*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 Group Services Sample Report: Paul Sunflower

| **Student’s Name** | **Dates of Service** | **Authorization Dates** | **Referral Source**  |
| --- | --- | --- | --- |
| Paul Sunflower | 05/13/22– 05/27/22 | 05/01/22 – 06/30/22 | Shelly Rose, VRS Pre-ETS Representative |
| **Total Group Hours Billed:** | **Authorization #:** |  |  |
| Pre-ETS Workplace Readiness Training: 3.75 plus travel as indicated | 5318101111 |  |  |

Date of Service:05/13/22; **Hours:** 1.25 hours Pre-ETS Workplace Readiness Training; **Group services:** 10 in attendance.

### Today was the first day of providing job seeking skills training in Ms. Apple’s resource room class at American High School. Today’s focus was on resumes. I reviewed the MCIS PowerPoint on creating resumes, the students completed the Resume Creator Worksheet and then entered the information into MCIS on their Chromebooks. They paired up and shared their resume drafts with peers for feedback and then finalized their resume. At the end of class the students reflected on this experience in their MCIS Personal Learning Plan.

Date of Service:05/13/22; **Hours:** 1 hour; **Amount to Bill:** $100/10 students= $10 Pre-ETS Workplace Readiness Training

Round trip travel from Pathway to Success (1 Main St., St Paul, MN 55101) to American High School (55 Oak St., Americana, MN 55025).

Date of Service:05/20/22; **Hours:** 1.25 hours Pre-ETS Workplace Readiness Training; **Group services:** 9 in attendance.

Today was the second day of providing job seeking skills training in Ms. Apple’s resource room class at American High School. Today’s focus was on the job search. We brainstormed things that might be helpful to do in order to prepare for a job search. I reviewed job applications and each student completed asample application on paper and then transferred the information into their Chromebooks and saved it as a “cheat sheet” onto the MCIS portfolio. We discussed online applications and we completed one together as a class.At the end of class the students reflected on this experience in their MCIS Personal Learning Plan.

Date of Service:05/20/22; **Hours:** 1 hour; **Amount to Bill:** $100/9 students= $11.11 Pre-ETS Workplace Readiness Training

Round trip travel from Pathway to Success (1 Main St., St Paul, MN 55101) to American High School (55 Oak St., Americana, MN 55025).

### **Date of Service:** 05/27/22; Hours: 1.25 hours Pre-ETS Workplace Readiness Training; Group services: 8 in attendance.

Today was day three of providing job seeking skills training in Ms. Apple’s resource room class at American High School. We continued our work on preparing for a job search with a focus on interviewing. We role played good and bad interviews. I handed out a list of interview questions and students then practiced with each other and completed interview evaluation worksheets. At the end of class the students reflected on this experience in their MCIS Personal Learning Plan.

Date of Service:05/27/22; **Hours:** 1 hour; **Amount to Bill:** $100/8 students= $12.50 Pre-ETS Workplace Readiness Training

Round trip travel from Pathway to Success (1 Main St., St Paul, MN 55101) to American High School (55 Oak St., Americana, MN 55025).

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