

ARIZONA DEPARTMENT OF ECONOMIC SECURITY-Rehabilitation Services Administration
 Rehabilitation Instructional Services
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): 07/28/2025

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: John Coach

VR Client Name: Sally Sample

VR Counselor Name: Joe Counselor

RSA Authorization #: 010000000A1

Total Hours on Authorization for RIS: 60

RIS Hours Used During Reporting Month: 12

Total Hours Spent on RIS: 12

Total Authorized Hours Remaining for RIS: 48

SERVICE OBJECTIVES PROGRESS

1. Enter the VR Client's actual hours of attendance for the reporting month.
2. State whether each objective is accomplished within the time anticipated in the Client Service Plan.
3. Describe daily activities and services provided during this reporting period and any challenges/difficulties the VR Client exhibits.

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			9am								
End Time			12pm								
Hours			3								
Date	12	13	14	15	16	17	18	19	20	21	22
Start Time					9am						
End Time					1pm						
Hours					4						
Date	23	24	25	26	27	28	29	30	31		
Start Time						10am					
End Time						2pm					
Hours						4					

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Orientation and Adjustment to Disability:

Each objective must be expressed in clear and measurable terms. The following information is required for each service objective worked on during the reporting period: activities involved, services actually provided, and the VR Client's progress.

1. Objective #1: VR Client will successfully advocate for themselves regarding accommodation needs in an employment setting.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client registered for a monthly workshop for self-advocacy for December 18, 2025. VR Client wrote an e-mail to employer including the ASKJAN.org website link to provide information to her employer about what accommodation she would need - Large Visual Display for TTY. VR Client took time reviewing the ACDL (Arizona Center on Disability Law).

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client achieved this objective this month. VR Client feels comfortable advocating for what she needs in the work place. VR Client knows where to access community resources. VR Client is really enjoying the monthly workshops for self advocacy.

2. Objective #2: VR Client will be able to navigate health insurance and organize doctors' appointments around work schedule.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client forgot to tell her employer about a scheduled appointment. VR Client missed work due to going to a doctor's appointment and did not give the employer 24-hour notice. VR Client got a verbal warning from her employer. Vendor Rep instructed VR Client to be mindful of her electronic calendar and to follow-up with her employer via e-mail or phone. VR Client successfully obtained health insurance and went to her doctor's appointment. However, VR Client was unable to remember to check her work schedule prior to scheduling her next doctor's appointment. VR Client was reminded to communicate with her employer prior to missing work. VR Client called the employer three days in advance letting the employer know she would be late for work due to an appointment. VR Client was able to plan accordingly for the time between her appointment and her work start time. VR Client arrived to work on time. However, Vendor Rep had to remind VR Client multiple times via text at what time she should leave her home for the appointment and how long it would take from the appointment to her workplace.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client has access to healthcare and is seeing her doctor regularly. VR Client has been able to set up her own appointments without assistance from her family. However, VR client is unable to communicate well with her employer when she has an appointment scheduled. VR Client is not able to manage her time or remember to look at her electronic calendar for scheduling conflicts. VR Client needs constant reminders and has been unable to meet this objective consistently.

3. Objective #3: VR Client will learn the appropriate steps to take in case of an emergency while VR Client is at work.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client asked what she should do in case of an emergency at her job. VR Client and Vendor Rep went over an emergency plan together. Later in the day, there was a fire drill. VR Client participated in the drill successfully without needing any prompting from the Vendor Rep. VR Client was able to identify what was an emergency, and VR Client knows how to contact 9-1-1.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met this objective and feels confident in her ability to know what to do if an emergency occurred at work.

4. Objective #4: VR Client will be able to identify resources in order to obtain assistive technology.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client went over deaf community resources, a budgeting plan, and a saving plan for equipment/disability related needs with the Vendor Rep. VR Client was assisted with creating a resource tool. VR Client learned about AZTEDP and AZTAP.

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Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met her objective. VR Client now has a resource tool, which she can use when looking for resources. VR Client feels comfortable accessing AZTEDP and AZTAP.

