

ARIZONA DEPARTMENT OF ECONOMIC SECURITY - Rehabilitation Services Administration
Supported Education
MONTHLY PROGRESS REPORT

Reporting Month and Year: July 2025

Service Start Date in the Month (MM/DD/YYYY): 07/05/2025

Service End Date in the Month (MM/DD/YYYY): 07/25/2025

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 Supported Ed: 40

Supported Ed Hours Used During Reporting Month: 36

Total Hours Spent on Supported Ed: 36

Total Authorized Hours Remaining for Supported Ed: 4

SERVICE OBJECTIVE 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/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	_____	_____	_____	_____	9:30am	10:00am	10:30am	9:00am	_____	_____	_____
End Time	_____	_____	_____	_____	10:30am	1:00pm	1:30pm	12:00pm	_____	_____	_____
Hours	_____	_____	_____	_____	1	3	3	3	_____	_____	_____
Date	12	13	14	15	16	17	18	19	20	21	22
Start Time	9:00am	10:00am	9:00am	_____	10:00am	_____	9:30am	9:30am	_____	_____	_____
End Time	12:00p m	1:00pm	1:00pm	_____	1:00pm	_____	1:30pm	2:30pm	_____	_____	_____
Hours	3	3	4	_____	3	_____	4	5	_____	_____	_____
Date	23	24	25	26	27	28	29	30	31		
Start Time	_____	_____	9:30am	_____	_____	_____	_____	_____	_____		
End Time	_____	_____	1:30pm	_____	_____	_____	_____	_____	_____		
Hours	_____	_____	4	_____	_____	_____	_____	_____	_____		

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Report on progress for each service objective worked on during the reporting period:

Service Objective #1: Identify the post-secondary educational or employment/career training requirements to meet the VR Client's employment goal.

Accomplished: Yes No

Describe daily activity and services provided during this reporting period: VR Client worked with Vendor Rep to identify post-secondary educational training requirements for becoming a Computer Technician by conducting web searches. VR Client identified three potential post-secondary education training programs.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client completed objective without any challenges.

Service Objective #2: Determine/select the appropriate program most suitable for the VR Client, which is consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities and informed choice.

Accomplished: Yes No

Describe daily activity and services provided during this reporting period: VR Client completed a skills assessment to become aware of their strengths and limitations to help select program most suitable for the VR Client.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client was able to choose the appropriate program most suitable for the VR Client.

Service Objective #3: Identify costs, research and discover financial aid resources and options to pay for the selected educational/training program.

Accomplished: Yes No

Describe daily activity and services provided during this reporting period: VR Client worked with Vendor Rep to find the Financial Aid Office's contact information to schedule a meeting to discuss their resources with a financial advisor. VR Client scheduled meeting with the advisor. VR Client was with Vendor Rep and financial advisor to discuss resources and options to pay for the training program.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client successfully had meeting with financial aid advisor and understood the resources that were presented.

Service Objective #4: Assist the VR Client in applying for financial aid identified (e.g., Pell and other Federal/State/municipal grants, scholarships, private grants, etc.), including comparable benefits.

Accomplished: Yes No

Describe daily activity and services provided during this reporting period: Vendor Rep assisted VR Client in creating their Pell Grant account, helped VR Client gather income documentation, and searched through the post-secondary website for additional resources and scholarships. Vendor Rep and VR Client continued to review post-secondary website for scholarships.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client has submitted Pell Grant and scholarship applications.

Service Objective #5: Assist the VR Client in registering for the selected post-secondary educational/training program.

Accomplished: Yes No

Describe daily activity and services provided during this reporting period: VR Client completed the necessary application forms to enroll in program with assistance and direction from Vendor Rep. VR Client was notified that the necessary application forms were processed and VR Client was accepted into the program. Vendor Rep and VR Client discussed next steps after being accepted into the program.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client completed their enrollment.

Service Objective #6: Assist VR Client with registering with the Disability Resource Center (DRC)/Disability Resource Services (DRS) on campus, coordination of disability related accommodation services and any accommodation or special services necessary for the successful completion of an educational or employment training program.

Accomplished: Yes No

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Describe daily activity and services provided during this reporting period: VR Client and Vendor Rep discussed how to register with the DRC on campus. Vendor Rep and VR Client registered for the DRC on campus. VR Client requested accommodations with all involved parties with DRS.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: DRC meeting was completed, and VR Client accommodations have been set in place.

Service Objective #7: Assist VR Client in scheduling an appointment with their academic advisor to develop and obtain a Plan of Study and/or Degree Audit Report outlining coursework(s) required for completion of the post-secondary education/training program or degree.

Accomplished: Yes No

Describe daily activity and services provided during this reporting period: VR Client and Vendor Rep talked about the need for setting up an appointment with the VR Client's academic advisor. Vendor Rep and VR Client located the academic advisor's email address and phone number. VR Client stated that they would schedule the meeting with the academic advisor to further discuss their Plan of Study. VR Client scheduled the meeting and was able to meet with their academic advisor.

Describe VR Client's progress and/or challenges/barriers/difficulties in achieving the objective: VR Client accomplished this objective without any challenges.

Service Objective #8: _____

Accomplished: Yes No

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

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

Service Objective #9: _____

Accomplished: Yes No

Describe daily activity 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 the VR Client is encountering: _____

Describe concerns and/or recommendations: VR Client has completed Supported Education. VR Client will continue with their selected training program.

INTERNSHIP PLACEMENT AND SERVICE DETAILS

Internship Program Worked During Reporting Period? Yes No

Internship Position Title: _____

Company Name: _____

Internship Responsibilities: _____

Internship Modifications/Accommodations: _____

Describe VR Client's progress and any support and feedback provided to help the VR Client complete the internship program: _____

Vendor Representative Signature: John Coach

Date: 07/25/2025