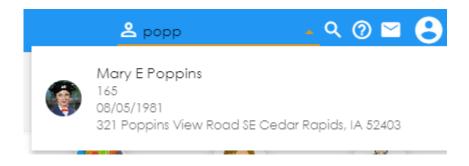


Supported Employment – Job Coaching

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.



=	Event Note	0 😣
	Activity <activity></activity>	
	Job Coaching	<u>^</u>
	Job Customized Discovery	
	Job Development	
	Job Natural Supports	
	Job Shadow	
	Job Transportation Training	
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4. Starting at the top left, **Individual** and **Activity** fields will be auto populated.

Job Coaching		0
Activity Job Coaching		
e Mary E Poppins 🛞		
Start Date	Start time	
04/26/2023	🗖 01:59 PM	
End Date	End Time	
04/26/2023		
injy/III/Safety Iss.		
Notes		
04.13 W		©2023 📿 quantum so

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.

≡	Job Coaching		0 \varTheta
	Activity Job Coaching		•
	C Mary E Poppins		~
Ċ	Start Date 04/26/2023	Stort time OB:00 AM	0
	End Date	End Time	
	04/26/2023	10:00 AM	0
	injy/II/Safety iss.		
	Notes Location: New Bohemia City Market 0 miles.		
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Goals and Objectives

8. Click on the Goals and Objectives icon.



9. Open arrow on far right



=	Goals And Objectives	© 😫
_	Job Coaching	\bigcirc

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

≡	Goals And Objectives	00
	Job Coaching	^
	🌀 Goal- Be successful at job	^
٢	Become independent in the job	(j

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

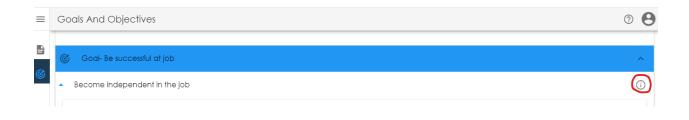
The note will automatically save.



Goals And Objectives		© 8
🌀 Goal-Be successful at job		*
 Become independent in the job 		٥
Ojective Narrative	1	
Trials		
Service Outcome	Number Of Attempts	
Δ	No items to display.	
	ADD TRIAL 2	
) 01.11 W3		©2023 3 guantum solutions
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Djective Narrative Sarrier: Cannot follow multiple steps Support given and progress: Assistance you explain.		
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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.

≡	Go	als And Objectives		=
				<u>Goal/Service Activity</u> I want to be successful in a competitive job in the community.
6	¢	Goal- Be successful at job Become independent in the job		Objective/CDAC Provider Activity Mary will work to learn and complete al requirements of her competitive job in the community, and work towards becoming independent in the job.
l		Djective Narrative Trials		Action Steps//MMT Baseline With Job Coach support, Mary will complete pre-employment paperwork and all necessary requirements as defined by employer. (signing forms, completing tax forms, physical if
		Service Outcome	Number Of Attempts	necessary, etc) With Job Coach support, Mary will complete new hire orientation
				With Job Coach support, Mary will learn job tasks as trained by employer.
⊕ ≥			ADD TRIAL	Mary will respond positively to suggestions from the Job Coach for completion of tasks occurately. Mary will comply with dress code of the job, acceptable oppearance, etc. Job Coach will provide support as needed) Mary will follow procedures for:
% 23	.04.1	3 W		 recording time at work learning how to access the

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.

