



Division for Rehabilitation Services
**Bundled Job Placement Services—
Support Summary**

General Instructions

Follow the instructions below when completing this form:

- Complete the form electronically, answering all questions;
- The Job Placement Specialist will record an answer to each question as it relates to the services provided;
- Write narrative summaries in paragraph form in clear, descriptive English;
- Review the form carefully, and leave no blanks. Enter N/A if not applicable (for example, service not addressed or provided);
- Make certain all standards have been met before submitting this form with an invoice for payment; and
- Submit the invoice for payment the day after achievement of the benchmark (for example, the 6th day, the 46th day, and the 91st day).

Form completed for: Basic Job Placement Services Enhanced Job Placement Service
 Benchmark A Benchmark B Benchmark C Other:

Consumer's Identification Information

Consumer's name: Ralph **DARS Case ID:** 123456

Associated PO number: 6543210

Consumer's Employment Information—enter the most recent placement information.

Employer Information:

Original placement: New placement:

Company name: Lockheed Martin

Street address (include suite number, if any):
1111 Industry

City: Fort Worth **State:** Texas **ZIP code:** 78787

Main phone number: (817) 555-5555 **Supervisor's phone number:** (817) 555-3558

Consumer's supervisor's name: Frank Porter

Supervisor's job title: Supervisor **Supervisor's email address:**
fporter@lockheedmartin.com

Estimated number of staff members employed by the business: 3000 at plant, 200 in work area, 20 in unit where consumer is working

In the spaces below, enter X to select the best methods and times to contact the consumer's supervisor:

Phone Email
 Monday–Friday Weekends Morning Noon to 5 p.m. After 5 p.m.

Other: 8-5

Has the consumer been placed multiple times? No Yes If yes, complete information below:

Enter the dates of employment for previous placement(s).

First placement: Start date: (month/day/year) End date: (month/day/year)

Second placement: Start date: (month/day/year) End date: (month/day/year)

Consumer Employee Information

Consumer's job title: Electrical Technician	First day of paid employment (first day worked): 8/4/14 (month/day/year)
---	--

Average total number of hours the consumer works weekly: 40

Hourly wage: 14.52	Weekly gross earnings: 580.80
---------------------------	--------------------------------------

The consumer is paid: Weekly Every two weeks Monthly Other:

Service Delivery Information at Placement—5th day

The consumer has been employed and worked at least five days Yes No N/A

Employment was verified through: Employer contact Consumer contact

Observing the consumer at work Other: Describe: _____

Pre-employment Needs

• Job Placement Specialist Provided:

- Initial Instruction
- Monitoring
- Guidance with minimal assistance
- Hands-on assistance
- Extensive on-going assistance
- Resource tools
- Documents completed for the consumer

Describe services received:

• Was the DARS 1890, Employment Data Sheet- completed? Yes No

If yes, describe instruction and resources the consumer received:
Assisted consumer in putting together his employment data and typed it up for the consumer. Consumer was able to remember most details of his work and personal history to help build his data sheet and resume as necessary the JP provider assisted in gathering and verifying the accuracy of the information.

• Was the Résumé completed? Yes No

If yes, describe instructions and resources the consumer received:
Assisted consumer in addressing 5 year gap in employment history on resume. Created and typed resume for consumer. Ralph was instructed on the type and purpose of the resume.

- Was an alternate type of Data Sheet completed? Yes No

If yes, describe instructions and resources the consumer received:

- Was a Reference List completed? Yes No

If yes, describe instructions and resources the consumer received:

The consumer was assisted in putting together a list of references. Job Placement Specialist had to assist Ralph in gathering contact information for the reference list. The Job Placement Specialist also assisted Ralph in identification of questions to ask the individuals when requesting they be a reference. The Job placement provider typed up the final list for the consumer.

- Were Cover Letters completed? Yes No

If yes, describe instructions and resources the consumer received:

Assisted consumer in writing cover letter for each job he applied. The Job Placement Specialist typed final copy for the consumer.

- Were Thank You letters completed? Yes No

If yes, describe instructions and resources the consumer received:

Provided consumer with 3 templates to use as options for thank you and follow up communication with employers. Ralph then handwrote the thank you letters to the employers he interviewed with.

