

## INDIVIDUAL SUPPORTED EMPLOYMENT – SIX-MONTH REPORT

### QUALIFIED VENDOR INFORMATION

Qualified Vendor's Name: \_\_\_\_\_ Contact Person's Name: \_\_\_\_\_

Mailing Address (No., Street): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

DDD District(s) Served: \_\_\_\_\_ Employment Service Specialist(s): \_\_\_\_\_

REPORT PERIOD: January 1 to June 30 (due by July 31<sup>st</sup>) \_\_\_\_\_ July 1 to December 31 (due by January 31<sup>st</sup>) \_\_\_\_\_

Member's Name	Member's DDD ID Number	Original Date <u>Job Search</u> Started	Date <u>Job Search</u> Stopped	Job Search Employment Obtained (Yes/No)	Original Date <u>Job Coach</u> Started	Date <u>Job Coach</u> Stopped	Employment Maintained (Yes/No)	Identify any Progressive Move (Raise, promotion, increased work hours, decrease in job supports)

Continuation Sheet:

See page 3 for EOE/ADA/LEP/GINA disclosures

**ROUTING: Original – Employment Services Specialist(s) or email to [DDDESS@azdes.gov](mailto:DDDESS@azdes.gov)**

**Please respond to each of the outcomes below.**

OUTCOMES	FREQUENCY	WAY TO MEASURE		WAY TO MEASURE	
<b>Job Coaching:</b> At least 75% of members served by the qualified vendor, based on the average number of members supported over a one-year period (January through December), will maintain competitive employment.	<b>Every six months</b>	Through tracking results of each annual Planning Document that occurred during reporting period.	Total members served during six-month period from <u>January to June</u> :	Total number of members who maintained employment from <u>January to June</u> :	<b>Percent of members who maintained employment:</b> <i>(Divide members who maintained employment by total members served during six-month reporting period)</i>
		Total members served during one-year period from <u>January to December</u> :	Total number of members who maintained employment from <u>January to December</u> :	<b>Percent of members who maintained employment:</b> <i>(Divide members identified for progressive moves by total members served during one-year reporting period)</i>	
OUTCOMES	FREQUENCY	WAY TO MEASURE		WAY TO MEASURE	
<b>Job Search:</b> At least 75% of members served by the qualified vendor, based on the average number of members supported over a one-year period (January through December), will become employed.	<b>Every six months</b>	Through tracking results of each annual Planning Document that occurred during reporting period.	Total members served during six-month period from <u>January to June</u> :	Total number of members who became employed from <u>January to June</u> :	<b>Percent of members who became employed:</b> <i>(Divide members who became employed by total members served during six-month reporting period)</i>
		Total members served during one-year period from <u>January to December</u> :	Total number of members who became employed from <u>January to December</u> :	<b>Percent of members who became employed:</b> <i>(Divide members who became employed by total members served during one-year reporting period)</i>	

Provide the average hourly wage of members receiving Individual Supported Employment: \_\_\_\_\_

Provide the average number of Job Coach hours provided: \_\_\_\_\_

Provide the average number of Job Search hours provided: \_\_\_\_\_

Qualified Vendor Administrator's / Designee's Name (Print) \_\_\_\_\_

Qualified Vendor Administrator's / Designee's Title \_\_\_\_\_

Qualified Vendor Administrator's / Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Continuation Page**

Member's Name	Member's DDD ID Number	Original Date <u>Job Search Started</u>	Date <u>Job Search Stopped</u>	<u>Job Search Employment Obtained (Yes/No)</u>	Original Date <u>Job Coach Started</u>	Date <u>Job Coach Stopped</u>	Employment Maintained (Yes/No)	Identify any Progressive Move <i>(Raise, promotion, increased work hours, decrease in job supports)</i>

Continuation Sheet:

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.