

Job Development Monthly Report - August

(Must be submitted to OVR on or before the 5th of September)

OVR Case#: Student Info TabSSID#: Enter in Student Info Tab

Student: Enter in Student Info Tab **Preferred Name:** Enter in Student Info Tab
School Name: Enter in Student Info Tab **District Name:** Enter in Student Info Tab
CWTP Employment Specialist: Enter in Student Info Tab **OVR Counselor:** Enter in Student Info Tab

Current IPE Goal: Enter in Student Info Tab

Job Development Authorization Number:

0.00 Total Time for Activities this Month. Up to 30 hours total per quarter allowable.

Date	Start Time	End Time	Total Time (rounded to nearest .25)	Job Development Area	Full Name of Site where activity occurred (No Acronyms)	Describe the specific activity/training completed at the site. Include the job-related or job search skill(s) targeted during the session.	Based on today's activity, describe what you learned about the student's job-related or job search skills.	Other Important Information
			0.00	Click on the Down Arrow to select the Job Development Area. The Job Development Area list is comprehensive, aligns with the definition of Job	Enter the full name of location where the Job Development service occurred. Do not use acronyms. Examples: Hart County High School Library, Hart County Public Library, Tic Toc		Enter a description of the student's performance on the job-related or job search skill(s) that were addressed and observed during the Job Development session. Report the skills the student independently used, demonstrated with assistance or prompts, was unable to perform, and did not maintain from a previous session. Note strategies or behaviors the student used to help them perform a task or	Describe new information, if any, that may affect the student or the services provided. Examples include but are not limited to change in medication, change in behavior, change in residence or living arrangements, or
			0.00	Development, and includes areas needed by a student who is seeking employment aligned with the Individual Plan	Tire, Dollar Tree, etc.		skill. Describe any challenges faced and how the student responded. Include type of support needed and provided, if any. Tell how the student responded to feedback or redirection.	death in the family.
			0.00	for Employment (IPE) goal. The list is not exhaustive.				Other use for this cell: If the Employment Specialist provides an activity that does not fit under a Job Development Area listed in the drop-down list, type "Other Job Development Area" and a description in this column.

Date	Start Time	End Time	Total Time (rounded to nearest .25)	Job Development Area	Full Name of Site where activity occurred (No Acronyms)	Describe the specific activity/training completed at the site. Include the job-related or job search skill(s) targeted during the session.	Based on today's activity, describe what you learned about the student's job-related or job search skills.	Other Important Information
			0.00	See the CWTP Employment Specialist Procedures Manual for the full description of each option.				This would be a rare occurrence. The added Job Development Area must relate to assisting the student in seeking and attaining competitive integrated employment aligned with the student's IPE vocational goal.

Progress was made this month in the checked Job Development Area(s) below.

☐	☐	☐	☐	☐	☐	☐	☐	☐
Developing job-related skills for resume building	Resume development	Job search for openings aligned with the student IPE vocational goal	Networking and contacting employers	Submitting job applications	Follow-up with employers on current applications	Interview preparation for a specific job	Other Job Development Area specified in the <i>Other Important Information</i> cell.	

List the specific job-related or job search skill(s) acquired this month. Tell whether the student can apply the skill at work or employment sites in the community.

Enter the job-related or job search skills the student consistently demonstrated during or by the end of the month's instruction. Also note whether the student was able to generalize and apply the skills effectively at job sites or in community-based employment settings.

Growth is needed on the following job-related or job search skill(s) and will be focused on next month.

Enter the job related or job search skills(s) targeted for instruction during the month that the student did not demonstrate, displayed inconsistently, only displayed with some level of prompt, or was not able to apply or generalize effectively at work or employment sites.

As of the date below I maintain the information is accurate and verify the completion of the CWTP service(s) outlined within this document.

CWTP Employment Specialist:

Submission Date: