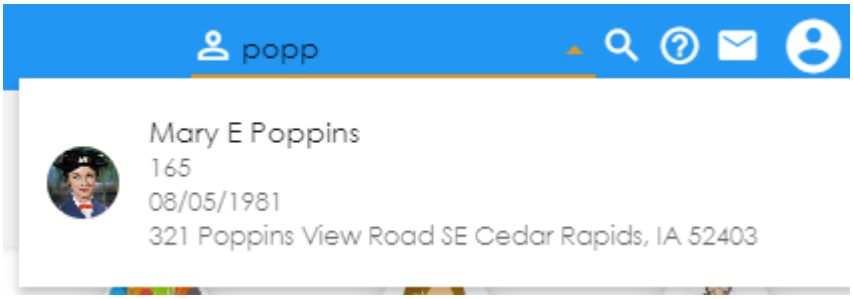
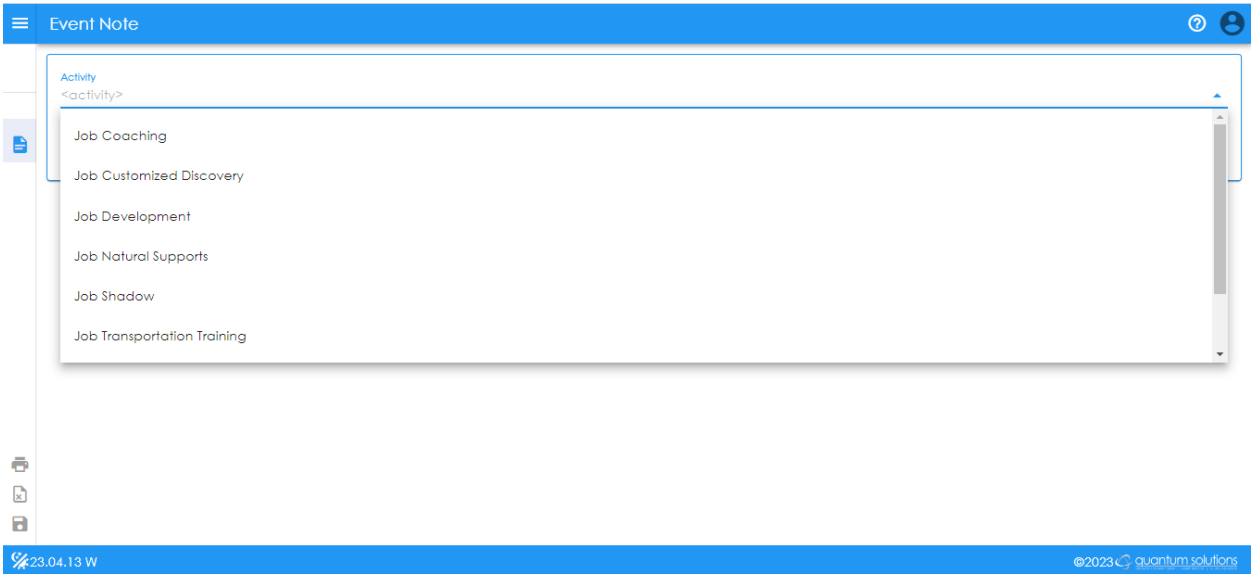
Supported Employment – Job Coaching

