

ARIZONA DEPARTMENT OF ECONOMIC SECURITY-Rehabilitation Services Administration  
 Job Development and Retention  
**MONTHLY PROGRESS REPORT**

Reporting Month and Year: July 2025

Service Start Date in the Month (MM/DD/YYYY): 07/08/2025

Service End Date in the Month (MM/DD/YYYY): 07/18/2025

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: Lilly Coach

VR Client Name: Jacob Client

VR Counselor Name: Dan Counselor

RSA Authorization #: 000000000A1

Total Hours on Authorization for JDR: 130

JDR Hours Used During Reporting Month: 7.75

Total Hours Spent on JDR: 7.75

Total Authorized Hours Remaining for JDR: 122.25

Total Hours on Authorization for Extended Services: \_\_\_\_\_

Extended Services Hours Used During Reporting Month: \_\_\_\_\_

Total Hours Spent on Extended Services: \_\_\_\_\_

Total Authorized Hours Remaining for Extended Services: \_\_\_\_\_

**SERVICE OBJECTIVES PROGRESS**

1. Enter the VR Client's actual days 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/barriers/difficulties the VR Client exhibits.

Enter VR Client's actual hours of attendance for the reporting month:

<b>Date</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>Start Time</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>9:30</u>	_____
<b>End Time</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>11:00</u>	_____
<b>Hours</b>	_____	_____	_____	_____	_____	_____	_____	_____	_____	<u>1.5</u>	_____
<b>Date</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>Start Time</b>	<u>10:00</u>	_____	_____	<u>9:45</u>	_____	_____	<u>9:30</u>	_____	_____	_____	_____
<b>End Time</b>	<u>11:30</u>	_____	_____	<u>11:30</u>	_____	_____	<u>11:30</u>	_____	_____	_____	_____
<b>Hours</b>	<u>1.5</u>	_____	_____	<u>1.75</u>	_____	_____	<u>2</u>	_____	_____	_____	_____

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Date	23	24	25	26	27	28	29	30	31		
Start Time	_____	_____	_____	_____	_____	_____	_____	_____	_____		
End Time	_____	_____	_____	_____	_____	_____	_____	_____	_____		
Hours	_____	_____	_____	_____	_____	_____	_____	_____	_____		

**Job Search Skills Development:**

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 and/or challenges.

1. Objective #1: Writing an effective resume

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: Vendor met with VR Client. VR Client was on time for appointment. Worked with VR Client on how to create a draft resume to include education, volunteer work, and work experience.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: Final draft of resume is now in place.

2. Objective #2: Writing a cover letter

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: Vendor met with VR Client. VR Client was on time for appointment. VR Client has 2 cover letters drafted and available to modify when applying for a position.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client has 2 cover letters drafted and has learned how to locate sample cover letters online.

3. Objective #3: Accurately complete job applications

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: Vendor met with VR Client to assist with gathering necessary documents to complete job applications.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client submitted multiple job applications and feels confident applying for jobs independently.

4. Objective #4: Utilizing job search methods and websites

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: VR Client has created online accounts for searching and submitting applications (Indeed.com, Glassdoor, LinkedIn and has a Facebook account).

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client persisted and is now able to follow up on online accounts and navigate successfully.

5. Objective #5: Ability to navigate and effectively use DB101

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: VR Client registered for a DB101 Account.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: With considerable guidance, VR Client understands how to use the calculation for employment income.

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**Job Search Assistance and Job Placement:**

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 and/or challenges.

**1. Objective #1: Finding job placement that matches the IPE Goal.**

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: VR Client was on time for our meeting. Assisted VR Client with identifying employment as a Veterinarian Technician, with consideration of the VR Client geographical area limits.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client has identified PetsMart Clinic within their geographical area. VR Client is continuing employment search.

**2. Objective #2: Applying for jobs that match the planned vocational goal.**

Accomplished:

Yes  No  In Progress

Describe daily activities and services provided during this reporting period: VR Client identified PetsMart for employment. VR Client has applied for position.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client completed online application with the assistance of the Job Coach. VR Client will monitor email response to application submitted.

**3. Objective #3: Building and utilizing community networks and natural supports as necessary.**

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: Determining whether to disclose disability to an employer.**

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: \_\_\_\_\_

**5. Objective #5: Placing VR Client in employment.**

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: \_\_\_\_\_

**Short Term Job Supports:**

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 and/or challenges.

1. Objective #1: \_\_\_\_\_

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: \_\_\_\_\_

2. Objective #2: \_\_\_\_\_

Accomplished:

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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

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: \_\_\_\_\_

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Describe any additional problems/issues that the VR Client is encountering: VR Client is limited to their geographical area when searching for employment opportunities.

Describe concerns and/or recommendations: \_\_\_\_\_

Vendor Representative Signature: *Lilly Coach* Date: 07/18/2025