

State of Utah Department of Workforce Services JOB COACHING TRACKER

Client Name:	Authorization #:	VR Counselor:	
Coaching Hours:	Total Client Hours Worked:	Ratio Percentage:	
Originally Authorized Hours:	Hours Used:	Hours Remaining:	
Employer*:		Month/Year:	

*NOTE: Attach client's work schedule. This form is due by end of business on the 15th day of the following month.

Day	Job Coach Name	Hours	Summary of Coaching Services		List of Coaching Services List the appropriate number(s) for the	
			Primary	Secondary	service(s) provided in the primary and secondary fields.	
					1. Attend employer training (client and job coach)	
					2. Meet with worksite sups and natural supports	
					 Review, train, teach essential job duties with client 	
					4. Provide individualized training for learning job tasks	
					5. Perform onsite follow-up checks with client	
					6. Provide direct interventions on the job	
					 Identify and set up accommodations (employer & VR) 	
					8. Build and coordinate natural supports for continued work success	
					9. Shadow and observe client while on worksite	
					10. Develop and implement support plan after job coach fades	
					11. Develop work culture skills (breaks, sick days, etc.)	
					12. Develop work conditioning and hardening	
					13. Provide support and encouragement	
					14. Provide *Other Support.	
					*(Approved in advance by VR)	
					15. Provide transportation training	

	Job Coach Name	Hours –	Summary of		List of Coaching Services
Day			Primary	g Services Secondary	List the appropriate number(s) for the service(s) provided in the primary and secondary fields.
					1. Attend employer training (client and job coach)
					2. Meet with worksite sups and natural supports
					 Review, train, teach essential job duties with client
					 Provide individualized training for learning job tasks
					5. Perform onsite follow-up checks with client
					6. Provide direct interventions on the job
					 7. Identify and set up accommodations (employer & VR)
					8. Build and coordinate natural supports for continued work success
					9. Shadow and observe client while on worksite
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					12. Develop work conditioning and hardening
					13. Provide support and encouragement
					14. Provide *Other Support. *(Approved in advance by VR)
					15. Provide transportation training

I understand that I am electronically signing this form, and I certify that the information on this form is correct to the best of my knowledge.

CRP Signature: /s/

Date:



Equal Opportunity Employer/Program

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.