1. Select a **Name**.

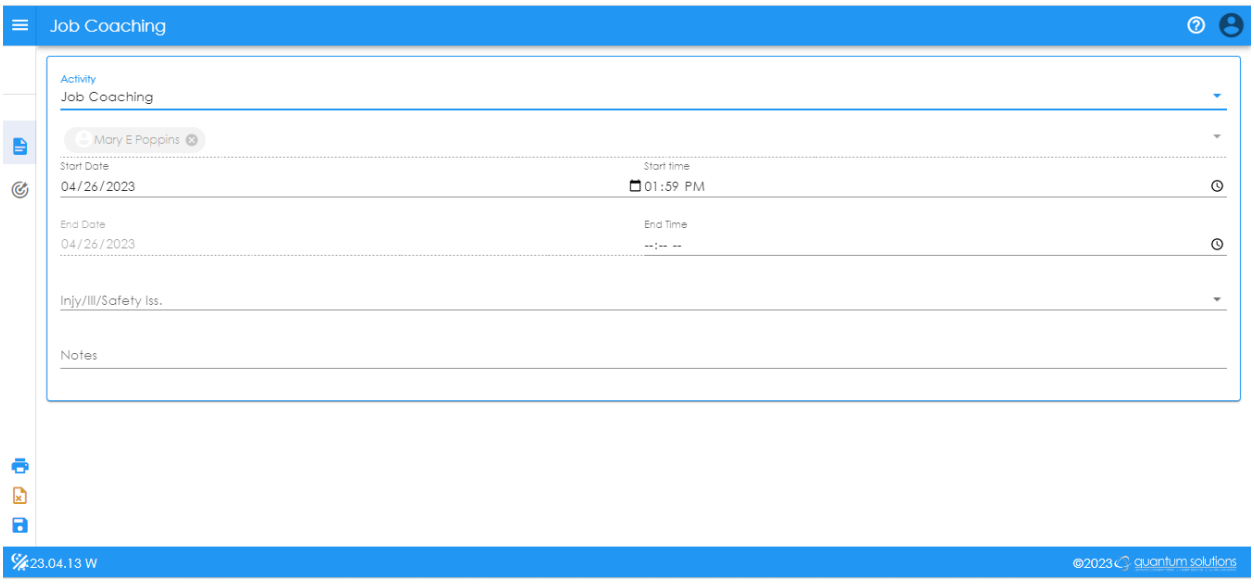


2. Click on the **Supported Employment** image to open the event note application.

3. A blank event note will appear. Click on **Activity** and select **Job Coaching.**



4. Starting at the top left, **Individual** and **Activity** fields will be auto populated.

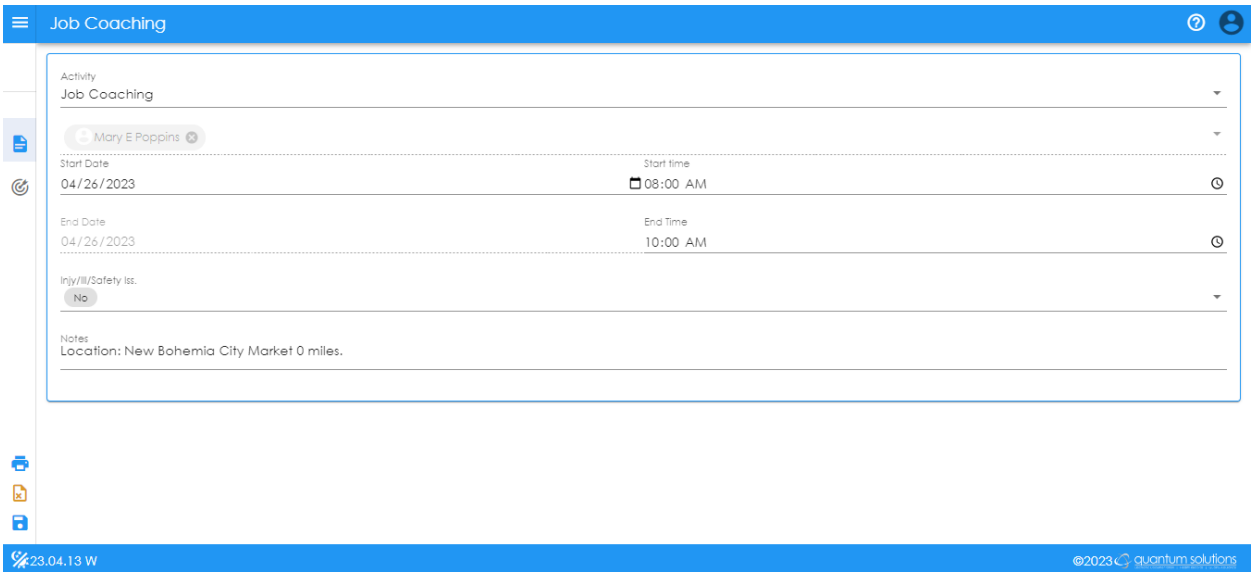


5. **Select Start Date/End Date, Start Time/End Time**. Today's date and time will populate by default. Dates and times can be entered manually, or the time/date selectors can be used. The selectors appear on the far-right end of the field.

