



ACTIVITY 1:

Progress notes review

INSTRUCTIONS: Read the sample progress notes from employment services providers below to determine if the services are being provided to expectation. Then write feedback you would provide to the employment service provider about their progress note.

SCENARIO 1: EMPLOYMENT EXPLORATION SERVICES PROGRESS NOTE

Date: 1/1/2022

Job seeker: Jane Fake

Employment specialist: Fake Sandborn

Notes: Conducted a job shadow at a chocolate making company. Jane was interested in learning more about operating two of the machines. After, we made a list of the things she liked and didn't like about the business and work. She shared that she only wants 10 hours a week of work so she doesn't lose any benefits. I let her know she can get a benefits plan if she decides to work.

Provide feedback to the employment service provider about their progress note (what was done well, what more should they be doing, etc):

SCENARIO 2: EMPLOYMENT DEVELOPMENT SERVICES PROGRESS NOTE

Date: 3/1/2022

Job seeker: Jane Fake

Employment specialist: Fake Sandborn

Notes: Spent an hour with Jane today while she did a work experience at a company that does clothing alterations. The experience was good.

Provide feedback to the employment service provider about their progress note (what was done well, what more should they be doing, etc):

SCENARIO 3: EMPLOYMENT SUPPORT SERVICES PROGRESS NOTE

Date: 9/1/2022

Job seeker: Jane Fake

Employment specialist: Fake Sandborn

Notes: Met with Jane after she finished her shift at the alterations company where she started working five months ago. Jane said her boss has been promoted and she is getting a new one, which she's nervous about. I told her to call me if she runs into any problems.

Provide feedback to the employment service provider about their progress note (*what was done well, what more should they be doing, etc*):