

**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?** |
| [x]  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?**

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| [ ]  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 |