



NJ Division of Vocational Rehabilitation Services
Pre-Employment Transition Services
Monthly Vendor Service Report

Monthly Service Report: Month/Year: _____ Service Dates: _____

Consumer Name: _____ NJ DVRS Case ID #: _____

NJ DVRS Office: _____ NJ DVRS Counselor: _____

Consumer's Disability: _____ (Please Attach Disability Documentation)

SSI: Y__ N__

DDD: Y__ N__

Reason for Pre-ETS Referral:

Service Provided: Individual _____ Group _____

- _____ Career Exploration Counseling
_____ Post-Secondary Opportunities Counseling
_____ Work Place Readiness Training
_____ Instruction in Self Advocacy
_____ Work Based Learning Experience
_____ Summer Internship

Did not attend this month due to: _____

Resuming services (month/date): _____

Suspended services due to: _____

Ended without completing their services due to: _____

Ended/completed: _____

Narrative:

Adaptations for service delivery using virtual platform and remote distance learning:

Service delivery difficulties and solutions:

Initiatives, schools & internship site development, Memoranda of Understanding/ Agreement (MOU/MOA)

Goal/Objective for Each Session Meeting-Month/Date:

Activities, Methods, Learning Strategies, Technology Used in Each Session:

Interventions, Accommodations:

Supports required:

Career/Employment Interests:

Strengths:

Session's outcome achieved and understood by student (process used to identify student's understanding)

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Summary of Progress:

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Recommendations:

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Next steps:

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Direct Service Provider Signature: _____

Date: _____

Organization Supervisor/Manager of Signature: _____

Date: _____

Service Completion Date: _____

Report Submit Date: _____



"Your Career Starts Here"

**NJ DVRS Pre-Employment Transition Services
Job Exploration Counseling: Curriculum Activity Check List**

Activity	Month/Date Completed	Document(s) Included
Understanding job exploration & importance in development of student's future career path		
Understanding the labor market		
In-Demand Industries & Occupations		
Administration of Vocational Interest Inventories		
Student's vocational interest inventory results, identified career clusters		
Student's strengths, skills, personality, aptitudes, barriers to employment & relationship to career interests		
Identification of career pathways of interest to the students		
Non-Traditional employment options		
Range of jobs in student's areas of interest		
Required training & education for each of student's career interests		
Steps needed to develop a career plan		

Additional Comments [Text Box]



"Your Career Starts Here"

**NJ DVRS Pre-Employment Transition Services
Work Place Readiness Training to Develop Social Skills & Independent Living
Curriculum Activity Check List**

Activity	Mo./Date/Yr Completed	Document(s) Included
Understanding the concepts of workplace readiness and applications		
Student's self-assessment of current social skills and independent living skills		
Understanding employer expectations & work practices		
Work attitudes/enthusiasm/taking responsibility/initiative/punctuality/tasks/attire-appearance/hygiene		
Basic occupational skills employers are seeking from applicants		
Identify how to achieve marketable occupational skills for an entry-level job		
Understanding different types of businesses, opportunities, wages		
Student's challenges to employment		
Accommodations		
Soft skills necessary for employment		
Workplace etiquette		
Independent Living Skills		
Job Seeking Skills		
Financial Literacy		
Transportation Skills		

Additional Comments [Text Box]



"Your Career Starts Here"

**NJ DVRS Pre-Employment Transition Services
Instruction in Self-Advocacy: Curriculum Activity Check List**

Activity	Mo./Date/Yr. Completed	Document(s) Included
Understanding of concept of self-advocacy and applications		
Americans with Disabilities Act (ADA)		
Student's rights and responsibilities in educational institutions, accommodations		
Workplace rights, responsibilities, disclosure, accommodations		
Student's understanding of their IEP, transition services, graduation requirements, diploma		
Informed choice		
Self-determination		
Self-awareness		
Peer mentoring		
NJ disability, advocacy and rights organizations		
Identify student's values, goals, decision making abilities and needs		
Provide advocacy information to family members/guardians		

Additional Comments



"Your Career Starts Here"

**NJ DVRS Pre-Employment Transition Services
Counseling on Opportunities for Enrollment in Comprehensive Transition or
Postsecondary Educational (PSE) Programs: Curriculum Activity Check List**

Activity	Mo./Date/Yr. Completed	Document(s) Included
Understand concepts of transition and post-secondary education & applications		
Document academic accommodations		
Advocate for needed accommodations, technology & service needs		
Identify student's interests, abilities, hobbies, talents, needs, learning style preferences		
Promote student's use of decision making skills (executive function) to develop goals		
Assist student with researching career & PSE options		
Promote student's participation in PSE preparation classes, etc.		
Connect to PSE resources/ services/websites		
Promote use of self-advocacy skills		
Assist students with application/ enrollment process		
Identify financial aid options		
Take career vocational assessments		
Familiarize with education and vocational disability laws		
Identify higher education, vocational program admission tests accommodations		
Attend higher education/college/vocational program fairs & tours		

Apply for Vocational Rehabilitation services, if eligible		
Access services & supports from developmental/ intellectual disabilities service agency, if eligible		
Provide PSE information to family members		

Additional Comments

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