

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
 Trial Work Experience
ASSESSMENT REPORT

Reporting Month and Year: August 2025

Partial Report Final Report Assessment Not Completed

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: John Coach

VR Client Name: Sally Sample

VR Counselor Name: Joe Counselor

RSA Authorization #: 0A0000000A1

Assessment Site Information

Name of Site/Employer's Name: XYZ Company

Location/Address: 2525 Nowhere Ln. Phoenix, AZ, 85004

Job Position Assessed: General Employment Position

Job Position Responsibilities: (List all job responsibilities, i.e. file papers, provide information to customer, etc.)

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								9:00am	9:00am	9:00am	9:00am
End Time								1:00pm	1:00pm	1:45pm	1:00pm
Hours								4	4	4.75	4
Date	12	13	14	15	16	17	18	19	20	21	22
Start Time	9:00am			1:00pm	1:00pm	1:00pm	1:00pm	1:00pm			8:30am
End Time	1:00pm			4:30pm	4:15pm	5:00pm	5:00pm	5:00pm			12:30pm
Hours	4			3.5	3.25	4	4	4			4
Date	23	24	25	26	27	28	29	30	31		
Start Time			11:00am	11:00am							
End Time			3:00pm	3:00pm							
Hours			4	4							

Evaluate how any of the following affect the VR Client's ability to attend work, complete work tasks, concentrate, operate heavy machinery, learn new tasks and/or communicate, etc.:

Prescribed Medications: VR Client takes QRX in the morning and was observed to be drowsy when attending work at 8:30am due to residual drowsiness. Recommend VR Client discuss with medical provider medication side effects as they

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Trial Work Experience
ASSESSMENT REPORT

relate to working.

Vision (Difficulty Seeing): _____ (Left blank as N/A for the VR Client. This section can be used to note VR Client has glasses, contacts, or appears to be having trouble seeing small print and will need large print materials or braille, etc.)

Hearing (Difficulty Hearing): _____ (Left blank as N/A for the VR Client. This section can include things like VR Client has hearing aids but struggles hearing on the telephone, VR Client can't hear well with a lot of background noise, VR Client is deaf and requires alternative communication such as Sign Language, etc.)

Mobility (Restrictions on Mobility): VR Client uses an electric wheelchair to assist in mobility due to rigidity in leg joints. VR Client will need accessible working environment with appropriate ramps to access the buildings.

Provide information specific to the VR Client's performance in the following core work readiness/employability skill areas, documenting accommodations provided, functional limitations, and recommended interventions, if any, to enable the VR Client to obtain and maintain competitive, integrated employment. ***If a given area is not applicable, type "N/A."***

1. Communication

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client struggled to communicate with co-workers and employer due to not having all the needed vocabulary on her I-pad regarding her employment tasks and lack of accommodation awareness by location staff during the first week of assessment. VR Client was observed with signs of frustration such as getting red in the face and over exaggerated shaking of head yes or no when unable to get her co-workers to understand using her communication board.

Accommodations/ Support provided: Provided some disability education to VR Client, staff, and supervisor about to allow VR Client time to communicate better.

Recommended supports, interventions or accommodations for successful employment outcome: Recommended assessment of needed assistive devices and employment match prior to competitive employment. Additionally, recommend addition of various employment terms be added to VR Client's communication device prior to working and be evaluated on employment site for any needed additional words. It may also be necessary for staff in work environment to be trained depending on employment environment. VR Client will need information presented in more visual materials.

2. Teamwork

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client was observed working with co-workers on tasks but struggled in communicating effectively with co-workers and employer due to communication needs. Co-workers and employer did mention they appreciated VR Client's willingness to help out with tasks when she was able to complete the task.

Accommodations/ Support Provided: See Communication.

Recommended supports, interventions or accommodations for successful employment outcome: Recommended employer and co-worker education.

3. Critical Thinking and Problem Solving

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Trial Work Experience
ASSESSMENT REPORT

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client struggled with any change in task routines. VR Client was observed to revert to previous task routine even after new routine had been explained and demonstrated several times within a single day. It took VR Client four to five days for the new routine to be understood and then she was still making errors and took 30 to 40 minutes more than peers to complete the tasks where the routine had changed.

Accommodations/ Support Provided: VR Client was provided individual instruction on new routines and changes in routine were demonstrated multiple times to assist in re-enforcing change.

Recommended supports, interventions or accommodations for successful employment outcome: Recommend VR Client have a vendor rep to provide multiple demonstration of routines.

4. Task/Time Management and Organization

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client was observed to be unable to keep up with the demands of the employer for task presented by the employer based on client missing 8 out of 9 employer deadlines.

Accommodations/ Support Provided: VR Client was reminded to use I-pad calendar to assist in maintaining deadlines.

Recommended supports, interventions or accommodations for successful employment outcome: Recommended alternate assessment for technology that can assist VR Client as calendar was not effective.

5. Attendance

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client arrived late the first two days of evaluation due to dial-a-ride scheduling issues. VR Client was observed to be on time for 10 of the 15 workdays. VR Client was absent without calling to let employer know for two days.

Accommodations/ Support Provided: N/A

Recommended supports, interventions or accommodations for successful employment outcome: VR Client could benefit from support with scheduling missed days for doctor's appointment and instruction on how to appropriately call out of work.

6. Managing Symptoms/ Effects of Disability

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client was observed to be having some issues with tremors when attempting to complete employment tasks. VR Client was able to complete her tasks but needed an extended time frame to complete the task.

Accommodations/ Support Provided: N/A

Recommended supports, interventions or accommodations for successful employment outcome: Recommend VR Client may benefit from learning more about her disability and how it might affect her choice of employment.

7. Appearance and Hygiene

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client appeared at worksite location dressed inappropriately in jeans and flip flop shoes the first three

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Trial Work Experience
ASSESSMENT REPORT

days of training which was addressed with VR Client at each of the occurrences by pointing out the appropriate dress on others and verbal repeating appearance requirements for employment setting of black slacks and white button-down shirt. VR Client arrived at worksite on day 4 appropriately dressed in black slacks and white button-down shirt. VR Client had no incidents of hygiene issues while working and maintained clean hair, body and clothing throughout assessment.
Accommodations/ Support Provided: VR Client required visual example of appropriate dress and repetitive reminding to meet employment appearance standards.

Recommended supports, interventions or accommodations for successful employment outcome: Recommend job coaching to re-enforce employment appearance standards and repeated visual examples to assist VR Client in maintaining appropriate dress on the job.

8. Self-Management

Observations (at a minimum, include barriers to employment identified, VR Client's abilities and capacity to perform in work situations): VR Client observed taking breaks outside of break times. VR Client struggled to maintain a consistent and focused work pace and appeared to be distracted by the conversations of co-workers around her. VR Client was able to complete repetitive tasks with consistency and accurately follow directions provided by employer on task when provided visually and modeled several times.

Accommodations/ Support Provided: Vendor Rep modeled required tasks four times for VR Client to be clear on instructions.

Recommended supports, interventions or accommodations for successful employment outcome: VR Client will need visual instructions and repetition of activity several times to complete tasks. It is also recommended that the VR Client have a work space that is away from regular co-worker traffic to avoid distraction.

Results of Trial Work Experience Assessment (To Be Completed on Final Report)

Will the VR Client benefit from additional VR Services?

Yes No

If applicable, comments: _____

Is the VR Client capable of participating in Competitive Employment in an integrated setting?

Yes No

If applicable, comments: _____

If services are finished and a Final Report was not completed, explain why: _____

Vendor Representative Signature: _____

John Coach

Date: 08/26/2025