Describe the consumer's ability and willingness to perform the tasks listed above and/or how any task(s) were completed for the consumer:

With extensive hands on assistance to complete task as well as document completion in behalf of Ralph, Ralph was able to complete an employment data sheet, resume, cover letters and thank you/follow up communication for employers. Consumer was willing to participate in all activities but lacked computer skills. Consumer required assistance to structure activities to be complete activities and needed cueing to keep positive, motivated attitude while completing the Job Search process.

Job Search Process

- Job Placement Specialist Provided:

- Initial Instruction
- Monitoring
- Guidance with minimal assistance
- Hands-on assistance
- Extensive on-going assistance
- Resource tools
- Documents completed for the consumer

Describe the consumer's ability and willingness to perform skills or tasks related to job searching, gaining of job leads, and connecting and networking with others.

Consumer is very willing to perform job search tasks, but needed extensive assistance in utilizing the internet to search for jobs. The Job Placement Specialist completed most of the job search tasks for the consumer.

Describe the instructions, resources, and tasks completed on in behalf of the consumer (if any) related to job searching, the gaining of job leads, and connecting and networking with others related to employment.

All applications were completed with the Job Placement Specialist. The Job Placement Specialist completed internet job searches, networked with potential employers to identify possible job openings. Ralph was instructed in all aspects of the job search, but required the task to be completed with him or for him.

Application Training and Completion

• **Job Placement Specialist Provided:**

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer

- **Was the State of Texas Application completed?** Yes No
• **Was an alternate job application(s) completed?** Yes No

If yes, list the business applications completed:

Lockheed Martin, Baylor Health Care System, Baylor University

Describe the instructions and resources the consumer received related to application completion:

• **Paper Format:**

The Job Placement Specialist assisted the consumer in using data sheet to completed the process of filling out applications. The Job Placement Specialist set up an organizational system for consumer to use to assist in keeping up with their job search.

• **Electronic Format (Business website or kiosk):**

Consumer does not know how to access a computer or internet, therefore the Job Placement Specialist completed the electronic job applications.

Describe the consumer's ability and willingness to perform task completion and/or how any task(s) were completed for the consumer:

• **Paper Format:**

The consumer was able to use the data sheet as a reference after providing training, but he needed ongoing assistance in filling out applications. He was able utilize the organizational system the Job Placment Specialiast set up for him.

• **Electronic Format (Business website or kiosk):**

The consumer does not have computer skills, so this was not addressed.

Describe the instructions and resources the consumer received related to the completion of pre-employment screening questionnaires and/or testing. (for example, drug screens, criminal background check, medical review, personality test, aptitude test, etc.)

Discussed how to address issues related to drug tests that might show positive due to his prescription medications, and how to answer questions regarding his medical condition. Job Placement Specialist provided Ralph with cue cards to assist him remembering how to respond to questions about the medications he uses.

Describe the consumer's response to the effort and preparation needed related to the pre-employment screening questionnaires and/or testing.

Consumer responded well to direction on how to answer questions related to his medicines and medical condition. He is able to use the cue cards to assist with him remembering how to respond.

Interview Training

Was a training overview of the interview process provided? Yes No

• **Job Placement Specialist Provided:**

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tool
 Documents completed for the consumer Accompanied consumer to interviews

Commented [A1]: Moved to next line for clarity

• **Describe the instructions and resources the consumer received related to the overview of the interview process.**

Provided instruction, from the Job Placement Specialist, on best practices in interviewing and appropriate etiquette to use in interviews. Consumer was provided a list of questions typically asked in interviews and the Job Placement Specialist assisted Ralph in drafting responses to the questions based on his skills, knowledge and preferences. Consumer also watched a video, Interviewing for a job.

• **Describe the consumer's response to the effort and preparation needed to execute skills necessary to participate in the interview process.**

Consumer was open to instruction and put forth his best effort. Ralph able to answer the interview questions with guidance to use the responses he prepared prior to role playing to practice the interview skills.

Was a training overview of the interview types provided? Yes No

• **Job Placement Specialist Provided:**

- Initial Instruction Monitoring Guidance-minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer

- Describe the instructions and resources the consumer received related to interview types. Some examples are: screening, telephone, panel and/or group, behaviorally based, situational, and technical.

Ralph watched a video that explained the different types of interviews. Then completed exercises related to the video to demonstrate he understood the different type of interviews.

- Describe the consumer's ability and willingness to perform skills or tasks related to the different interview types.

Ralph was willing to watch the video and to complete the exercises.

Was skill training on how to research businesses and positions provided? Yes No

- Job Placement Specialist Provided:

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer

- Describe the instructions and resources the consumer received related to researching a business and position(s).

