

**Job Preparation Services**

**630X - Work Readiness 3 - Skill Development with Work Experience**

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| Authorization # | Enter AV #. |
| Aware Participant ID | Enter Aware Participant ID |

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| VR District Office: Click arrow to select office. | Vendor: Click to enter Vendor Name |
| VRC Name: Click to enter. | SFS Vendor ID: SFS Vendor ID. |
|  | Report Date: Click to enter a date. |

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| Customer First Name: Click to enter | Customer Last Name: Click to enter |
| Customer Phone Number: Click to enter | |
| Customer Email Address: Click to enter | |

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| **Mid-Point Report** | **Final Report** |

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| **Work Readiness 3 - Skill Development with Work Experience** | | | |
| **Units of Service Used for Report:** Click to enter | | **Total Units of Service Authorized:** Click to enter | |
| **Units of Service in a Community-Based Setting:** Click to enter | | | |
| ***Note:*** Unit of service is a 5-hour day minimum, (60 hrs. Max) Half Units of 2.5 Hours can be billed. | | | |
| **Dates of Service:** | Start Date: Click to enter date. | | End Date: Click to enter date. |
| **Please list and discuss the community-based setting:** | | | |
| Click to enter details of the community work setting. | | | |
| **Did the customer acquire entry-level employment skills, in an area of career interest?** | | | |
| Yes | | No | |
| **Is the expected vocational service outcome consistent with the customer’s employment plan?** | | | |
| Yes | | No | |

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| **Was this report submitted to within 10 business days from the conclusion of this service?** | |
| Yes | No |
| **Describe the career-specific skill development activities provided in support of the customer:** | |
| Click here to enter skill development activities provided. | |

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| **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.   **Click in the columns below to enter Progress Level and Description of Skill Development** | | |
| **Skill Area Assessed** | **Progress**  **Level** | **Observations and Discussion of Skill Development and Supports** |
| Enter skill area | Level | How was skill demonstrated and/or progress evaluated |
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| **Has customer actively demonstrated increased competency in the rated areas?**   |  |  | | --- | --- | | Yes | No |   **Please include any additional comments or recommendations:**  Click to enter comments. |

***Note:*** If Job Retention leads to case closure as a direct result of the above defined services,

provider may submit a 932X/937X Job Retention Report following 90 days of participant’s

employment.

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| **Completed By:** |  |  |
| Enter staff name here. |  | Enter staff title here. |
| Printed Name |  | Title |
| Phone: Enter phone number. |  | Email: Enter email. |

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| **Supervisor** |  |  |
| Enter staff name here. |  | Enter staff title here. |
| Printed Name |  | Title |