6. **Injy/Ill/Safety Iss** – select **Yes or No** from the dropdown. Select **Yes** if the participant experienced a seizure or incident and fill out an incident report.

7. **Notes-** Begin the note by typing Location. Indicate where the service took place, including the name and city. This is the only information needed in the **Notes** tab. Following all the locations, you will simply add the number of miles you transported the participant during service time.

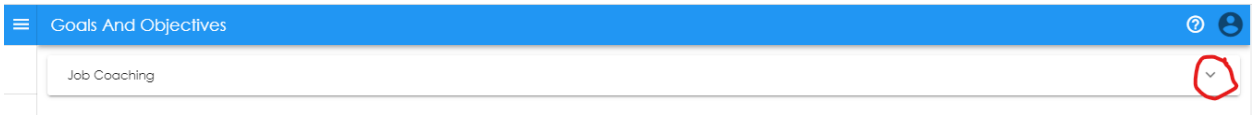
Example: Location: New Bohemia City Market 0 miles.



Goals and Objectives

8. Click on the **Goals and Objectives** icon.

9. Open arrow on far right



10. Click on the Objective description- Become independent in the job.

11. Type on the line 'Objective Narrative'

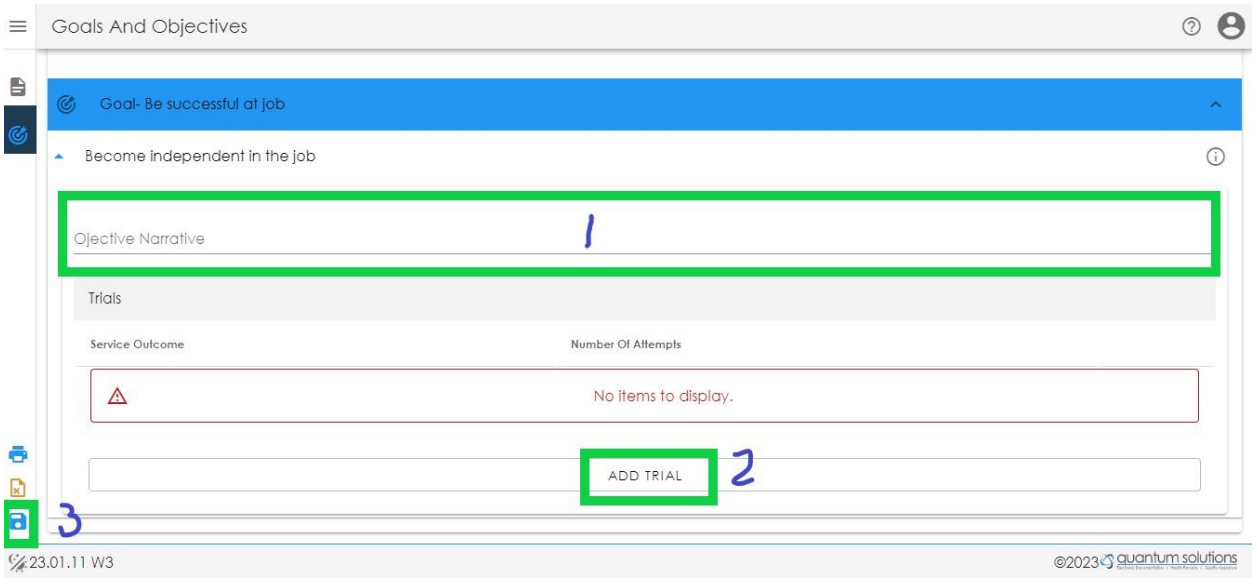
Document the Objective Narrative. You need to include Barriers, Support given and progress, Timeline/Next Step and Natural Supports. If there is no Barrier, write the word Barrier: and leave the rest of the line blank.

12. Click on Add Trial

Select Service Outcome. Click on the best choice in the and ignore the number of attempts. That is not required.

