Supported Employment Case Cover:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referred By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be completed by Program Coordinator:

Summary of Needs, requested services:

Number of Authorizations Approved:

H2023 Supported Employment\_\_\_\_\_\_\_\_\_\_

H2025 Supported Employment- Job Coaching\_\_\_\_\_\_\_\_\_

++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++

Benefits Coaching Completed? Yes/No Follow up with CM Needed: Yes/No

 Vocational Profile Worksheet Complete: Yes / No

Multi-Consent on Record: Yes / No Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disclosure of Criminal Past Signed: Yes / No / N/A Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transportation: Car / Ride Share / Public Transportation

Child / Adult Care needed: Yes / No Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Homework Information Gathering

 Resume Building Worksheet Complete: Yes / No

Interest Circle Worksheet Complete: Yes / No

 Michigan Works

Resume Building Class Recommended: Yes / No

Interested in taking classes through Michigan Works?: Yes / No

Job Search

Job Scouting w/Individual

Employer Contact Logs completed

Interviews

SE requested to help prepare: Yes / No

SE requested to be present: Yes / No

SE Job Coaching Requested: Yes/No Level of Need: