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| Texas Workforce Solutions Logo | **Texas Workforce Commission****Vocational Rehabilitation Services****Vocational Adjustment Training (VAT)Specialized Progress Report**    |
| **General Instructions**  |
| **The trainer follows** **the instructions below when completing this form.**  * Complete the form electronically (on the computer) and answer all questions.
* Refer to the VRS Counselor-approved VR3135B, Vocational Training, Specialized Training Plan for goals and objectives to include in the report.
* Write summaries in paragraph form in clear, descriptive English. Leave no blanks. Enter N/A if not applicable.
* Print the form, obtain signatures, and submit.
* Make certain that all standards are met before submitting this form with an invoice for payment.
 |
| **Customer Information**  |
| **Customer name:**       | **VRS case ID:**       |
| **Service authorization (SA) number:**       |
| **Training Facts**  |
| **Training facilitated**: (Check all that apply)[ ]  In a group setting (maximum of six customers for each trainer) [ ]  In an individual setting (one trainer to one customer)[ ]  A combination of group and individual settings [ ]  In-person training (with the staff and customer(s) at the same physical location)[ ]  Remote training (using a computer-based training platform that allows for face-to-face and/or real time interaction)[ ]  A combination of in person and remote training |
| **If training is facilitated in a group setting, record the instructors and record the VRS case IDs of all customers who participated in the group training session(s).** **Note:** * The provider must ensure, a VR3472, Contracted Service Modification Request for Work Readiness has been approved by the VR director prior to the class, for every customer in a group when the ratio is greater than 1 trainer to 6 customers.
* Sign-in sheet for each class must identify the instructor(s) and may be requested to verify class ratio.
 |
| Instructors: |
|  1.       |  2.       |  3.       |
| Customers:  |
|  1.       |  2.       |  3.       |
|  4.       |  5.       |  6.       |
|  7.       |  8.       |  9.       |
| 10.       | 11.       | 12.       |
| **Attendance**  |
| **Instructions:** * For each week of the training, enter the date (mm/dd/yy) of Monday through Sunday in the date column.
* For each day of the week, record the number of hour(s) the customer participated in the training.
* If customer is absent from the training, record an “A” for the day missed.
* Notify the counselor immediately when the customer is absent.
* Total the number of hours that the customer attended the training.
 |
| **VAT** |
| **[ ]  Yes** **[ ]  No VAT provided for the reporting period**   |
| **Week** | **Date** (Mon-Sun) | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 1 |       |       |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |       |       |
| 6 |       |       |       |       |       |       |       |       |
| **Total number of hours the customer participated in the VAT**:       |
| **Performance Summary Reporting Period**  |
| **Rate the customer’s performance:** |
|  Ability to learn |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Accuracy of work |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Accepts assistance |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  [Adaptability](https://www.southeastern.edu/admin/hr/ee_and_mngr_info/manager_information/ppr_comments.html#adapt) |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Appearance and hygiene |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Attendance |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Communication |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Cooperativeness |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Initiative |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Motivation |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Safety practices |    Excellent |    Very Good |    Good |    Marginal |    Poor |
|  Timeliness |    Excellent |    Very Good |    Good |    Marginal |    Poor |
| **Customer’s Skills Related to Training Plan** |
| **Instructions:** * Upon completion of the reporting period, record the areas addressed during training period, customer’s goals and objectives and below,
* Use the scale below to rate the customer’s competency related to the objectives and goals in the customer’s Training Plan; and
* Record a narrative description of the training provided and the customer’s abilities and/or challenges related to each goa and objective.
 |
| **Key or Level**  | **Description of Competency Level** |
| No Skill | * Unable to perform skill or demonstrate knowledge without step by step or continual assistance, guidance or supervision
 |
| Marginal | * Limited understanding or knowledge
* Requires structured assistance, guidance or supervision to perform
 |
| Basic | * Basic understanding or knowledge
* Requires occasional redirection, cueing or guidance to perform.