13. Click on **Finish**

The note will automatically save.


Goals And Objectives
Goal- Be successful at job
Become independent in the job
Ojective Narrative
1
Trials
Service Outcome
Number Of Attempts
No items to display.
ADD TRIAL
2
3
23.01.11 W3
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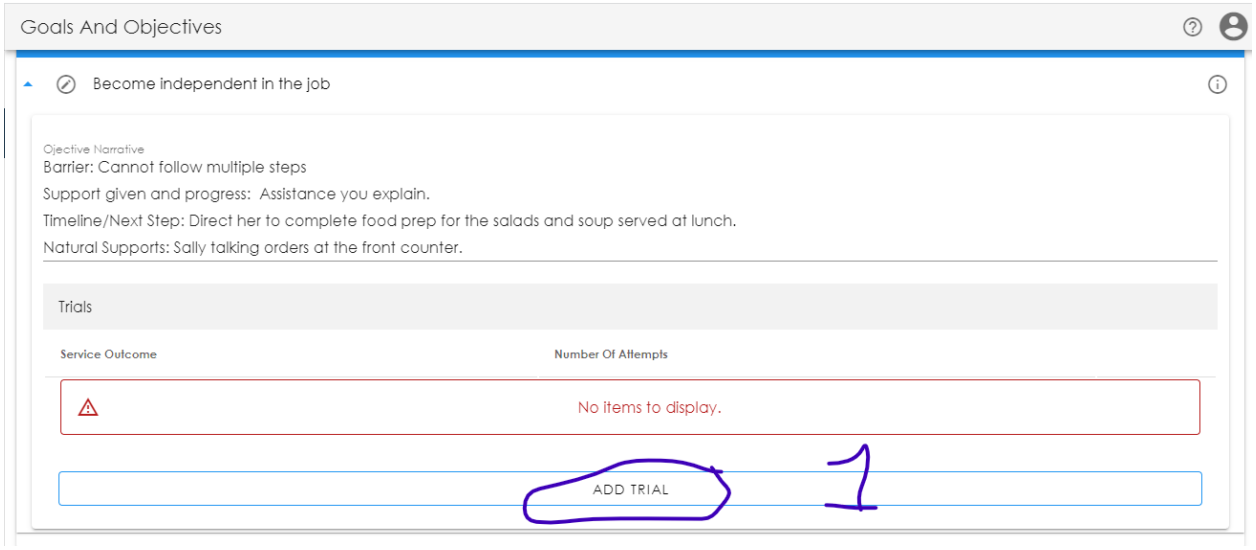
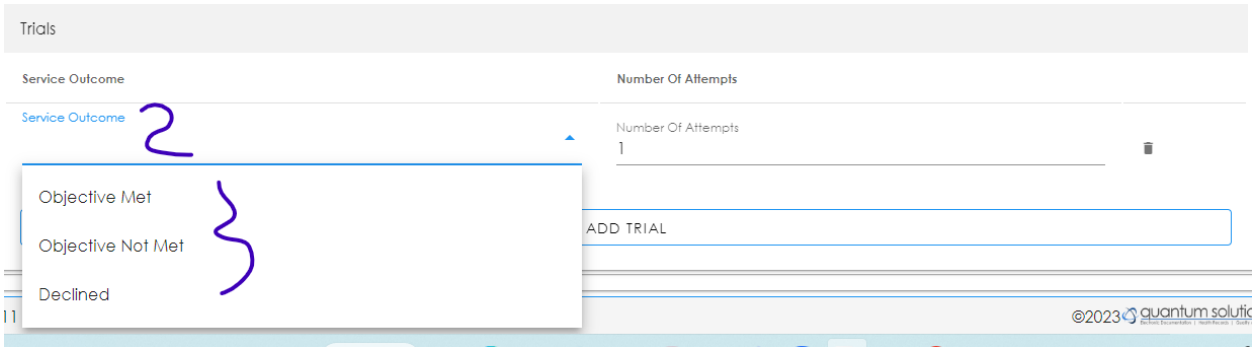