5. Objective #5: _____

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: _____

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: _____

Orientation and Mobility Training:

Each objective must be expressed in clear and measurable terms. The following information is required for each service objective worked on during the reporting period: activities involved, services actually provided, and the VR Client's progress.

1. Objective #1: VR Client will be able to communicate to get a reduced fare for the bus.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client filled out the application for the reduced bus fare. VR Client did not need any assistance filling out the application. VR Client received some guidance from Vendor Rep on how to mail it to Valley Metro with the supporting documentation. VR Client mailed the application to Valley Metro. VR Client received their eligibility letter. VR Client went with the Vendor Rep and presented this letter to the photo ID site to obtain a photo ID card.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met this objective and is now able to utilize this ID for the bus or light rail.

2. Objective #2: VR Client will be able to take the bus by herself.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client got on the bus at the bus stop closest to her house by herself. VR Client sat in the front of the bus. Vendor Rep met the VR Client halfway through the route to her doctor's office. VR Client showed the Vendor Rep her reduced fare bus application and talked about the stops to the office. VR Client was correct and did not need re-direction. Vendor Rep met up with VR Client after her appointment, and VR Client proceeded to list off all the stops prior to her final destination. VR Client had to make a stop from work to the store. Vendor Rep came with the VR Client, but VR Client already mapped out which bus she would need to take. VR Client said to Vendor Rep that she needed to head north in order to get there. VR Client was correct and was able to tell the Vendor Rep which stop they had to get off at. On last day of service in the reporting month, Vendor Rep did not ride the bus with VR Client. Vendor Rep met VR Client at her workplace. VR Client arrived to work on time and felt comfortable going home by herself.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met this objective. VR Client shows confidence with the Valley Metro website and researching the bus routes. VR Client does not need any assistance going from home to work.

3. Objective #3: VR Client will be able to go from one bus route to another.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client took the bus from work to the store. Vendor Rep came with the VR Client, but VR Client already mapped out which bus she would need to take. VR Client had to transfer bus routes twice before arriving at her destination. VR Client felt comfortable and did not need prompting from the Vendor Rep.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met this objective. VR Client is able to use the phone app for the bus very well. VR Client does not get nervous when she has

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to go from one bus route to another.

4. Objective #4: VR Client will be able to safely cross the street.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client was observed pressing the button for the crosswalk in order to cross the street. VR Client noticed the sign to start walking. Before crossing the street, VR Client still checked her surroundings before walking across the street.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met this objective. VR Client does not need re-direction. VR Client is aware of the laws for pedestrians.

5. Objective #5: VR Client will know how to use TTY to communicate with employer and for emergency communication.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client role played with Vendor Rep to practice how to call out sick utilizing TTY to communicate with her employer. VR Client did well in the role play and did not need re-direction from the Vendor Rep. VR Client continued to role play with Vendor Rep in how to call 9-1-1 utilizing TTY in case of any emergency.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client met this objective. VR Client is able to use TTY to communicate with her employer and knows how to use TTY for emergency communication.

Manual Adaptive Communication Training:

Each objective must be expressed in clear and measurable terms. The following information is required for each service objective worked on during the reporting period: activities involved, services actually provided, and the VR Client's progress.

1. Objective #1: VR Client will be able to learn 50 basic signs that will assist her in an employment setting.

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: VR Client used 50 of the 50 signs she learned to communicate with a co-worker. VR Client was able to ask co-worker about their day and plans for the weekend. VR Client feels like she has a lot of rapport with the office. VR Client is now motivated to continue to learn additional signs in order to communicate with her co-worker and her manager who is attempting to learn ASL.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client feels a part of the team and comfortable using the signs she has learned in her work place. VR Client is motivated to learn more. VR Client met this objective.

2. Objective #2: _____

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: _____

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: _____

3. Objective #3: _____

Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: _____

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: _____

4. Objective #4: _____

Accomplished:

Yes No In Progress

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Describe daily activities and services provided during this reporting period: _____
Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: _____

5. Objective #5: _____
Accomplished:

Yes No In Progress

Describe daily activities and services provided during this reporting period: _____
Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: _____

Describe any additional problems/issues that VR Client is encountering: _____

Describe concerns and/or recommendations: _____

Vendor Representative Signature: John Coach Date: 07/28/2025