

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Work Adjustment Training
MONTHLY PROGRESS REPORT

Reporting Month and Year: July 2025

Service Start Date in the Month (MM/DD/YYYY): 07/02/2025

Service End Date in the Month (MM/DD/YYYY): 07/27/2025

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: John Coach

VR Client Name: Sally Sample

VR Counselor Name: Joe Counselor

RSA Authorization #: 000000000A1

Number of Service Hours:

Total Hours on Authorization for WAT: 60

WAT Hours Used During Reporting Month: 25

Total Hours Spent on WAT: 25

Total Authorized Hours Remaining for WAT: 35

Did VR Client attend Work Adjustment Training as planned? Yes No

If "No", Include All Dates of Absences: 07/17/2025

Did Vendor notify VR Counselor about VR Client's absences? Yes No

If "No", why not? Please explain: _____

Enter VR Client's actual hours of attendance for the reporting month:

Date	1	2	3	4	5	6	7	8	9	10	11
Start Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>9am</u>	_____
End Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>1pm</u>	_____
Hours	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>4</u>	_____
Date	12	13	14	15	16	17	18	19	20	21	22
Start Time	_____	_____	_____	_____	<u>9:30am</u>	_____	<u>10:02am</u>	_____	_____	_____	_____
End Time	_____	_____	_____	_____	<u>2:30pm</u>	_____	<u>3:00pm</u>	_____	_____	_____	_____
Hours	_____	_____	_____	_____	<u>5</u>	_____	<u>5</u>	_____	_____	_____	_____
Date	23	24	25	26	27	28	29	30	31		
Start Time	_____	_____	<u>9am</u>	_____	<u>9am</u>	_____	_____	_____	_____		
End Time	_____	_____	<u>2pm</u>	_____	<u>2pm</u>	_____	_____	_____	_____		
Hours	_____	_____	<u>5</u>	_____	<u>5</u>	_____	_____	_____	_____		

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SERVICE OBJECTIVES PROGRESS:

1. Communication

Was Communication worked on this month? Yes No

Starting Standard from CSP: 2

- Describe daily activities and services provided during this reporting period: VR Client communicated with co-workers and manager when unsure of a procedure. VR Client was able to speak with customers in the store and assist with their questions. VR Client worked mostly independently, but during the shifts VR Client was able to maintain conversation with a co-worker about work related topics. VR Client continued to communicate with customers and effectively assist them with finding items in the store. VR Client did not need any re-direction when communicating with co-workers or customers. VR Client had a conversation with the manager about daily tasks of organizing the clothing racks and returning the go-backs to their appropriate place. VR Client has obtained a job at the current job site.
 - Vendor Representative Monthly Appraisal Score: 3
 - Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client can consistently communicate well with others in a work environment. VR Client met the standard.
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): 07/10/2025
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2. Teamwork

Was Teamwork worked on this month? Yes No

Starting Standard from CSP: _____

- Describe daily activities and services provided during this reporting period: _____
 - Vendor Representative Monthly Appraisal Score: _____
 - Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective. _____
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): _____
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3. Critical Thinking and Problem Solving

Was Critical Thinking and Problem Solving worked on this month? Yes No

Starting Standard from CSP: 1

- Describe daily activities and services provided during this reporting period: VR Client was able to ask questions when unsure of a procedure, but VR Client was unable to problem solve. VR Client would rely on the Vendor Rep to problem solve for her. VR Client was able to accomplish their assigned tasks, but VR Client noticed that the arrangement of the store had changed and struggled with finding a way to memorize the new layout. Vendor Rep suggested that VR Client take their time and draw out a map of the store's new layout, so they can complete their tasks. VR Client was able to assist customers in finding items requested. However, Vendor Rep had to prompt the VR Client often to look at the map they drew when VR Client forgot the location of a specific item.