Showed consumer how to research businesses that he was thinking about competing an application for employment.

- Describe the consumer's ability and willingness to perform skills or tasks related to researching a business and position(s).

Ralph, participated in the training, but due to his lack of computer skills had difficulty researching the business. He was able to review information printed and provided to him from the Job Specialist Specialist.

Was skill training on how to identify questions to ask the business when interviewing provided?

Yes No

- Job Placement Specialist Provided:

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer

- Describe the instructions and resources the consumer received related to questions to ask the business when interviewing

The consumer and Job Placement Specialist assisted Ralph in the creation of questions to ask the business during an interview. Ralph requested to learn how to ask about pay and benefits available to employees. Ralph provided a written list of questions to take on interviews.

• Describe the consumer's ability and willingness to perform skills or tasks related to questions to ask the business when interviewing

Ralph was able to ask questions appropriately using his list of questions, after practice.

Was skill training on how to identify and respond to typical interview questions asked by the business for the industry of the consumer's employment goal(s) provided?

Yes No

• Job Placement Specialist Provided:

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer Accompanied consumer to the interviews

• Describe the instructions and resources the consumer received related to identifying and responding to typical interview questions asked by the business for the industry of the consumer's employment goal(s).

Practiced interview questions with the consumer and provided him with a list of typical interview questions to reference and practice with.

• Describe the consumer's ability and willingness to perform skills or tasks related to identifying and responding to typical interview questions asked by the business for the industry of the consumer's employment goal(s).

The consumer was very open to learning how to respond appropriately in an interview setting. After practicing, Ralph responses appear to become naturally.

Was instruction on how to answer "tricky" questions related to employment barriers provided?

Yes No

• Job Placement Specialist Provided:

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer Accompanied consumer to the interviews

• Describe the instructions and resources the consumer received related to answering "tricky" questions to address such employment barriers as gaps in work history, criminal background history, and limited work experience."

Practiced interviewing questions related to the consumer's disability and medical condition. The consumer decided not to divulge his disability at the interview. Also discussed ways to answer questions related to the 5 year gap in employment. Ralph provided a written handout to remind him how to answer "tricky" questions..

- Describe the consumer's ability and willingness to perform skills or tasks related to answering "tricky" questions to address such employment barriers as gaps in work history, criminal background history, and limited work experience.

Consumer was open to instruction provided, but needed lots of practice to feel confident in responding to answers..

Was instruction on personal grooming and presentation provided?

(including body language required for an effective interview) Yes No

- Job Placement Specialist Provided:

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer

- Describe the instructions and resources the consumer received related to personal grooming and presentation including body language required for an effective interview.

Discussed appropriate dress for interviews within the career area the consumer is pursuing.

- Describe the consumer's ability and willingness to perform skills or tasks related to personal grooming and presentation, including body language required for an effective interview.

Consumer followed direction provided.

- Describe any areas that DARS will have to address before the consumer interviews for a position.

NA

Were mock interviews completed? Yes No

- Job Placement Specialist Provided:

- Initial Instruction Monitoring Guidance with minimal assistance
 Hands-on assistance Extensive on-going assistance Resource tools
 Documents completed for the consumer

- Describe the instructions and resources the consumer received related to participation in mock interviews.

The mock interview was set up and video recorded. After 2 practice sessions, the consumer was able to answer questions well, but needed additional work on addressing the 5 year gap and the medicine he takes related to drug testing which required two additional sessions so that consumer was comfortable with the questions and his answers.

• Describe the consumer's ability and willingness to perform skills or tasks related to participation in mock interviews.

Consumer was very open to feedback and after seeing his performance in the mock interviews and with practice was able to correct his responses to ensure success in the interview.

• Describe any areas that DARS will have to address before the consumer interviews for a position.

None identified

Additional questions:

Describe the instructions, resources, and tasks completion completed on the behalf of the consumer, (if any), related to completion of interviews with businesses for a position.

n/a

Describe the instructions, resources, and tasks completed on the behalf of the consumer, (if any), related to the establishment of worksite accommodations.

Counseling and medication management will need to be continued by consumer. Consumer will also need to follow up with the CWIC related to documentation required by SSA regarding his 9 month work trial.

Describe the instructions, resources, and tasks completed on the behalf of the consumer (if any) to prepare the consumer for the first day on the job.

Talked to consumer the day before his first day at work to ensure his readiness. He was excited and ready to start work.

