 123456789
<b>MONTHLY SUMMARY</b>		
<b>Consumer Name</b>	John Q. Public	
<b>Employment Goal</b>	Vocational Rehabilitation Counselor	
<b>Referral Questions?</b>	VR staff is referring individual to secure a position as a vocational rehabilitation counselor. Individual has a physical impairment that causes pain in the lower back. Individual needs to alternative sitting, standing, and walking as needed to decrease back pain. Individual also has anxiety dealing with new situations and/or people. Provider should look for positions that provide a stable work environment and avoid frequent contacts with the general public.	
<b># of Contacts Staff had with Consumer?</b>	10	
<b># of Employer Contacts Staff made?</b>	6	
<b># of Employer Contacts Consumer made?</b>	1	
<b># of Applications (Resumes) submitted to Employers?</b>	3	
<b># of Interviews?</b>	1	
<b>Summary of Consumer's input and participation in job search?</b>	John participated in his job search by identifying four potential employers (Rehabilitation Services Commission, Lucas County Board of Developmental Disabilities, the Vocational Group, and Jobs R' Us) that he would like to pursue in February 2013. John indicated that he is frustrated with his job search because he has not heard back on any of the resumes that he has submitted. Provider discussed with John strategies to follow up on resumes, i.e. follow up calls, thank you letters, etc. John indicated that he would like provider to review his resume to make sure that its up to date and appropriate. Provider will do this as part of February development.	
<b>Other impediments or concerns to progress? (Including local labor market issues)</b>	John indicated that his car stopped working and he does not have the money to get it repaired. He indicated that this is impacting his ability to contact businesses. John also indicated that he is going to be unavailable in March for two weeks for surgery. This will need to be factored into job development activities or addressed when a position is offered. Provider discussed talking to VR staff about his car to see if VR can assist in getting if repaired so he can full participate in development activities. John has not been making his weekly employer contacts. Provider explained that this is a joint venture and John needs to make contacts as well as the provider.	
<b>Summary of next month's plan for services?</b>	Provider and John will follow up on the four employers he has identified. John will also make at least two additional employer contact her week. Provider will review John's	

## Report Template 01: Job Development & Job Retention

	resume and discuss needed changes. Provider will have weekly contact with John to monitor job search. Provider will also make two employer contacts on John's behalf with businesses.
<b>Next scheduled placement plan review?</b>	03/31/13

# Report Template 01: Job Development & Job Retention

CONSUMER:		MONTH/YEAR:			AUTHORIZATION:	
DATE	TYPE OF CONTACT	EMPLOYER & ADDRESS	HIRING	ACTIVITY	FOLLOW-UP	COMMENTS
01/02/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Contacted John to review previous/upcoming week job search. John did not make contacts last week of December due to holidays. John will contact RSC to see if hiring and drop off resume this week. Provider will contact Jobs R' Us and XYZ Rehabilitation.
01/02/13	FFC	XYZ Rehabilitation Main Street Toledo, Ohio	<input type="checkbox"/>	RES	<input type="checkbox"/>	Provider talked to Noah Smith, HR Manager, about current and future openings for vocational counselors. Noah stated not hiring now but may have opening in May 2013. Provider explained program to Noah. Provider asked about hiring procedures. Noah stated company collects resumes and posts jobs in paper. Provider gave copy of resume. Highlighted John's experience working in rehabilitation field. Provider will follow up with Noah in early April 2013.
01/02/13	FFC	Jobs R' US East Second Street Defiance, Ohio	<input checked="" type="checkbox"/>	RES	<input type="checkbox"/>	Provider talked to Justin, VR Manager. Have opening for vocational counselor aide. Provider gave copy of resume. Business does not accept applications. Provider asked for copy of job duties/posting. Provider highligh John's skills that matching posting. Provider set up interview for John on Tuesday, 01/15/13 @ 1:00. Provider will bring John to appointment due to car issues. Provider explained supports available through VR Program.
01/03/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Contact Counselor to discuss job opportunity and issues with John's car. Counselor wants to schedule staffing to discuss job search and amending plan to include car repairs.
01/03/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Contacted John and told him about interview. Scheduled staffing to meet with Counselor on 01/10/13 to discuss job and car issues.
01/04/13	TC	ABC Company ZYZ Road Bryan, Ohio	<input type="checkbox"/>		<input type="checkbox"/>	Contacted company to see if hiring. Spoke with Ethan Smith, HR Manager. Not hiring at this time and no plans to hire in next 6 months.
01/10/13	STF		<input type="checkbox"/>		<input type="checkbox"/>	Staffing at VR with Provider, Counselor, and John to discuss job search and car issues. John stated he is frustrated with job search and not hearing back on resumes. Counselor discussed expanding job search to new areas or different job goals. John wants to stay with goal and limit search to Northwest Ohio. Counselor completed amendment to IPE for car repairs. Discussed updating John's resume. Counselor reviewed and approved updated resume.
01/10/12	FFC	Buckeye Rehabilitation 1 Main Street Bowling Green, Ohio	<input type="checkbox"/>	RES	<input type="checkbox"/>	Contacted Heather Jones, Director. Discussed hiring needs. Not hiring - just hired person in December so no future openings expected. Dropped off resume.

