

Job Coaching Report: Sample #1

Note this template is not required, but reports must include specific hours worked (dates, times & number of hours); job coaching activities and methods utilized; participant's progress and, if applicable, interaction and advocacy with the employer and development of natural supports and a long term support plan (supported employment cases). Include task analysis with this report or incorporate both task analysis and this information into one form.

Participant's Name: John Doe
Case ID#:
Counselor's Name:

Employment Position: Kitchen Helper
Employer/Supervisor XXX Buffet
Work Schedule: M-F 10:00 – 2:00

Date of Report: 6/15/14

Date:	Time:	Length:	Methods and Activities and Progress
6/2/14	10:00 a.m.- 2:00 p.m...	4 hours	John assigned to set up food in buffet line and to keep buffet area cleaned and food bins filled throughout the shift. Job developer worked side by side with him for first two hours to assist him in getting acquainted with the job duties then observed how John did on his own. He was cooperative and put forth good effort, but indicated he felt overwhelmed. He required repeated demonstration of how to complete tasks during the remainder of the shift.
6/3/14	10:00 a.m. – 2:00 p.m.	4 hours	Job coach again demonstrated task completion and observed while John practiced. He was able to complete set-up with verbal prompts as there are no customers to distract him. The second and third hours are the busiest so John required hands on assistance in order to complete tasks in a timely manner. Provided him verbal prompts during the last hour of his shift. He puts forth good effort but tends to stay focused on the main courses and forgets about the desserts as they are separated from the rest of the buffet.
6/4/14	10:00 a.m. -2:00 p.m.	4 hours	Completed a checklist to help John remember to check each section of the buffet for refills or clean up during the shift. Once customers start arriving he will first check the soup and salad then move to the main courses then on to desserts and then start over again. Spoke to the supervisors about keeping a fresh supply of dishcloths on an unused section of the buffet so John doesn't have to walk back to the kitchen when a new cloth is needed. This should help speed up his work. Provided verbal prompts throughout the shift and some hands- on assistance during the busiest hours.
6/5/14	10:00 a.m. – 2:00 p.m.	4 hours	John is now able to complete set-up independently. He required some verbal prompts during the busy hour, but was able to stay on task during the last hour. Speed is improving having dishcloths close by.
6/6/14	11:00 a.m. – 1:00 p.m.	2 hours	John is independent with set-up and during the last "slower hour". Job coach will focus time during the busiest two hours as some prompting is still needed—especially when customers ask him questions that distract him. Explored with him ways to get quickly back on task and remember where he was at after being interrupted by a customer.

6/9/14	11:00 a.m. – 1:00 p.m.	2 hours	The supervisor reported John was able to independently set up even after having the weekend off. During the lunch hour customers sometimes ask him things he doesn't know the answer to and he gets anxious and frustrated and then forgets what he was working on. Per supervisor he should say to the customer, "Please give me a minute to find out the answer," and then go ask the supervisor or cooks. If he forgets which section of the buffet he was working on he is to start his normal rotation again. Job coach role played these scenarios with John and provided verbal prompts when it actually happened.
6/10/14	11:00 a.m. – 12:00 p.m.	1 hour	Now that John knows he can go to supervisor when he is interrupted by the customer, he is becoming less frustrated and more able to concentrate on job duties. Required minimal verbal prompts from job coach or supervisor during first half of shift so there was no need for job coach to stay the entire shift. He will try the shift on his own tomorrow.
6/11/14	1:00 p.m. – 2:00 p.m.	1 hour	Met with John and the supervisor toward the end of his shift. John did well during the shift with only minimal supervisory prompts. The supervisor and John agreed that additional job coaching is not needed at this time. Ensured that both the supervisor and John have the counselor's phone number in case additional job coaching is needed in the future.
		Total Hours: 22	

Job Coaching Report: Sample #2

Note this template is not required, but reports must include specific hours worked (dates, times & number of hours); job coaching activities and methods utilized; participant's progress and, if applicable, interaction and advocacy with the employer and development of natural supports and a long term support plan (supported employment cases). **Include task analysis with this report or incorporate both task analysis and this information into one form.**

