|  |  |
| --- | --- |
| Time spent with consumer during this period providing contract services: | 30.5 |

Williams S Hart **TPP Monthly Progress Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Client: Kevin Sarkissian | IPE Goal, if available: Automotive | | Date: 9/30/2014 |
| COOP Staff (Name/Title): Ulla Rincon/Career Transition Advisor | | DOR SVRC-QRP: Stephanie Katz | |

**Cooperative Program Services**

**Transitional Vocational Evaluation (TVE):**

Date begun: 8/15/14Date Completed: Click here to enter a date.

Final report attached: Yes  ; No  Comments: Enter comments

**Work Experience:** Location of placement: Precision Autobody Type of position: Laborer

Date begun: 9/1/2014 Date Completed: Click here to enter a date. # Hours completed: 40\_\_\_\_

Observations: Hard worker, dependable. Sometimes needs to be re-directed to stay on task.

Interventions provided: None at this time

Client’s progress towards IPE goal/contract services: Taking ROP Autobody, attending Pathways Career Exploration Trip for automotive services in Spring of 2015.

Next Steps: Enroll in College of the Canyons automotive training program.

**Vocational Instruction/ Employment Preparation:**

Date begun: 8/18/2014 Date Completed: Click here to enter a date.

Interview Preparation  Appropriate grooming and hygiene  Resume Development  Application Preparation

***\* Please attach copies of master application and other pertinent documents when completed.***

Observations: Good participation in class

Interventions provided: None at this time.

Client’s progress towards IPE goal/contract services: Kevin is on track for completeing the workforce preparation class by spring 2015.

Next Steps: Investigate labor market in automotive sector and develop a viable career action plan.

**Job Development, Placement & Follow-up:**

Date begun: Click here to enter a date. Date Completed: Click here to enter a date.

Job Leads Developed: Where Applications Completed: Where Interviews Completed: Where

Observations: Enter observations

Interventions provided: Interventions provided

Client’s progress towards IPE goal/contract services: Enter progress

Next Steps: Enter next steps

**Placed in Employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: Click here to enter a date. | | Position: Position | Salary: \_\_\_\_ | Hours per week: : \_\_\_\_ |
| Employer name and address: | Name/address | | | |

Is this position consistent with DOR IPE goal? Yes  ; No  (if No, answer the following 2 questions)

1. Did you discuss with DOR counselor? Yes  ; No  (Comments: Enter comments)
2. Did you receive a copy of the amended IPE? Yes  ; No  (Comments: Enter comments)

**NSE Job Coaching:**

Date begun: Click here to enter a date. Date Completed: Click here to enter a date.

|  |  |  |
| --- | --- | --- |
| Job Orientation | Transportation Training | Teaching Job Tasks |

Observations: Enter observations

Interventions provided: Interventions provided

Client’s progress towards IPE goal/contract services: Enter progress

Next Steps: Enter next steps

**Other pertinent information for the DOR counselor:** Enter comments