## Report Template 01: Job Development & Job Retention

01/14/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Contacted John to confirm interview on 01/15/13 and to review interviewing skills. Discussed how to answer gaps in employment history, discussed how to approach reasonable accommodations, and gave John background information on the company. Provider will pick up John at his home at 12:15.
01/15/13	FFC	Jobs R' US East Second Street Defiance, Ohio	<input checked="" type="checkbox"/>	INT	<input type="checkbox"/>	Transported John to interview. Discussed prior/upcoming week of job search while in car. John contacted ORSC, not hiring and does not accept resumes. Quick review of interviewing skills in car. Provider sat in interview but did not speak much. John did good job addressing job skills, employment lapse, made good eye contact with interviewer, and did not appear anxious. During ride home provider offered positive reinforcement on John's performance. Provider will contact and John will write thank you.
01/16/13	FFC	Jobs R' US East Second Street Defiance, Ohio	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Provider stopped in and followed up with Noah Smith, HR Manager. Stated John did very well in the interview. Would like to make offer and do a background check. Provider collected all information to coordinate background check.
01/16/13	MSG		<input type="checkbox"/>		<input type="checkbox"/>	Contacted Counselor and informed him that Jhn was offered the job pending the background check. Counselor wants provider to take John to background check due to anxiety issues. Provider will contact John and make arrangements.
01/16/13	MSG		<input type="checkbox"/>		<input type="checkbox"/>	Contacted John. Not home but left message asking him to call provider regarding interview and job offer.
01/17/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Spoke with John about the job offer and the hiring process. Scheduled appointment with John on 01/21/13 @ 2:00 to go to Sheriff's Department for finger printing and then to Mercy Medical for drug screen. Talked to John to reduce anxiety and explained this is common hiring practices.
01/21/13	FFC		<input type="checkbox"/>		<input type="checkbox"/>	Picked up John at home and took to Defiance Sheriff's and Mercy Medical for background check.
01/28/13	TC	Jobs R' US East Second Street Defiance, Ohio	<input type="checkbox"/>		<input type="checkbox"/>	Contacted Noah Smith, HR Manager, on John's background check. Noah indicated that drug screen came back positive for TCH. Provider talked to Noah about options to save the placement. Noah stated would be willing to do another drug screen. If positive will not hire, if clear will continue with hiring.
01/28/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Contact to Counselor about positive drug screen. Counselor wants to staff case on 01/31/13 @ 10:00.
01/28/13	TC		<input type="checkbox"/>		<input type="checkbox"/>	Contacted John. Explained issue and appointment on 01/13/13 at 10:00 with Counselor. John apologized and said TCH helped calm him down before the interview. Discussed how drug use can be barrier to employment.
01/31/13	STF		<input type="checkbox"/>		<input type="checkbox"/>	Staffing at VR with John and Counselor. Discussed issues with positive drug screen. Discussed another chance if re-takes the drug screen and passes.

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