**CE Discovery Sample Completed Invoice Report**

**Authorization number:** 5309124855

**Service**: Customized Employment Discovery

**Dates of service:** 10/01/19 to 12/31/19

**Date of Invoice:** 1/5/20

**Total hours billed:** 35.5

**CRP/LUV:** Visions

**Individual receiving services:** Truman Capote

**CE Practitioner:** Cece Pleasant

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| **DATE** | **ACTIVITY – BRIEF DESCRIPTION** | **TIME** |
| 10/1/19 | Initial team meeting conducted with Truman, his mother, socialWorker, VRS Counselor, and myself, Cece, Discovery practitioner from Visions. Used VRS Flyer, showed sample Visual Resume, explained MN CE Process using Road Map, answered all team questions. Team understands and wants to start.  | 1.50 |
| 10/3/19 | Completed home visit, bedroom tour, learned chores & responsibilities | 2.0 |
| 10/6/19 | Interviewed parents and sibling, observed night routine | 2.0 |
| 10/12/19 | Walked neighborhood with Truman, went to convenience store | 2.0 |
| 10/18/19 | Went to Church at Trinity observed Truman handing out programs  | 2.25 |
| 10/23/19 | Observed Truman cooking dinner for his family, wash dishes, trash | 2.75 |
| 10/28/19 | Observed Truman at TJMaxx pricing merchandise through school  | 1.5 |
| 10/31/19 | Observed Truman at Halloween dance set up, take photos, clean up | 2.5 |
| 11/5/19 | Observed Truman at gym with personal trainer, interviewed trainer | 2.25 |
| 11/12/19 | Volunteered for a shift at local food shelf with Truman, bagging food | 4.25 |
| 11/18/19 | UPS shift sorting packages by address, weighing, sorting & move items | 4.00 |
| 11/25/19 | Volunteered at Homeless Shelter cooking, serving meal, setting up cots | 3.5 |
| 12/3/19 | Met with Truman selected photos, picked out Visual Resume format, reviewed draft MN CE Plan, planned final meeting, sent out reminders | 3.00 |
| 12/12/19 | Final CEP meeting with Truman, Tara (Social Worker), Stan (VRS), Sue (sister), Maureen (mom), John (Friend) and Cece. Reviewed Discovery Information, created Job Development Plan as next step. All information contained in follow up/final draft to be sent out. Truman signed the MN CE Plan in agreement with the process, next steps and moving into job development | 2.00 |
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| Invoice Date | Total Hours | 35.5 |