 |
| Proficient | * Detailed understanding or knowledge
* Capable of assisting others in the application of skills and tasks
* Requires no guidance or supervision and works independently
 |
| Areas addressed during training period: |
| [ ]  balancing life and work[ ]  career exploration[ ]  child care management[ ]  community resources[ ]  conflict resolution[ ]  daily living skills [ ]  decision making[ ]  disability awareness[ ]  effective communication [ ]  financial management [ ]  goal setting | [ ]  grooming and hygiene[ ]  household management[ ]  independent living[ ]  interpersonal communication[ ]  leadership[ ]  stress management[ ]  Other:      [ ]  Other:      [ ]  Other:      **[ ]** Other:       |
| **Goal 1:** | **Goal Achieved:** [ ] Yes [ ]  No |
| **Objectives:**  | **Customer’s Status:** |
| **No Skill** | **Marginal** | **Basic** | **Proficient** | **N/A** |
| **A:**       |    |    |    |    |    |
| **B**:       |    |    |    |    |    |
| **C**:       |    |    |    |    |    |
| **Narrative description of the customer’s status for the reporting period:**      |
| **Goal 2:** | **Goal Achieved:** [ ] Yes [ ]  No |
| **Objectives:** | **Customer’s Status:** |
| **No Skill** | **Marginal** | **Basic** | **Proficient** | **N/A** |
| **A:**       |    |    |    |    |    |
| **B**:       |    |    |    |    |    |
| **C**:       |    |    |    |    |    |
| **Narrative description of the customer’s status for the reporting period:**      |
| **Goal 3:** | **Goal Achieved:** [ ] Yes [ ]  No |
| **Objectives:** | **Customer’s Status:** |
| **No Skill** | **Marginal** | **Basic** | **Proficient** | **N/A** |
| **A:**       |    |    |    |    |    |
| **B**:       |    |    |    |    |    |
| **C**:       |    |    |    |    |    |
| **Narrative description of the customer’s status for the reporting period:**      |
| **Goal 4:** | **Goal Achieved:** [ ] Yes [ ]  No |
| **Objectives:** | **Customer’s Status:** |
| **No Skill** | **Marginal** | **Basic** | **Proficient** | **N/A** |
| **A:**       |    |    |    |    |    |
| **B**:       |    |    |    |    |    |
| **C**:       |    |    |    |    |    |
| **Narrative description of the customer’s status for the reporting period:**      |
| **Goal 5:** | **Goal Achieved:** [ ] Yes [ ]  No |
| **Objectives:** | **Customer’s Status:** |
| **No Skill** | **Marginal** | **Basic** | **Proficient** | **N/A** |
| **A:**       |    |    |    |    |    |
| **B**:       |    |    |    |    |    |
| **C**:       |    |    |    |    |    |
| **Narrative description of the customer’s status for the reporting period:**      |
| **Overall Training Summary**  |
| **Describe the instructions and resources the customer received throughout the entire training.**       |
| **Describe the customer’s ability and willingness to perform skills and tasks including all problematic issues or concerns that emerge.**      |
| **Describe all accommodations, compensatory techniques, and special training needs required by the customer including why task had to be completed for the customer.** |
| **Recommendations related to future training that can enhance or improve the customer skills.**      |
| **Additional Comments** |
| **Additional comments, if any:**      |

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| **Customer Signatures** |
| **Verification of the customer’s satisfaction and service delivery obtained by:**[ ]  Handwritten signature [ ]  Digital signature (See VR-SFP 3 on Signatures)[ ]  By sending a copy of the document returned with a scanned signature [ ]  Unable to obtain signature, describe attempts:      [ ]  Email verification, per VR-SFP 3 (must be attached) |
| By signing below, I, the customer, agree with the information recorded within the report above.  If you are not satisfied, do not sign. Contact your VR counselor.  |
| **Customer’s signature:****X** | **Date Signed:**      |
| **Provider Signatures**  |
| **Type of Provider:** [ ]  Traditional-bilateral contractor [ ]  Transition Educator [ ]  Non-traditional  |
| **Premiums to be invoiced**: [ ]  None [ ]  Autism [ ]  Blind and Visually Impaired [ ]  Brain Injury [ ]  Deaf [ ]  other, specify:       |
| **Vocational Adjustment Trainer**   |
| **By signing below, I certify that:** * the above dates, times, and services are accurate;
* I personally facilitated all training, meeting all outcomes required for payment and documented the service, as prescribed in the VR-SFP and service authorization;
* Verification of the customer’s satisfaction and service delivery obtained as stated above;
* I maintain the staff qualifications required for a Vocational Adjustment Trainer as described in the VR‑SFP or Service Authorization; and
* I signed my signature and entered the date below.
 |
| **Typed or printed name of instructor 1**:      | **Signature:** (See VR-SFP 3 on Signatures)**X** | **Date Signed**:      |
| **Select all that apply:**[ ]  UNTWISE Credentialed with ID:       [ ]  VR3490-Waiver Proof Attached[ ]  Transition Educator [ ]  Non-traditional[ ]  RID/BEI/SLIPI with Number:       or [ ]  proof attached |
| **Typed or printed name of instructor 2**:      | **Signature:** (See VR-SFP 3 on Signatures)**X** | **Date Signed**:      |
| **Select all that apply:**[ ]  UNTWISE Credentialed with ID:       [ ]  VR3490-Waiver Proof Attached[ ]  Transition Educator [ ]  Non-traditional [ ]  RID/BEI/SLIPI with Number:       or [ ]  proof attached |
| **Typed or printed name of instructor 3**:      | **Signature:** (See VR-SFP 3 on Signatures)**X** | **Date Signed**:      |
| **Select all that apply:**[ ]  UNTWISE Credentialed with ID:       [ ]  VR3490-Waiver Proof Attached[ ]  Transition Educator [ ]  Non-traditional[ ]  RID/BEI/SLIPI with Number:       or [ ]  proof attached |
| **Director** (only required for Traditional-Bilateral Contractors)   |
| **By signing below, I, the Director, certify that:** * I ensure that the services were provided by qualified staff, met all outcomes required for payment, and services were documented, as prescribed in the VR-SFP and service authorization;
* I maintain UNTWISE Director credential, as prescribed in VR-SFP;
* I signed my signature and entered the date below.
