

Job Follow-Up Services

Job Candidate Name: _____

Member ID: _____

Case Manager: _____

IVRS Staff: _____

DOB: _____

CRP Staff: _____

Business/ Company Name: _____

EIN: _____

Business Address and Location: _____

Telephone Number: _____

Current wage: _____

Title of Job: _____

Work Schedule: _____

Start Date: _____

Hours per week: _____

Status: ☐ Part-Time

☐ Full-Time

☐ Benefits

Immediate Supervisor's Name: _____

Employment Specialist's Name: _____

Code for barriers addressed:

- Attendance (A)
- Co-Worker Interaction (CWI)
- Task Related (TR)
- Memory (M)
- Punctuality (P)
- Appearance (AP)
- Communication (C)
- Transportation (T)
- Disability Awareness Training (DAT)
- Planning for Natural Supports (PNS)
- Assistive Technology (AT)
- Reasonable Accommodation(s) (RA)
- Other (O)

Job Follow-Up Services

Job Candidate Name: _____

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Case Manager: _____

IVRS Staff: _____

DOB: _____

CRP Staff: _____

Date	Start Time	End Time	Units (1 unit = 15 min.)	Business Name (if applicable)	Delivery Method	Activity Complete (use codes)/ Employer Feedback/ Outcome
Total Units:						

Select any newly identified barriers to successful employment (Select all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Appearance | <input type="checkbox"/> Attendance | <input type="checkbox"/> Building Natural Supports |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Co-worker Interactions |
| <input type="checkbox"/> Integration of AT | <input type="checkbox"/> Math | <input type="checkbox"/> Odor |
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Reading | <input type="checkbox"/> Reading Comprehension |
| <input type="checkbox"/> Self-Advocacy | <input type="checkbox"/> Soft Skills | <input type="checkbox"/> Stamina |
| <input type="checkbox"/> Task Related | <input type="checkbox"/> Time Management | <input type="checkbox"/> Other |
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Writing | |

CRP Signature: _____

Date: _____

CRP staff submit this form to IVRS with any narrative if needed to document the provision of this service.

Definitions

Code for barriers addressed:

Attendance: the action or state of going regularly to work or being present at a place or event. Co-Worker Interaction: relationships between co-workers, managers, and other employees.

Task Related: activities that are specific to the job that the JC is hired to do (e.g. production, quality, quantity, industry standards, & etc.)

Memory: the ability to remember (e.g. work schedule, sequential activities, multi-step tasks, and etc.)

Punctuality: the fact or quality of being on time.

Appearance: the way that someone looks.

Communication: the imparting or exchanging of information or news.

Transportation: the mode of getting to and from work.

Disability Awareness Training: provide disability related information to increase coworker understanding and ameliorate concerns for safety.

Plan for Natural Supports: a blueprint that documents the network of people at work and the protocol that the JC and coworkers are to use to assist the JC based on the situation that the JC may need help with and to empower the JC with confidence at work.

Assistive Technology: any item, piece of equipment, or product system that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Reasonable Accommodation(s): Helping the JC and the employer identify and appropriately ask for reasonable changes that are barriers for the JC's disability in order to do the task.

Under Title I of the Americans with Disabilities Act (ADA), a reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process. These modifications enable an individual with a disability to have an equal opportunity not only to get a job, but successfully perform their job tasks to the same extent as people without disabilities. The ADA requires reasonable accommodations as they relate to three aspects of employment: 1) ensuring equal opportunity in the application process; 2) enabling a qualified individual with a disability to perform the essential functions of a job; and 3) making it possible for an employee with a disability to enjoy equal benefits and privileges of employment.

Select any newly identified barriers to successful employment:

Attendance: the action or state of going regularly to work or being present at a place or event.

Computer Skills: the ability to interact and perform tasks on an electronic system (e.g. clocking in and out of work; signing onto the computer to check work schedule/payroll, using related software/applications to perform specific work-related tasks; completing online applications/training/assessments; and etc.)

Reading: the act of decoding letters and sentences.

Task Related: activities that are specific to the job that the JC is hired to do.

Punctuality: the fact or quality of being on time.

Appearance: the way that someone looks.

Communication: the imparting or exchanging of information or news.

Reading Comprehension: the ability to understand the meaning of a word and sentences (e.g. following written instructions).

Writing: the manual scribing of letters, numbers, words and sentences (e.g. signing name, making a note on paper, documenting on paper, & etc.)

Transportation: the mode of getting to and from work.

Stamina: mental and physical endurance and the length of time that the JC can work nonstop.

Odor: a distinctive smell that is indicative of poor hygiene (e.g. bad breath, body odor, rotting food at the workstation, & etc.)

Soft Skills: personal attributes that enable someone to interact effectively and harmoniously with other people (e.g. situational awareness, resilience, collaboration, ability to implement feedback, communication skills, teamwork, etc.)

Math: the ability to read numbers, quantity and space.

Co-Worker Interaction: relationships between co-workers, managers, and other employees.

Building Natural Supports: creating a network of people at work who will assist the JC based on the situation that the JC may need help with and to empower the JC with confidence at work.

Self-Advocacy: the ability to appropriately ask for support needed to be successful on the job.

Time Management: Teaching the JC how to use one's time effectively or productively.

Integration of AT: Teaching the JC how to incorporate the use of Assistive Technology (AT) that will assist the JC in overcoming barriers to his/her disability in order to be successful on the job.