

Kentucky Office of Vocational Rehabilitation

OVR SE 1-PCEP Activity Note

Instructions

The purpose of this form is to provide the employment specialist with a way to record direct services provided to the individual during the Person-Centered Employment Plan.

Individual Name Enter the first and last name of the individual.

Counselor Name Enter the first and last name of the vocational rehabilitation counselor who is working with the individual.

Provider Name Enter the name of the Community Rehabilitation Provider (CRP) that is completing the Person-Centered Employment Plan (PCEP).

Employment Specialist Enter the first and last name of the employment specialist who is providing the PCEP activity note.

Total Billable Hours for this activity Enter the total billable hours for this activity. Please see the note below.

Please Note: only direct service to the individual is considered billable. Direct service is time spent with the individual or on behalf of the individual. Attempt to contact the individual, transportation time to meet the individual, etc. are not considered billable.

Activity

Clearly describe the discovery activity that was conducted with or for the job seeker on this day to get the know them better.

Date of Activity

Select the month, day, and year or manually enter the date of the activity using MM/DD/YYYY format.

Exact time activity took place

Enter the exact time that the activity took place. Be as exact as possible with hours and minutes.

Activity Description

Enter a full description of what was done with the job seeker to get the know them better. Be as detailed and specific as possible.

Results

Clearly state what was discovered about the individual during the activity that will aid in developing a vocational goal and achieving competitive integrated employment.

What was learned.

Enter what was learned. Be as detailed and specific as possible and make this section a priority.

Other important information

Enter any other important information that was not mentioned in the space above. Please do not be repetitive.

Next Steps

This section is used to keep the discovery process on track. Provide detailed information about what your next discovery activities will be and why you chose that activity.

What else would you like to discover? Enter any information about what else you would like to discover. Please be specific and give detailed information.

What do you plan to do to achieve this discovery?

Give a detailed plan of how you plan to discover the information you mentioned above.

When and where will the next activity take place? Give a detailed schedule of when and where the next activity will take place.

Submit to the counselor by the 5th of the month, or within 5 days of the last discovery activity.