



Consultative Employment Training & Supports (CETS) Staging Record

Job Demographics

Name of Worker		Date Initiated	
Company		Date Completed	
Contact Person/Supervisor			
Phone		E-mail	
Person completing CETS Staging Record			
Proposed Job Title			
Major Tasks or Projects			
Proposed Work Hours		Proposed Days per Week	
Anticipated Pay Rate		Anticipated Benefits	
Reasonable Accommodations/Changes Implemented or Anticipated			
Comments/Considerations			

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

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented
Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented
Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented
Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented
Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented

Week One: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Week Two: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Week Three: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Week Four: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Week Five: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Month Two: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Month Three: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Month Four: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Month Five: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Month Six: CETS Implementation Summary

Project One: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Two: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Three: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Four: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

Project Five: Brief Summary of Consultative Supports and Fading Strategy Implemented			
Date Fading Began		Date Fading Completed	

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 & co-worker 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:	_____