

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Work Adjustment Training
SERVICE CLOSURE REPORT

Service Closure Report Date (MM/DD/YYYY): 07/27/2025

Client Service Plan Meeting Date (MM/DD/YYYY): 07/02/2025

Last Date of Client Service (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 #: 00000000A1

1. REASON FOR CLOSURE

Please choose one (1):

VR Client successfully completed the objectives with a Work Adjustment Skills Appraisal score of three (3) or four (4).

VR Client did not successfully complete all objectives with a Work Adjustment Skills Appraisal score of three (3) or four (4) due to:

- Dissatisfaction with the service provision; VR Client requested another Vendor;
- Moving out of service area;
- Dropping out of services due to health issues;
- Incarceration;
- Vendor lost contact with VR Client;
- Change in VR Client's circumstances; they no longer wish to pursue employment services;
- Organizational or business changes by Vendor precludes further service to the VR Client;
- Vendor is no longer willing to work with VR Client;
- VR Counselor determined services are no longer appropriate; or
- Other reason for closure (specify): VR Client obtained job at work site.

2. SERVICE OBJECTIVES

Based on the final Vendor Representative Monthly Appraisal Score (Exhibit D3 - Monthly Progress Report), VR Client successfully completed all Service Objectives with a score of three (3) or four (4) in the following core work readiness/employability skill objectives as specified on the Client Service Plan (Exhibit D2):

	Yes	No	N/A
Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Critical Thinking and Problem Solving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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Task/Time Management and Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Manage Symptoms/Effects of Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance and Hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Self-Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

VR Client did not achieve a Standard Score of three (3) or four (4) in one (1) or more objectives; briefly state the objective(s) and describe barriers and/or recommendations: For Critical Thinking and Problem Solving, VR Client was unable to problem solve without assistance. Gave multiple examples and processes for VR Client to consider and follow; however, they could not repeat back steps when prompted. For Self-Management, VR Client improved, but VR Client could not consistently return back from break on time. It is recommended that VR Client set reminders on their phone for when to return back from break.

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