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Work Adjustment Training
MONTHLY PROGRESS REPORT

- Vendor Representative Monthly Appraisal Score: 2
 - Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective. VR Client has improved in this objective but was unable to consistently problem solve.
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): _____
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4. Task/Time Management and Organization

Was Task/Time Management and Organization worked on this month? Yes No

Starting Standard from CSP: 2

- Describe daily activities and services provided during this reporting period: VR Client was doing well with knowing how much time she would need to complete each assigned task. Vendor Rep would provide reminders when it was time to move onto the next project. VR Client was able to move from one task to another without any prompting. VR Client was able to know how long each task should take to accomplish. VR Client was able to organize the clothing racks when doing go-backs in the store. Once VR Client finished her tasks in a timely manner, VR Client would seek guidance from her manager for additional projects.
 - Vendor Representative Monthly Appraisal Score: 3
 - Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective. VR Client met this objective.
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): 07/16/2025
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5. Attendance

Was Attendance worked on this month? Yes No

Starting Standard from CSP: _____

- Describe daily activities and services provided during this reporting period: _____
 - Vendor Representative Monthly Appraisal Score: _____
 - Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective. _____
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): _____
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6. Manage Symptoms/Effects of Disability

Was Manage Symptoms/Effects of Disability worked on this month? Yes No

Starting Standard from CSP: 2

- Describe daily activities and services provided during this reporting period: Although VR Client communicated well when unsure of a procedure, VR Client could not maintain focus, which affected their work. VR Client had to be re-directed to stay on task during one of their shifts. VR Client improved and was able to work consistently and finish job duties timely. VR Client did not need any re-direction and moved on to a new task once finishing the previous one. During one shift, VR Client was feeling a bit tired and had a headache, but VR Client was able to continue to work and

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Work Adjustment Training
MONTHLY PROGRESS REPORT

maintain focus on assigned tasks. VR Client felt better after taking a break. VR Client finished the day in better spirits and was able to finish all tasks assigned to them. During last shift of the month, VR Client had multiple projects to get done. VR Client was able to concentrate and complete 4/4 tasks assigned to them. VR Client organized the shirts, pants, dresses, and shoes sections. VR Client arrived to work and spoke with the manager to see what they needed to start working on. VR Client immediately started tasks without being prompted, and VR Client did not need reminders to stay on task.

- Vendor Representative Monthly Appraisal Score: 3
 - Describe VR Client’s progress and/or challenges/barriers/difficulties in achieving the objective. VR Client did struggle with focusing the first week of service this month, but VR Client improved each week. VR Client can work without losing focus. VR Client met the standard.
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): 07/16/2025
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7. Appearance and Hygiene

Was Appearance and Hygiene worked on this month? Yes No

Starting Standard from CSP: _____

- Describe daily activities and services provided during this reporting period: _____
 - Vendor Representative Monthly Appraisal Score: _____
 - Describe VR Client’s progress and/or challenges/barriers/difficulties in achieving the objective. _____
 - Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): _____
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8. Self-Management

Was Self-Management worked on this month? Yes No

Starting Standard from CSP: 1

- Describe daily activities and services provided during this reporting period: VR Client needed constant reminders to come back from break on time. VR Client stated they forgot how long the break should be for. VR Client stated they needed to get a watch. VR Client did well in staying focused on their job duties and getting them done timely, but they would often lose track of time. Vendor Rep would remind VR Client when they should take their break, and when they needed to come back from break. VR Client did not return from break on time. It is recommended that VR Client puts a timer on their phone as VR Client said they do not like wearing a watch. VR Client started their shift on time. VR Client continued to work on job tasks and started to feel a bit tired. VR Client was often reminded that it was time for their break. VR Client said they do not know how to remember when to come back from their break. Manager stated that she could assist with reminding the VR Client when they are working on shift with VR Client. Vendor Rep also reminded the VR Client when to return to work. On VR Client's last shift, VR Client seemed to plan out their tasks and knew when their scheduled break was. VR Client took their break, and VR Client stated they put a reminder on their phone. VR Client was a couple of minutes late returning from break, but Vendor Rep did not have to remind VR Client

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Work Adjustment Training
MONTHLY PROGRESS REPORT

to come back. It is recommended that VR Client continues to use their phone to set reminders for when to come back from break.

- Vendor Representative Monthly Appraisal Score: 2
- Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective. VR Client has difficulty remembering when to come back from break. VR Client needs constant reminding.
- Standard Achieved: Yes No Date Standard Achieved (MM/DD/YYYY): _____

Vendor Representative Signature: John Coach Date: 07/27/2025