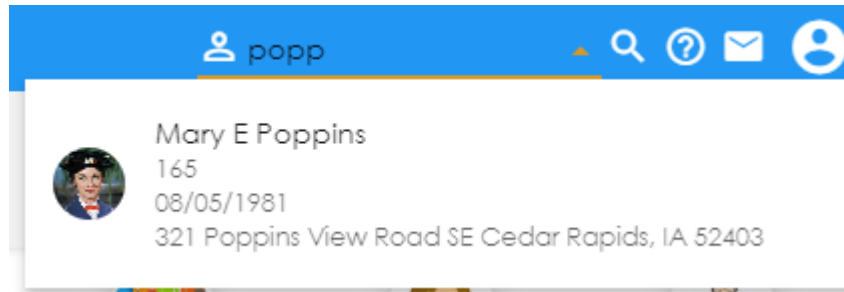


Supported Employment – Job Development

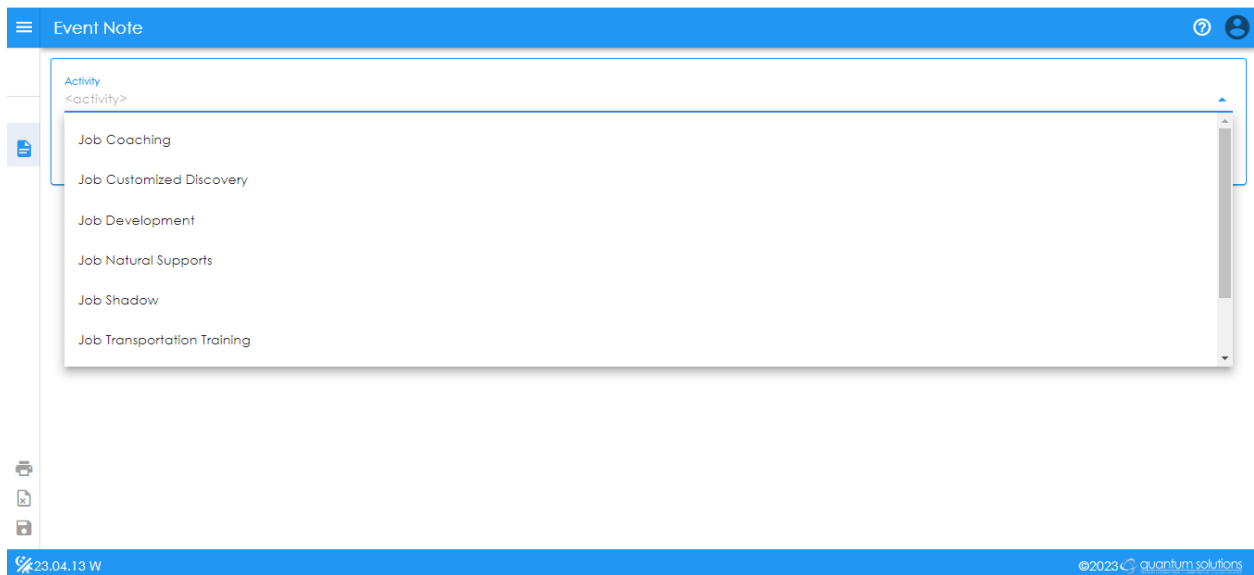
1. Select a **Name**.



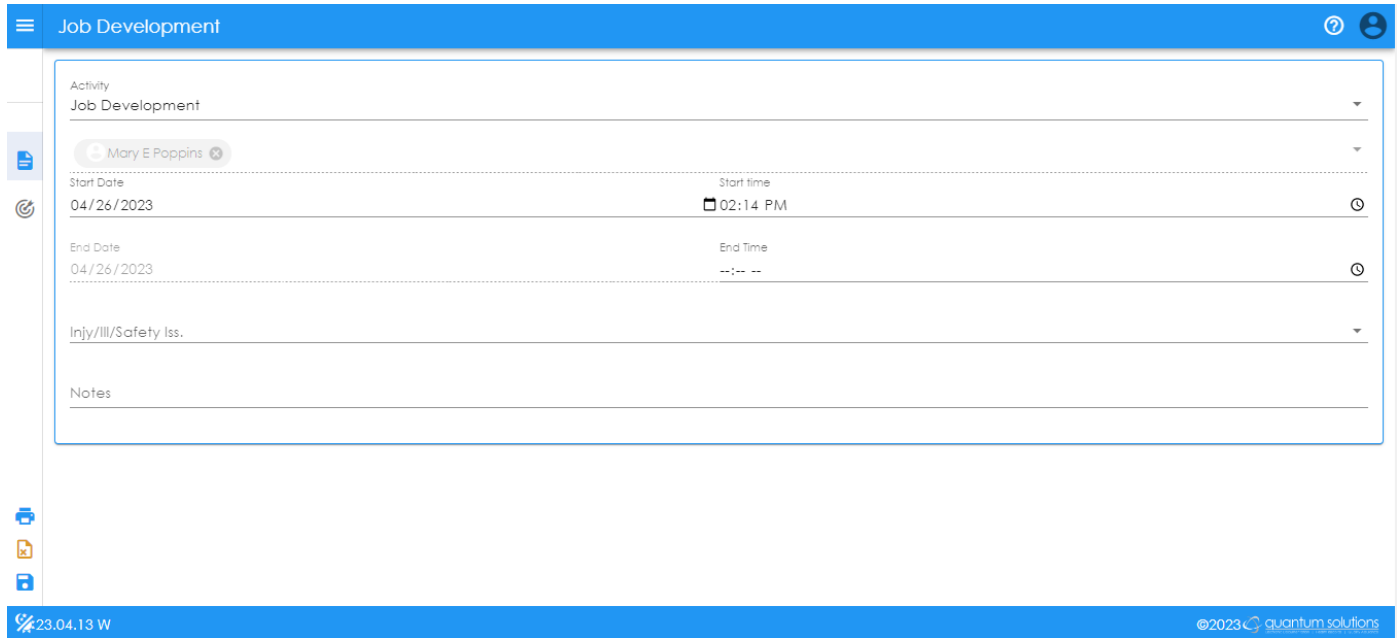
2. Click on the **Supported Employment** image to open the event note application.



