*The following sample report for P/T contract invoicing is provided to aid Vocational Rehabilitation Services Community Rehabilitation Providers and Limited Use Vendors in completing and submitting invoices and the accompanying reports.*

# Pre-ETS Sample Report: Wally World

| **Student Name:** | **Dates of Service:** | **Referral Source:** | **Total 1:1 Hours Billed:** | **Authorization Dates:** | **Authorization #:** |
| --- | --- | --- | --- | --- | --- |
| Wally World | 6/2/22– 6/23/22 | Shelly Rose, VRS Pre-ETS Representative | Pre-ETS Job Exploration Counseling: 3.5  Pre-ETS Postsecondary Ed Counseling: 6.00 | 6/1/22 – 6/30/22 | 2029193834 |

**Date of Service:** 6/2/22; **Hours:** 30 minutes Pre-ETS Job Exploration Counseling and 30 minutes Pre-ETS Postsecondary Education Counseling services

First meeting was held virtually today with Wally, his mom Janis, his school case manager Tom, and his Pre-ETS Rep., Shelly. Wally has been referred for Pre-ETS Job Exploration Counseling and Pre-ETS Postsecondary Education Counseling services. Wally spoke about an interest in working in the human service field perhaps something related to at-risk youth. Past job experiences for Wally include work as a bagger at Cub Foods and a cashier at Target. The projected results of our work together are for Wally to identify career interests and related postsecondary education and training options. If/when he chooses a postsecondary training option I could help with enrolling in that program as well.

### Date of Service: 6/9/22; Hours: 3 hours Pre-ETS Job Exploration Counseling (1 hour travel, 2 hours service)

Travel time: 1 hour round trip travel from Pathway to Success (1 Main St. St Paul, MN 55101) to American High School (55 Oak St., Americana, MN 55025).

Service time: Pre-ETS Job Exploration Counseling Services were provided today. Wally and I used the Minnesota Career Information System (MCIS) tool throughout our session to explore his interests. Wally took part in the Interest Profiler Short Form and the Work Importance Locator (WIL).

By using these two MCIS tools and reviewing the identified related occupations (wages, training or educational requirements, responsibilities and demands) Wally expressed that the following 3 jobs seemed to fit best with his interests at this time: Mental Health Counselor; Human Service Worker; Human Service Assistant.

**Student Feedback:** Wally said that the MCIS tool was very helpful and that he would like to explore a Human Service Worker position and pursue more information about an Associate in Science. He also wanted to determine what was required for certification in a Human Services Assistant role. Both were available programs at ABC Technical College, which was a college he was considering.

### Date of Service: 6/16/22; Hours: 2 hours Pre-ETS Postsecondary Education Counseling (1 hour travel, 1.0 hours service time)

Travel time: 1 hour round trip from Pathway to Success (1 Main St. St Paul, MN 55101) to American High School (55 Oak St., Americana, MN 55025).

Service time: Wally and I met again at his school today. We started out by looking into postsecondary training options related to Human Services Worker and Assistant that I printed off for him from MCIS. We did see that there were a number of Minnesota State schools that offered this, but he was still most interested in ABC Technical College. We went to the ABC Tech website to learn more about the program. We called the Office of Accessibility there and set up a time to visit the college to learn more about the program as well as supports he could get through that office.

**Student Feedback:** Wally said that he is excited to go to ABC Tech to learn more. He has driven by it but has never been there. He said that he is also concerned about how he would pay for it. I discussed that we could look at financial aid options together at a future meeting as well.

**Date of Service:** 6/23/22; **Hours:** 3.50 hours Pre-ETS Postsecondary Education Counseling (1.5 hours travel, 2 hours service time)

Travel time: 1.5 hours round trip travel from Pathway to Success (1 Main St. St Paul, MN 55101) to American High School to pick up Wally (55 Oak St., Americana, MN 55025), to ABC Tech (888 Elm St., Americana, MN 55025).

Service time: Wally and I met with Sam Samuelson, the Accessibility Coordinator at ABC Tech today. She brought us on a tour of the campus and talked about how the Office of Accessibility works. She informed Wally about some of the differences between HS and college. She also brought us to see the counselor for the human services assistant program. We learned about the pre-requisite courses and Accuplacer scores needed for both the certificate and AS programs. We also talked about the different courses included in each program. Lastly, we learned that their placement rate for this program is 90% for the AS degree and 88% for the certificate program and we got a list of the types of jobs/wages past graduates obtained (see attached information from college).

**Student Feedback:** Wally really enjoyed visiting the college and thinks he could see himself attending there. He would like to apply and get registered for the Accuplacer. He still isn’t sure about whether he would like the AS or certificate program.

**Next Steps:**

Next month Wally and I will discuss the pros and cons of the AS and certificate programs, work on applying for ABC Technical College, registering for the Accuplacer and completing the FAFSA, school financial aid application and the Office of Accessibility application.

| Staff Name and Title: | Jonquil Johnson, Pre-ETS Staff |
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