

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Rehabilitation Instructional Services
SERVICE CLOSURE REPORT

Service Closure Report Date (MM/DD/YYYY): 07/28/2025

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

Last Date of Client Service (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

1. REASON FOR CLOSURE

Please choose one (1):

VR Client successfully completed all Service Objectives.

VR Client did not complete all Service Objectives 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 felt satisfied with the services provided and did not want to continue to meet one of her objectives.

2. SERVICE OBJECTIVES

VR Client successfully completed all Service Objectives as specified in the Client Service Plan (Exhibit K1) in the following training areas:

	Yes	No	N/A
Orientation and Adjustment to Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Orientation and Mobility Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Adaptive Communication Training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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VR Client did not achieve one (1) or more objectives; briefly state the Service Objective(s) and describe barriers and/or recommendations: For VR Client will be able to navigate health insurance and organize doctors' appointments around work schedule, VR Client could not consistently organize herself to make sure there were no conflicts in her schedule between her doctors' appointments and her work schedule. VR Client was able to access the healthcare she needed, but VR Client was unable to communicate when her appointments were to her employer. VR Client would often forget. VR Client needed constant reminders as to how to communicate that she would be unable to work a day for an appointment or that she would be arriving late. VR Client would have a day where she seemed to be doing better, but this was never consistent. VR Client should continue to use her electronic calendar to improve her time management and continue to have the confidence to tell her employer that she needs a day off or needs to flex her schedule due to an upcoming doctor's appointment.

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