Job Preparation Services

☐ 125X-Work Readiness 1 Soft Skills Training

☐ 126X-Work Readiness 1 Soft Skills Training- Deaf Services

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<th>AV#</th>
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<th>ACCES-VR ID#</th>
<th>(6 digits)</th>
<th>CAMS ID #</th>
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VR District Office: | Provider: |
VRC Name: | NYS Fiscal System ID: |

Report Date: |

Participant First Name: | Participant Last Name: |
Participant Phone Number: |
Participant Email Address: |

Start Date of Service: | End Date of Service: |

In Case of Drop Out, Last Date of Contact: |

Number of Units Utilized: |

Number of Units Authorized: |

Was this report completed and submitted within 10 days of the last service?
☐ Yes ☐ No
If no, please explain:

Workplace readiness training to develop social skills and independent living is based on a pre-approved detailed Syllabus/Activity Plan. The Syllabus/Activity Plan must be approved by the ACCES-VR District Office(s) utilizing the service.

Describe the Services Provided to the Participant:

List Skill and Provide Progress Rating:
Rating Scale:
- Level 4 is the **Standard of excellence** level. Descriptions should indicate that all aspects of work exceed grade level expectations and show exemplary performance or understanding.
- Level 3 is the **Approaching standard of excellence** level. Descriptions should indicate some aspects of skill that exceed expectations and demonstrate solid performance or understanding.
- Level 2 is the **Meets acceptable standard**. This level should indicate minimal competencies acceptable expectations. Performance and understanding are emerging or developing but there are some errors and mastery is not thorough.
- Level 1 **Does not yet meet acceptable standard**. This level indicates what is not adequate for expectations and indicates that the student has serious need for skill development and improvement.

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<th>List skill:</th>
<th>Progress in acquiring skills Rating (1-4):</th>
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**Newly mastered skills and competencies developed in individual because of service.** Please check all that apply.

- [ ] Independent Living Skills
- [ ] Social/Interpersonal Skills
- [ ] Financial literacy
- [ ] Orientation and mobility skills
- [ ] Job-seeking skills
- [ ] Understanding employer expectations for punctuality and performance
- [ ] Other “soft” skills necessary for employment:

Provide a narrative including but not limited to: How has the participant actively demonstrated increased competency in above areas, any concerns, impressions and recommendations for consideration.

**Completed By:**

__________________________________________________________________________  ____________________________________________________________________
Qualified Staff Signature  Date

Form Revised Date: 1/15/19