Goals And Objectives
Become independent in the job
Ojective Narrative
Barrier: Cannot follow multiple steps
Support given and progress: Assistance you explain.
Timeline/Next Step: Direct her to complete food prep for the salads and soup served at lunch.
Natural Supports: Sally talking orders at the front counter.
Trials
Service Outcome
Number Of Attempts
No items to display.
ADD TRIAL
1


Trials
Service Outcome
Number Of Attempts
Service Outcome
2
Number Of Attempts
1
Objective Met
Objective Not Met
Declined
3
ADD TRIAL
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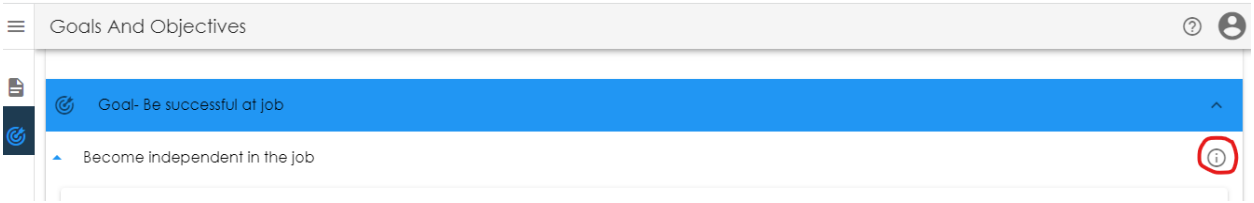
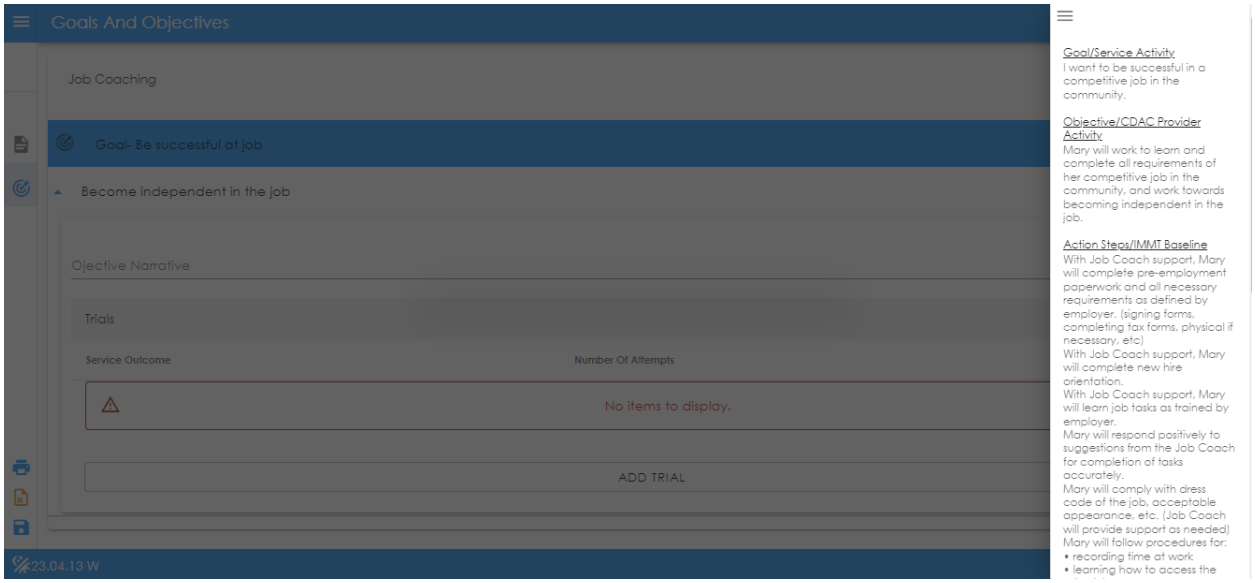
14. To view the goal synopsis with objective and action steps, click the Goal Detail tab at the bottom right.



15. This will create a window with read only information about the goal. To start documenting the goal you must close this read only window by clicking off on screen.



16. Complete goal documentation as required. Click on the **Finish** button to submit your note. At this point you will no longer be able to make changes to the note.