



## ACTIVITY 2:

# 45-day meeting notes

**INSTRUCTIONS:** Read the sample 45-day notes in the three scenarios below to determine if each person's needs are being met and identify options if the person's needs aren't being met.

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**SCENARIO 1: EMPLOYMENT EXPLORATION SERVICES 45-DAY NOTE**

**Date:** 1/31/2022

**Job seeker:** Jane Fake

**Case manager:** Fake Land

**Notes:** Met with Jane and her employment service provider for an update. Jane has been receiving employment exploration services for three months and is still feeling unsure about whether she wants a community-based job. She has participated in two job shadows and has researched several career ideas. The employment service provider plans to set up more job shadows.

**Are the person's needs being met, and what are the options if the person's needs aren't being met?**

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**SCENARIO 2: EMPLOYMENT DEVELOPMENT SERVICES PROGRESS NOTE**

**Date:** 3/15/2022

**Job seeker:** Jane Fake

**Case manager:** Fake Land

**Notes:** Met with Jane and her employment service provider for an update. They have completed the employment portfolio, which we reviewed together. The work goals are consistent with Jane's strengths, interests, talents and conditions for employment. Jane would like support from VRS to find a job. The employment service provider will send the Common Referral Form, the employment portfolio, and releases of information to VR on Jane's behalf. I will check back with Jane and her employment provider in two weeks to make sure the VRS application was completed.

**Are the person's needs being met, and what are the options if the person's needs aren't being met?**

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### SCENARIO 3: EMPLOYMENT SUPPORT SERVICES 45-DAY NOTE

**Date:** 11/1/2022

**Job seeker:** Jane Fake

**Case manager:** Fake Land

**Notes:** Met with Jane and her employment service provider for an update. Jane's boss assigned her a few new job duties last month. The employment provider assisted Jane and her boss with a training plan. Jane has learned most of the new tasks but is having difficulty with remembering all the steps. The employment specialist thinks some type of technology aid might be helpful but isn't sure what would make sense. I recommended they research some options online.

**Are the person's needs being met, and what are the options if the person's needs aren't being met?**