 |
| **Director Typed or Printed name**:      | **Director Signature:** (See VR-SFP 3 on Signatures)**X** | **Date Signed**:      |
| **Select all that apply:** [ ]  UNTWISE Credentialed with ID:       [ ]  VR3490-Waiver Proof Attached |
| **VRS Use Only**  |
| If any question below is answered no or if the report or supporting documentation is missing or incomplete, return the invoice to the provider with the VR3460. Make a case note to document the results of the review and the date VR3460 was sent to provider, when applicable.     |
| **Technical Review to Verify Provider Qualifications**(Completed by any VR staff such as RA, CSC, VR Counselor)   |
| **When Vocational Adjustment Trainer is a Transition Educator or Non-Traditional provider, skip this section.**  |
| **Director’s Credential:**   |
| UNTWISE website or attached VR3490 verifies, for the dates of service, the director listed above:  [ ]  maintained or waived the UNTWISE Director Credential [ ]  did **not** hold a valid UNTWISE Director Credential |
| **Vocational Adjustment Trainer’s Credential:**  |
| UNTWISE website or attached VR3490 verifies, for the dates of service, the **Vocational Adjustment Trainer** listed above:  [ ]  maintained or waived the required UNTWISE Credential**[ ]** did **not** holda valid UNTWISE Credential |
| **UNTWISE Endorsements:**  |
| UNTWISE website verifies, for the dates of service, the Vocational Adjustment Trainer listed above maintained the following endorsement:  [ ]  None [ ]  Autism [ ]  Blind and Visually Impaired [ ]  Brain Injury [ ]  other, specify:       |
| **Qualifications Related to Deaf Premium:**  |
| Attached documentation verifies, for the dates of service, the Vocational Adjustment Trainer listed above maintained one of the following:  [ ]  not applicable/no attachment [ ]  BEI [ ]  RID [ ]  SLIPI |
| **Verification of Service Delivery**  |
| **Technical Review** (completed by any VR staff such as RA, CSC, VR Counselor)   |
| Verified that the report is accurately completed per form instructions | [ ]  Yes [ ]  No |
| Verified that the service(s) was provided within service date of SA and as stated in the VR Standards for Providers and/or the SA | [ ]  Yes [ ]  No |
| When applicable, verify a copy of an approved VR3472 is attached to the report. | [ ]  NA  | [ ]  Yes [ ]  No |
| Verifed the training was provided in the environment(s) (in person, remotely or combination) indicated on the referral form.  | [ ]  Yes [ ]  No |
| Verified the customer received the minimum required hours of service and the trainer‑to‑customer ratio was adhered to as described in the VR-SFP   | [ ]  Yes [ ]  No |
| Verified the customer’s attendance and total hours the customer participated in training is recorded   | [ ]  Yes [ ]  No |
| Verified the goals and objectives listed on form match goals and objectives on the VR3135B | [ ]  Yes [ ]  No |
| Verify each goal and objective has a status recorded | [ ]  Yes [ ]  No |
| Verified the customer’s satisfaction with the training through signature on the form and/or by VR staff member contact with customer | [ ]  Yes [ ]  No |
| Verified that the appropriate fee(s) was invoiced | [ ]  Yes [ ]  No |
| **Print staff member(s) names who completed technical review and/or verified the UNTWISE Credentials:** |
| 1.        | Date:       | 2.        | Date:       |
| **VR Counselor Review**  |
| Verified the customer received necessary accommodations, supplies and resources; various instructional approaches were used; and the customer has the ability to use compensatory techniques to increase ability to perform task and skills   | [ ]  Yes [ ]  No |
| Verified that the vocational adjustment trainer used and documented on the form the  various instructional approaches to meet the customer’s learning styles and preferences | [ ]  Yes [ ]  No |
| Verified that the vocational adjustment trainer provided all supplies and resources necessary for the customer  to participate in the training through signature on form or by VR staff member contact with customer | [ ]  Yes [ ]  No |
| **By typing or printing your name, the VRC verifies:** * completion of the technical review,
* services provided met the customer’s individual needs,
* services provided met specifications in the VR-SFP and on the SA, and
* customer’s or legally authorized representative’s satisfaction with services received.

[ ]  **Approve to pay invoice** [ ]  **Do not approve to pay invoice** |
| **VR Counselor:**        | **Date:**       |