

Report Completion Guide - Job Development Monthly Report

This guide provides additional detail for completing the [Job Development Monthly Report \(DVR-18028-E\)](#). It explains what information DVR is looking for in certain prompts and provides examples where helpful. These examples are provided for illustration only. Providers should document services based on the individual consumer's activities and progress.

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is required for payment, and failure to submit reports will result in nonpayment. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted **within five (5) days** of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

Report Month	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

Service Type: Choose the applicable service types from the list below:

- | | | |
|--|--|---|
| <input type="checkbox"/> General Job Development | <input type="checkbox"/> Supported Employment | <input type="checkbox"/> Individual Placement and Support |
| <input type="checkbox"/> Customized Employment | <input type="checkbox"/> Internship/Temporary Work | <input type="checkbox"/> Student Work-Based Learning |

Purchase Order (PO Number)	Report Author
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Planned contact standard: How often, how (e.g., in person, virtual), and where the provider and consumer will meet (e.g., weekly in-person at local library or twice-monthly virtual meetings).

Planned contact standard

Purpose: Describe how the provider and consumer plan to meet during the job development service, including frequency, method, and location. This contact standard should reflect the level of support needed for the consumer to actively pursue employment.

Include: Frequency of contact, method of contact, typical meeting location(s), and any adjustments based on support needs or progress.

Tips: Reference the Job Prep Plan for consumer contact preferences or limitations identified. The contact standard may evolve over time based on progress or support needs. Keep the description concise but specific.

Examples:

- "Weekly, in-person at the local library"
- "Twice weekly phone check-ins and twice monthly in-person at the job site"
- "Weekly virtual meeting with additional phone check-ins as needed"

Job Preparation and Development Plan Approval Date
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Consumer Employment Goals

Long-Term (IPE) Employment Goal:

Short-Term Employment Goal (for students or other approved situations):

Consideration of Additional Employment Goals, if applicable:

Consumer Employment Goals

Purpose: The report should reflect the consumer's employment direction guiding job development activities.

Include:

- The long-term employment goal listed in the IPE (as provided from DVR).
- Short-term goals if applicable (students or other approved situations)
- Additional goals if applicable (other goals being explored or considered other than the one identified as the IPE goal)

Tips: Ensure activities documented later in the report reasonably align with the identified employment goal(s).

Monthly Progress

Complete the grid and prompts below OR attach equivalent documentation that includes the same required information.

Purpose: The Monthly Progress section is intended to provide a concise overview of key job development activities during the reporting period.

Tips: Providers are not expected to enter full case notes within the grid or prompts. The summary section should focus on meaningful job development activities and outcomes. Supplemental documentation may be attached when appropriate. If using supplemental pages, clearly identify the report and section being continued.

Date	Activity Type (consumer meeting, employer outreach, application, interview)	Employer	Position	Method (in-person, phone, email, virtual)	Outcome/Notes

Include activities such as:

- Meetings with the consumer
- Employer outreach
- Job applications
- Interviews
- Follow-up with employers
- Coordination related to employment opportunities

Each entry should describe a specific activity related to job development.

Outcome/Notes: The Outcome/notes column should briefly describe the result of the activity and/or identify next steps.

Examples:

- Application submitted; employer will review and contact if selected.
- Interview scheduled for March 15.
- Consumer completed application and practiced interview responses.
- Employer interested but currently no openings; follow-up planned next month.

Provide a brief summary of the progress made this month that includes:

- Key job leads or interviews.
- Employer feedback received.
- Progress toward securing employment or an I/TW.
- Plans for job development next month.

Purpose: Provide a short narrative summarizing the consumer's progress during the reporting period. This summary should connect the activities in the grid to overall employment progress.

Include:

- Key job leads or interviews
- Employer feedback received
- Progress toward employment or an I/TW
- Next steps for job development (what is the plan for next month?)

Tips: Focus on overall progress rather than repeating every activity already documented in the grid. Summarize meaningful developments, patterns, or changes. Include next month's focus when applicable.

Any recommendations to support progress or address barriers? Include any consumer feedback here, if applicable.

Purpose: Identify barriers affecting employment progress, recommendations for addressing barriers, and relevant consumer feedback.

Examples may include: transportation barriers, scheduling limitations, additional training needs, interest in exploring alternative job types, or changes in support needs.

Tips: Include actionable recommendations whenever possible. Consumer feedback may include preferences, concerns, satisfaction, or changes in employment interests. Focus on information relevant to employment progress and service planning.

Please add any additional information after this line.
