



VR-574X (12/13)

AV #:	(7 digits)
ACCES-VR ID #:	(6 digits)
CaMS ID #:	(10 digits)

SUPPORTED EMPLOYMENT
Direct Placement Intake Report
574X – Job Placement Day 45

Provider Name:

NYS Fiscal System #:

Section 1: Employment Details

Consumer Name:

Job Title:

Business Name (Employer):

Name of Supervisor:

Start Date of Employment:

Work Location:

Work Schedule/ Hours:

Wages:

Job Description:

Have job responsibilities changed since initial placement: Yes No

If Yes, describe new job responsibilities or attach job description:

Type of Job Placement (individual or group):

Benefits (type and eligibility date):

Section 2: Performance

Business/Employer Expectations (answers should relate to the individual's ability to complete basic job tasks):

1. Does the individual's job performance meet the business expectations?
 Superior Satisfactory Needs Improvement

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- 2. List areas of performance that require improvement (production/quality) and note strategies that will address these areas:

- 3. List any changes or additions to the natural supports noted in the 573X – Job Placement Day 5 Report:

- 4. How does the individual work in partnership with the job coach?

- 5. Does the employer provide regularly scheduled feedback on performance?

Section 3: Skill and Work Behavior Assessment

Respond **YES** if the individual has demonstrated the skill; **NO** if he/she has not attained the skill and **N/A** if not applicable:

1. **Entry level skills:**

	Yes	No	N/A
Completes work accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes work to business standards of quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows work-related rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates willingness to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits appropriate interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays responsible behaviors at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to attendance expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages time well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates organization in work activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays appropriate hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. **Related Job Retention Attributes**

	Yes	No	N/A
Displays initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilizes sound coping skills (<i>communicates, solve problems, etc.</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is able to learn new responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to deal with change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complies with health and safety rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibits self direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can work as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Demonstrates willingness to take instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates willingness to take responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts direction and feedback from supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays knowledge of workplace policy and ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks appropriate questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Makes sound decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

*If there are limitations in any of the above areas, these concerns **must be discussed** with the consumer and VRC immediately. A plan of corrective action should be agreed upon and implemented to ensure improvement for job retention.*

Signature of Provider

Title

Date