



COMMUNITY EMPLOYMENT CHECKLIST

Client Name: _____

List date of completion for each item below.

1. ORIENTATION

- _____ Meet with Participant, Family, and/or Support Person(s)
- _____ Provide a copy of Employment Services Participant Handbook/sign
- _____ Participant Profile Sheet completed
- _____ Set up date for Development

2. DEVELOPMENT BEGINS

Discovery Activities

- _____ Job Shadowing
- _____ Task Analysis

Job Placement Activities

- _____ Resume/Interview Skills
- _____ Applications

3. Placement

- _____ VR notified via email and/or a signed Notice of Job Offer and Job Description
- _____ Family and/or Support group notified
- _____ Transportation set up
- _____ Supported Employment set up through VR
- _____ Stabilization begins when participant is independent with tasks/natural supports/transportation

4. Extended Services

- _____ VR notifies waiver Case Manager of date to end VR services and EXTS to begin
- _____ Waiver Case Manager adds EXTS to budget if needed