

Sample:
Weekly Provider Checklist for CBA Monitoring
Weekly CBA Monitoring Report
CBA Job Coaching Report
CBA Combined Monitoring and Job Coaching Report
6-1-14

Sample: Weekly Provider Checklist for CBA Monitoring

- ___ Weekly time sheet
- ___ Supervisor's progress report
- ___ Job Developer weekly monitoring report-- must include: date, time, duration, and method of monitoring (site visit, phone call etc.), specific activities performed, and progress notes/comments
- ___ Inform counselor in a timely manner of any special needs or concerns that need to be addressed before the completion of the CBA

Sample: Weekly Monitoring Report

Date: 1/8/14 **Time:** 1:00 – 2:00 p.m. **Duration:** 1 hr. **Method:** Job site visit

Activities: Met with employer and participant. Collected time sheet. Discussed supervisory report. Supervisor pleased with participant's work, no concerns. Hygiene issues improved over last week. Forwarded copy of time sheet and supervisory report to counselor.

Sample: CBA Job Coaching Report

(also include task analysis)

Date: 1/2/14 **Time:** 2:00 – 4:00 p.m. **Duration:** 2 hours

Methods and activities: Completed step by step task analysis and developed list of activities required to mop the floor. Demonstrated mopping activities then assisted participant to utilize checklist to practice mopping activities. Provided feedback regarding performance By the end of the shift the participant was able to follow the checklist, but missed several spots on the floor. We will work on thoroughness during his next shift.

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Sample: Combined Monitoring and Job Coaching Report

Note: Report clearly spells out which time/activity is for monitoring and which is for job coaching
 (also include task analysis with job coaching report)

Date	CBA Monitoring	Job Coaching	Time	Length of Time	Description
1/6/14		X	2:00 – 5:00 p.m.	3 hrs.	Methods and activities: Completed step by step task analysis and developed list of activities required to mop the floor. Demonstrated mopping activities then assisted participant to utilize checklist to practice mopping activities. Provided feedback regarding performance. By the end of the shift the participant was able to follow the checklist, but missed several spots on the floor. We will work on thoroughness during his next shift. Client had positive attitude and made good effort to learn job tasks.
1/7/14		X	2:00 – 5:00 p.m.	3 hrs.	Methods and activities: Observed client’s first attempt to mop floor. He was able to follow checklist. Provided feedback on spots he missed. Reminded him to double check his work—added this to his checklist. Subsequent attempts were much more thorough and he was able to catch missed areas on his double check. Vacuuming added to job duties today. Showed client areas to be vacuumed and demonstrated how to do it. His made a good first attempt and remembered to double check his work for thoroughness.
1/8/14		X	2:00 – 4:00 p.m.	2 hours	Methods and activities: Observed client’s first attempt to mop floor. He followed checklist and was able to complete activity independently. He reported the checklist is helpful. He also did well at first attempt at vacuuming—seems to like this better than mopping. Supervisor reports dusting will be added tomorrow.
1/9/14	X		1:00- 2:00 p.m.	1 hr.	Met w/ supervisor who reported she is impressed with client’s good attitude and willingness to work hard. She is satisfied with his pace of learning, but indicated he will need to improve his speed as he gets more comfortable with the job duties. Collected and forwarded copy of time sheet and supervisory weekly report to the counselor.