

ARIZONA DEPARTMENT OF ECONOMIC SECURITY – Rehabilitation Services Administration
Job Development and Retention
CLIENT SERVICE PLAN

Client Service Plan Meeting Date (MM/DD/YYYY): 07/08/2025

Client Service Plan Start Time: 1:00pm

Client Service Plan End Time: 2:00pm

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: Lilly Coach

VR Client Name: Jacob Client

VR Counselor Name: Dan Counselor

RSA Authorization #: 00000000A1

VR Client Area of Interest/ Employment Goal: Veterinary Technician

Full Time Employment Part Time Employment

Number of days VR Client is able to work per week: 5

Number of hours VR Client is able to work per day: 6

Will VR Client require Supported Employment? Yes No

Will VR Client require Extended Services? Yes No

Specific barriers to employment: None

VR Client's accommodation needs necessary for successful completion of the service objectives: None

Other areas relevant to the service provision and VR Client's accomplishment of service objectives: VR Client has visual impairment and VR client was provided glasses.

VR Client's attendance requirements necessary for successful completion of the stated objectives:

Anticipated number of days per week: 3-4

Anticipated number of hours per day: 2-4

Anticipated number of service units: 130

1. SPECIFIC SERVICE OBJECTIVES PER TRAINING AREA

Job Search Skills Development

Training Necessary Yes No

Anticipated Date of Training Completion (MM/DD/YYYY): 08/31/2025

The following objectives shall be completed, and the VR Client shall be able to demonstrate the skill(s) with or without accommodation:

- | <u>Objective</u> | <u>Required:</u> |
|--|---|
| 1. Writing an effective resume | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Writing a cover letter | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Accurately complete job applications | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Utilizing job search methods and websites | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Job interviewing techniques | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Gathering employers' contact information | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

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7. Ability to navigate and effectively use DB101 Yes No

Job Search Assistance and Job Placement

Training Necessary Yes No

Anticipated Placement Date (MM/DD/YYYY): 10/31/2025

The following objectives shall be completed with the VR Client, with or without accommodation:

Objective

1. Finding job placement that matches the IPE goal.
2. Applying for jobs that match the planned vocational goal.
3. Building and utilizing community networks and natural supports as necessary.
4. Determining whether to disclose disability to an employer.
5. Placing VR Client in employment.

Using clear and measurable terms for each service objective, describe the activity and services that will be provided for VR Client to learn the identified skills and techniques per objective.

Short Term Job Supports

Training Necessary Yes No

Anticipated Date of Training Completion (MM/DD/YYYY): 02/28/2026

1. Objective: Assist VR Client with skills necessary to communicate and request leave.
 Is this objective part of Supported Employment? Yes No
 Is this objective part of Extended Services? Yes No
 Describe activities and services that will be provided for meeting this objective: Obtain a copy of the employee handbook and provide guidance for reviewing and understanding the requirements of the employee handbook.
 Describe skills and techniques to be learned for meeting this objective: Learning employer's process for requesting leave and providing notice for any unplanned absences.
2. Objective: Teach VR Client conflict resolution skills to address situations that might arise in the employment setting.
 Is this objective part of Supported Employment? Yes No
 Is this objective part of Extended Services? Yes No
 Describe activities and services that will be provided for meeting this objective: Review and discuss employer policy for effectively working with customers, coworkers, and supervisors.
 Describe skills and techniques to be learned for meeting this objective: Ability to communicate, request assistance if necessary, and to prepare documentation in accordance with employer policy.
3. Objective: Assist the VR Client in building and facilitating natural supports.
 Is this objective part of Supported Employment? Yes No
 Is this objective part of Extended Services? Yes No
 Describe activities and services that will be provided for meeting this objective: Discuss resources and how to locate and engage employer groups and participate in team building activities.
 Describe skills and techniques to be learned for meeting this objective: Soft skills necessary for building friendships and natural supports.
4. Objective: Face-to-face job coaching based on skill acquisition.
 Is this objective part of Supported Employment? Yes No
 Is this objective part of Extended Services? Yes No
 Describe activities and services that will be provided for meeting this objective: Provide on site job coaching and practice role playing. Discuss requirements for meeting job performance expectations.
 Describe skills and techniques to be learned for meeting this objective: Problem solving skills, establishing priorities, and working collaboratively with associates and customers.
5. Objective: Ensure VR Client understands the Federal and State reporting requirements.
 Is this objective part of Supported Employment? Yes No
 Is this objective part of Extended Services? Yes No

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Describe activities and services that will be provided for meeting this objective: Provide guidance in learning how to locate the VR Client specific reporting requirements and identify helpful resources.
Describe skills and techniques to be learned for meeting this objective: VR Client successfully accesses resources in order to complete Federal and State reporting.

2. OUTCOME OF THE SERVICE PLANNING MEETING

Check one (1):

- Vendor accepts referral and agrees to begin services within twelve (12) business days from the Client Service Plan meeting
- Vendor or VR Client declines referral. Explain why: _____
- VR Client and/or VR Counselor was a “no-show” for Client Service Plan meeting (one (1) time max. fifteen (15) minute billing for discussion of service provision and outreach to party not present)
- Revised Client Service Plan. Date Revised (MM/DD/YYYY): _____

If unable to start service within twelve (12) business days, please explain why: _____

VR Client Signature: *Jacob Client* Date: 07/08/2025

VR Client Guardian/Representative
Signature (if applicable) _____ Date: _____

Vendor Representative Signature: *Lilly Coach* Date: 07/08/2025

VR Counselor Signature: *Dan Counselor* Date: 07/08/2025