

## INDIVIDUAL SUPPORTED EMPLOYMENT SERVICES Quarterly Report

### QUALIFIED VENDOR INFORMATION

QUALIFIED VENDOR NAME \_\_\_\_\_ CONTACT PERSON NAME \_\_\_\_\_

MAILING ADDRESS (No., Street) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

MEMBER'S NAME \_\_\_\_\_ SUPPORT COORDINATOR \_\_\_\_\_

REPORT PERIOD (Check one):  
   1st Quarter (Due by April 15th)    3rd Quarter (Due by October 15th)  
   2nd Quarter (Due by July 15th)    4th Quarter (Due by January 15th)

MEMBER NAME	MEMBER ID NUMBER	JOB SEARCH SERVICE START DATE	JOB SEARCH SERVICE END DATE	EMPLOYMENT OBTAINED (Yes/No)	JOB COACH SERVICE START DATE	JOB COACH SERVICE END DATE	EMPLOYMENT MAINTAINED (Yes/No)

MONTH/YEAR \_\_\_\_\_    MONTH/YEAR \_\_\_\_\_    MONTH/YEAR \_\_\_\_\_

HOURS AUTHORIZED: \_\_\_\_\_

HOURS BILLED: \_\_\_\_\_

HOURS MEMBER WORKED: \_\_\_\_\_

MEMBER'S EMPLOYER \_\_\_\_\_

MEMBER'S JOB TITLE \_\_\_\_\_ HOURLY PAY \_\_\_\_\_ HOURS WORKED PER WEEK \_\_\_\_\_

### Member's Individual Support Plan (ISP) Employment Outcome(s):

**Progress Made on Above Outcome(s):**

**Barrier Keeping Individual from Making a Progressive Move to Community Integrated Employment:  
(i.e. Member choice; family choice; challenging behavior; health issues; no transportation; limited job availability; other)**

**Plan of Action to Address Barrier Listed Above:  
(i.e. Member education; family education; DB101; Behavior Treatment Planning; employer outreach; health care changes; other)**

**Member's Work-Related Accomplishments:**

QUALIFIED VENDOR ADMINISTRATOR/DESIGNEE'S NAME *(Print)*

QUALIFIED VENDOR ADMINISTRATOR/DESIGNEE'S TITLE

QUALIFIED VENDOR ADMINISTRATOR/DESIGNEE'S SIGNATURE

DATE

**ROUTING: Original – Support Coordinator**

Equal Opportunity Employer / Program • Auxiliary aids and services are available upon request to individuals with disabilities • To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities Customer Service Center at 1-844-770-9500; TTY/TDD Services: 7-1-1