



Consultative Employment Training & Supports (CETS) Staging Record

Job Demographics

Name of \	Worker					Date Init	tiated	
Company	у				Date Completed			
Contact P	Contact Person/Supervisor							
Phone						E-mail		
Person co	mpleting	CETS Stag	ing Record					
Proposed	Job Title							
Major Tas	ks or Pro	jects						
Proposed	Work Ho	urs			Propo	sed Days	per Week	
Anticipate	ed Pay Ra	te			Anticip	oated Ber	nefits	
Reasonab	Reasonable Accommodations/Changes Implemented or Anticipated							
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Comment	s/Consid	erations						

Fill in your answers in the white areas.

Stage 2: Implementing CETS

Chronological Summary of Supports

Briefly (but descriptively) detail the Consultative Supports offered during each time-period—also describe the fading strategy that was implemented.

Add Entries if Needed.

Day One: CETS Implementation Summary

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Project One: Brief Sum	mary of Consultative Su	pports and Fading Strate	gy Implemented		
Project Two: Brief Sum	mary of Consultative Su	upports and Fading Strate	gy Implemented		
Project Three: Brief Su	mmary of Consultative S	Supports and Fading Strat	tegy Implemented		
Project Four: Brief Sum	nmary of Consultative Se	upports and Fading Strate	egy Implemented		
Project Five: Brief Sum	mary of Consultative Su	pports and Fading Strate	gy Implemented		
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Transition to Long-Term Support Services and Communication Plan

Ongoing Supports & Career Development Strategy, including updates and additional negotiations that address changes in work duties, promotions & new responsibilities, company leadership & coworker changes:

Long Term Supports Needed ON-the-Job	Frequency	Who is responsible/ Contact information
Primary Contact at work (owner, supervisor)		
Monitor employee and employer satisfaction		
Ensure work performance meets expectations, provide support at performance reviews		
Check for availability of new tasks/ negotiate		
Training for new tasks		
Ensure inclusion in the work community		
Requesting time off/ schedule changes		
Help with paperwork		
Crisis prevention/ intervention at work		
Monitor use/ effectiveness of assistive technology		
Help with pay issues/ direct deposit/ etc.		
Stay up to date on work policy changes		
Support for disclosure of disability if needed		
Support for reasonable accommodation request		
Funding for long term support		
Communication with other team members about changes at work		

Long Term Supports Needed ON-the-Job	Frequency	Who is responsible/ Contact information
Other:		
Other:		
Other:		

Long Term Supports Needed OFF-the-Job	Frequency	Who is responsible/ Contact information
Case management		
Medication management at home/ at work		
Provide reliable transportation to/from work		
Respond to transportation issues		
Stable housing/ assistance		
Stable food/ assistance		
Health care coordination		
Money management		
Payee		
Reporting of pay to benefits (SSI/ SSDI/ housing/food assistance/ Medicaid, etc.)		
Ensure social/ recreational activities maintained		
Communication with other team members about changes at home		
Other:		
Other:		
Other:		

CETS Final Approval Signatures

Participant:	Date:	
Conservator/		
Care Provider:	Date:	
VR Counselor:	Date:	
Other Case Manager:	Date:	
ACRE Certified Customized		
Employment Specialist:	Date:	
Vocational Manager:	Date:	