

Monthly Progress Summary

This form provides a monthly summary to Vocational Rehabilitation on the progress you have made with each participant. It provides case progress and updates.

Participant:	Amy Sample	Employment Consultant:	Roger Rogers
Month/Year:	February 2019	Contact Information:	765-555-3333
VR ID:	12345	VR Counselor:	Johnny Counselor

Employment Services Status: Check all services you have provided this month.			
<input checked="" type="checkbox"/> Discovery (includes work experience)	<input type="checkbox"/> Job Readiness Training	<input type="checkbox"/> On The Job Supports Short-Term	
<input type="checkbox"/> Job Development/M1	<input type="checkbox"/> Milestone 2	<input type="checkbox"/> Milestone 3	
<input type="checkbox"/> Supported Employment	<input type="checkbox"/> VR Youth Extended Services	Other (specify)	Other.

1. Number of in-person contacts with the participant: 6

2. What did you do this month? *Review your case notes and summarize what you (the ES) have done with or for the participant and why. Describe activities that you complete with the participant and other activities to work toward identifying a vocational goal.*

Assisted Amy in a situational assessment at the Senior Center, a work experience at YMCA, and began a work experience at A-1 Real estate agency.

3. What did you learn this month? *Describe what you learned, and how this influences the process. Think of this as the most important section. If the participant is working, describe progress toward independence, development of natural supports, and concerns.*

Amy was nervous about her potential for office work, especially her computer skills. However, Amy proved to be a quick learner. She excelled at customer service and felt that was the most enjoyable part of her various activities this month. She did find that she cannot tolerate even light cleaning when it is repetitive, such as wiping down the equipment at the YMCA, due to her physical limitations. Amy is interested in continuing to practice skills in an office. A job that has much potential for working directly with customers/others, would seem to be the best fit. We are discussing customer service jobs in addition to secretary/receptionist jobs.

4. What are your next steps, and why? *Here is where your planning comes in. What are you going to do next and when? What did you discover that you want to learn more about? Use this section to keep yourself on track. If the participant is working, be sure to address fading, the development of natural supports, and potential options for extended services.*

Amy would like to look into some in-formal computer training. EC is assisting to find resources for such training as there may be some classes at the library. Amy will continue into her 2nd

week of the work experience at A-1 next month and we will assess her progress when that concludes.