Service Delivery Information at Placement, 45th day, and 90th day

The consumer has been employed and worked at least 45 days Yes No N/A

The consumer has been employed and worked at least 90 days Yes No N/A

Employment was verified through: Employer contact Consumer contact

Observing the consumer at work Other: Describe: _____

Describe all accommodations, compensatory techniques, and special training needs identified or established at the worksite:

Status at 45th day on job:

Status at 90th day on job:

Describe how the consumer has adjusted to his or her job. Include all issues or concerns and how they were addressed by the provider, employer, and consumer:

Status at 45th day on job:

Status at 90th day on job:

Record a summary of the consumer's performance related to the job's essential and nonessential responsibilities:

Status at 45th day on job:

Status at 90th day on job:

Describe any consultations made with the business:

Status at 45th day on job:

Status at 90th day on job:

Visits with the Consumer		
Record a summary of the visits with consumer between placement and 45th day of employment.	Record a summary of the visits with consumer between 46th and 90th day of employment.	
Date: 8/9/14 Summary of visit: Met with consumer and employer at job site. Consumer is doing well and enjoying working. The employer reports no issues on the job.	Date: Summary of visit:	
Date: Summary of visit:	Date: Summary of visit:	
Date: Summary of visit:	Date: Summary of visit:	
Additional comments: (date entries)		
Signatures At Benchmarks		
I, the consumer (or legally authorized representative), am satisfied and certify that the dates, times, and services are accurate. If you are not satisfied, do not sign. Contact your DARS counselor.		
Signatures for: <input checked="" type="checkbox"/> Benchmark A <input type="checkbox"/> Benchmark B <input type="checkbox"/> Benchmark C		
Consumer's signature: X <i>Ralph</i>	Date: 8/9/14	
Consumer's legally authorized representative's signature (if any): X	Date:	
I, the Job Placement Specialist, certify that <ul style="list-style-type: none"> • the above dates, times, and services are accurate; • I personally provided all services recorded within the above DARS1835; • I documented the services and information described above; • The consumer's and/or consumer's legally authorized representative's signature on this form was obtained on the date stated in the date field of the form and • I handwrote my signature and dated; and • I maintain credentials required for a Job Placement Specialist as described in the Standards for Providers. 		
Signatures for: <input checked="" type="checkbox"/> Benchmark A <input type="checkbox"/> Benchmark B <input type="checkbox"/> Benchmark C		
Job Placement Specialist:	Printed name: Best Provider	UNT credential number: 7777
	Signature: X <i>Best Provider</i>	Date:
DARS Use Only—DARS Approval of the DARS1835		
Verified that the Job Placement Specialist is the same person who completed the <input type="checkbox"/> Yes <input type="checkbox"/> No		

DARS1835 and DARS1890 (when appropriate) and that the Job Placement Credential has been verified on the DARS1833.	
Verified that the DARS1835 is accurately completed per form instructions and the Standards for Providers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified that the DARS1835 accurately describes the instruction, resources, and services provided and the consumer's ability to perform task(s) as prescribed in the Standards for Providers requirements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified that the appropriate level of service was provided for either Basic Job Placement Services or Enhanced Job Placement Services, as indicated on the "Support Needs Assessment" on the DARS1833 and prescribed by the SFP.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For Benchmark A, verified that the DARS1890, résumé or alternate data sheet was submitted and meets all requirements included in the Standards for Providers and "Special Comments" of Purchase Order.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Verified that the consumer has completed 5 day or 45 day or 90 day of work.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified that the consumer is earning at least minimum wage.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified that the consumer is satisfied with the services provided via signature on form or by consumer contact.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified that any additional requirements of the service delivery noted in the "special comments" of the Purchase Order were met.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified that the DARS1833 and DARS 1890 (when appropriate) were submitted simultaneously with the DARS1835 and the invoice.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If any question above is answered "No," complete the following:</p> <ul style="list-style-type: none"> • Send a copy of the submitted invoice, DARS1835, DARS 1833 and DARS1890, résumé, or alternate Personal Data Sheet as applicable to the CRP with written notification that the placement did not meet the requirements as described in the Standards for Providers. Date sent: • Record a case note to document the return of invoice and required form(s) Date recorded: 	
DARS1835: <input type="checkbox"/> Approved <input type="checkbox"/> Sent back to provider Comment:	
Printed name of DRS staff member making verification:	Date: