

SUPPORTED EMPLOYMENT ACTIVITY SURVEY A

(For staff engaged in direct provision of supported employment services)

Please enter your name		
Please enter your agency		
Please enter your job title		

	COL A	COL B
Percent of time NOT related to supported employment activities		

MARKETING / OUTREACH FOR EMPLOYMENT		
Marketing Meetings		
Prepare outreach / marketing brochures		
Mail outreach / marketing brochures		
Personal calls on referral sources		
Inhouse tours for referral sources		
Phone calls to referral sources		
Presentations to potential clients		
SUB TOTAL MARKETING / OUTREACH		

INTAKE FOR EMPLOYMENT SERVICES		
Process/Review applications		
Schedule interviews		
Gather Client Info from therapists, residence, family, VESID		
Conduct INTAKE interviews		
Introduce client to available services		
Internal eligibility paperwork		
Intake committee meetings		
Refer unaccepted clients to other programs		
SUB TOTAL INTAKE		

VESID APPROVAL PROCESS		
Prepare / review referral to VESID		
Set Up VESID Meetings		
Confer with VESID Counsellor re client		
VESID Interview		
SUB TOTAL APPROVAL		

ASSESSMENT FOR EMPLOYMENT SERVICES		
Internal Meetings to assess clients		
Review case record		
Phone calls with therapists or other sources		
Personal meetings with therapists or other sources		
Multi-client orientation meetings		
Individual client meetings re job objective / program		
Prepare client service needs assessment / IPE / Vocational plan		
SUB TOTAL ASSESSMENT		

PLEASE ENTER PERCENT OF TIME IN BLANK AREAS ONLY

PLEASE DO NOT MAKE ANY ENTRIES IN SHADED AREAS

NUMBERS IN COL A SHOULD TOTAL TO ENTRY IN COL B FOR EACH CATEGORY

Please enter your name	
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JOB DEVELOPMENT		
Job development planning		
Provide job development priorities to job developers		
Develop Employment Brochures		
Phone calls to potential employers		
Personal calls on potential employers		
Review internet / help wanted ads		
Receive / review job orders		
SUB TOTAL JOB DEVELOPMENT		

PRE - JOB TRAINING / SOFT SKILLS		
Preplacement MULTI-client meetings, for example, Job Club		
Individual interview skills training		
Individual resume preparation		
Individual social skills training		
Computer training		
Travel training		
Other pre-placement meetings with client		
Internship search		
Place client in internship		
Outreach to clients who stop attending		
SUB TOTAL TRAINING / SOFT SKILLS		

PLACEMENT		
Internal meetings to match jobs with clients		
Place applications / resumes with employers		
Individual placement meetings with clients		
Arrange job interview		
Accompany client on job interview		
Calls to see if client got job		
Confirm start date / details		
Benefits counseling		
SUB TOTAL PLACEMENT		

POST PLACEMENT BUT PRE - REHABILITATION		
Schedule job site training		
On job site job coaching including travel time		
On job site client evaluations		
Follow up with employer on client performance		
In office job coaching		
Post placement Group Sessions		
Post placement Individual Sessions		
Post placement training		
Job coverage for absentee client		
Internal meetings to transition client to extended job support		
SUB TTL POST PLACEMENT PRE REHAB		

Please enter your name	
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POST PLACEMENT - POST REHABILITATION		
Schedule job site training		
On job site job coaching including travel time		
On job site client evaluations		
Follow up with employer on client performance		
In office job coaching		
Post placement Group Sessions		
Post placement Individual Sessions		
Post placement training		
Job coverage for absentee client		
SB TTL POST PLACEMENT POST REHAB		

Counselling / Crisis Intervention / ER Visits		
Client counselling individual therapy		
Group Therapy		
Crisis Intervention / Emergency Room visit		
SUB TOTAL COUNSELLING / CRISIS INT.		

ADMINISTRATIVE ACTIVITIES		
Staff Meetings		
Supervisory meetings		
Internal Reports		
Employer Surveys		
Case Notes / Activity Reports		
Quarterly Reports		
Goal Plans		
Reports to VESID		
Coalition Meetings		
Employment dinners		
Employment newsletter		
Letters / Reports to Social Security		
SUB TOTAL ADMINISTRATIVE		

OTHER SUPPORTED EMP. ACTIVITIES (PLS. LIST)		
SUB TOTAL OTHER		

MAJOR CATEGORY

GRAND TOTAL		100%
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Please enter your name	
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RECAP

TIME NOT RELATED TO SUPPORTED EMP		
SUB TOTAL MARKETING / OUTREACH		
SUB TOTAL INTAKE		
SUB TOTAL APPROVAL		
SUB TOTAL ASSESSMENT		
SUB TOTAL JOB DEVELOPMENT		
SUB TOTAL PRE JOB TRAINING		
SUB TOTAL PLACEMENT		
SUB TTL POST PLACEMENT PRE REHAB		
SB TTL POST PLACEMENT POST REHAB		
SUB TOTAL COUNSELLING / CRISIS INT.		
SUB TOTAL ADMINISTRATIVE		
SUB TOTAL OTHER		
GRAND TOTAL		100%