Participant's Name: John Doe
Case ID#:
Counselor's Name:
Date of Report: 6-15-14

Employment Position: Kitchen Helper
Employer/Supervisor: XXX Buffet
Work Schedule: M-F 10am – 2pm

June 2, 2014 10:00am – 2:00pm 4 hours

John assigned to set up food in buffet line and to keep buffet area cleaned and food bins filled throughout the shift. I worked side by side with him for first two hours to assist him in getting acquainted with the job duties, then observed how he did on his own. John was cooperative and put forth good effort, but indicated he felt overwhelmed. He required repeated demonstration of how to complete tasks during the remainder of his shift.

June 3, 2014 10:00am – 2:00pm 4 hours

I again demonstrated task completion and observed while John practiced. He was able to complete set-up with verbal prompts as there are no customers to distract him. The second and third hours are the busiest so John required hands-on assistance in order to complete tasks in a timely manner. I provided him verbal prompts during the last hour of his shift. He puts forth good effort but tends to stay focused on the main courses and forgets about the desserts as they are separated from the rest of the buffet.

June 4, 2014 10:00am – 2:00pm 4 hours

I completed a checklist to help John remember to check each section of the buffet for refills or clean up during the shift. Once customers start arriving he will first check the soup and salad, then move to the main courses then on to desserts and then start over again. I spoke to John's supervisor about keeping a fresh supply of dishcloths on an unused section of the buffet so he doesn't have to walk back to the kitchen when a new cloth is needed. This should help speed up his work. I provided verbal prompts throughout the shift and some hands-on assistance during the busiest hours.

June 5, 2014 10:00am – 2:00pm 4 hours

John is now able to complete set-up independently. He required some verbal prompts during the busy hour, but was able to stay on task during the last hour. His speed is improving by having dishcloths close by.

June 6, 2014 11:00am – 1:00pm 2 hours

John is independent with set-up and during the last "slower hour". I will focus time with him during the busiest two hours as some prompting is still needed—especially when customers ask him questions that distract him. John and I explored ways for him to get quickly back on task and pick up where he left off after being interrupted by a customer.

June 9, 2014 11:00am – 1:00pm 2 hours

The supervisor reports John was able to independently set up even after having the weekend off. During the lunch hour customers sometime ask him things he doesn't know the answer to and he gets anxious and frustrated and then forgets what he was working on. Per the supervisor he should say to the customer, "Please give me a minute to find out the answer," and then go ask the supervisor or cooks. If he forgets which section of the buffet he was working on he is to start his normal rotation again. I role played these scenarios with John and provided verbal prompts when it actually happened.

June 10, 2014 11:00am – 12:00pm 1 hour

Now that John knows he can go to his supervisor when he is interrupted by a customer, he is becoming less frustrated and more able to concentrate on his job duties. He required very few verbal prompts from me or his supervisor during first half of his shift, so there was no need for me to stay the entire shift. John will try most of the shift on his own tomorrow.

June 11, 2014 1:00pm – 2:00pm 1 hour

Met with John and the supervisor toward the end of his shift. John did well during the entire shift with only minimal supervisory prompts. The supervisor and John agreed that additional job coaching is not needed at this time. I made sure that both John and his supervisor have the VR counselor’s phone number in case additional job coaching is needed in the future.

Total Job Coaching Hours: 22

Sample Task Analysis: Supplemental to job coaching reports or may incorporate with job coaching report as long as job coaching report still includes specific hours worked (dates, times & number of hours); job coaching activities and methods utilized; participant’s progress and, if applicable, interaction and advocacy with the employer and development of natural supports and a long term support plan (supported employment cases).

Participant Name:	Counselor:
Job Coach Submitting Report:	Date:
Worksite:	
Report for the Week of:	

Codes: (+) Independent/Correct (-) Incorrect
 (V) Verbal Prompt (P) Physical Prompt

Task / Job Steps	Dates						
Total Correct Steps:							
Percent Correct Steps:							

Hours Authorized:	Hours Used:
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Requesting More Hours? Yes No **Number Requested:** _____

Problems, concerns, barriers: _____

Training and Fading Completion Date: _____