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



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



The screenshot shows a software interface for 'Job Development'. The form contains the following fields:

- Activity:** Job Development
- Participant:** Mary E Poppins
- Start Date:** 04/26/2023
- Start Time:** 02:14 PM
- End Date:** 04/26/2023
- End Time:** ---:--:--
- Injy/III/Safety Iss.:** (Dropdown menu)
- Notes:** (Text area)

At the bottom of the interface, the date is 23.04.13 W and the copyright is ©2023 quantum solutions.

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/III/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 Development

Activity
Job Development

Mary E Poppins

Start Date	Start time
04/26/2023	12:00 PM
End Date	End Time
04/26/2023	01:00 PM

Injury/Safety Iss.
No

Notes
Location: New Bohemia City Market 0 miles.

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Goals and Objectives

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



- Open arrow on far right

Goals And Objectives

Job Development

- Click on the Objective description- Obtain job.



11. Type on the line 'Objective Narrative'

Document the Objective Narrative. You need to include Support given and Progress, Timeline and Next Steps.

Example: *Staff contacted St. Matthew's School and All Saints School about getting Mary a job in the cafeteria. St. Matthew's School said that they were not hiring at this time. All Saints said that they would like to meet with Mary and me. Staff set up a time with Mary and All Saints to meet.*

Next Step/Timeline: Staff will have Mary meet with All Saints next week.

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

Goals And Objectives

Job Development

Goal - Learn Job Seeking Skills

Obtain job

Objective Narrative **1**

Trials

Service Outcome	Number Of Attempts
No items to display.	

3 **2** ADD TRIAL

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Goals And Objectives

Goal - Learn Job Seeking Skills

Obtain job

Objective Narrative
Staff contacted St. Matthew's School and All Saints School about getting Mary a job in the cafeteria. St. Matthew's School said that they were not hiring at this time. All Saints said that they would like to meet with Mary and me. Staff set up a time with Mary and All Saints to meet.

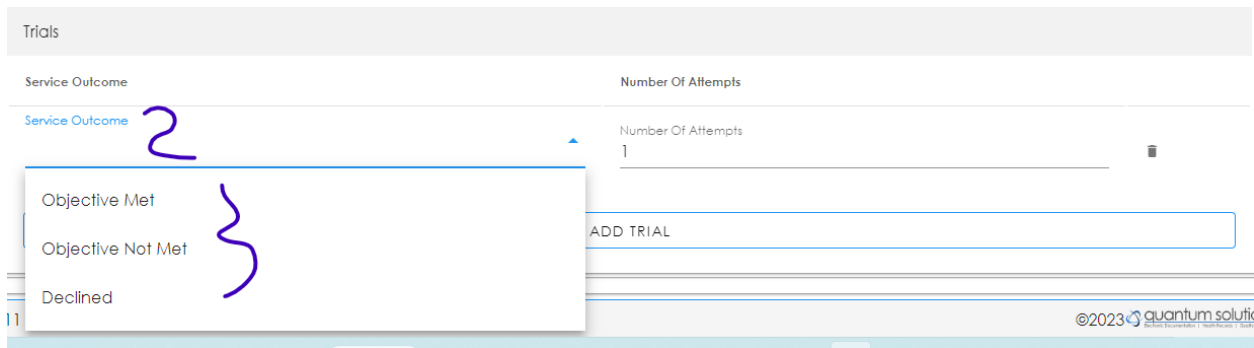
Timeline/Next Steps: Staff will have Mary meet with All Saints next week.

Trials

Service Outcome	Number Of Attempts
No items to display.	

ADD TRIAL **1**

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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.

☰ Goals And Objectives
☰

	<p>Job Development</p> <p>☑ Goal - Learn Job Seeking Skills</p> <p>☑ ▾ Obtain job</p>	<p><u>Goal/Service Activity</u> I want to get a competitive job in the community.</p> <p><u>Objective/CDAC Provider Activity</u> Mary will work with Supported Employment staff (SE) to go through steps in the Job Development process to work towards gaining competitive employment.</p> <p><u>Action Steps/IMMT Baseline</u> Mary will work with SE staff to determine areas of interest through a variety of activities. If needed, Mary will participate in a Job Shadow experience to determine if identified areas are really of interest. If needed, Mary will participate in Workplace Readiness Assessment to see if identified job is good match. (Can the individual handle physical demands of the job, do they enjoy the tasks, etc.) With assistance from SE staff, Mary will create or update their resume. With assistance from SE staff, Mary will work to identify jobs to apply for. Taking into consideration the following criteria (but not limited to):</p> <ul style="list-style-type: none"> • Location of Business • Transportation • Number of Hours
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