Department of Workforce Development State of Wisconsin

Division of Vocational Rehabilitation

Retention Report

Only use when SI is not authorized, except the final month of Retention, when both are required

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within five (5) days of the end of service, or, if the service is continuing, at the end of each month in which the service is provided.

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| --- | --- | --- | --- |
| Report Month | Report Year (YYYY) | | |
| Consumer IRIS Number (9 Digits) | Service Provider Name (10-Character Abbreviation) | | |
| Consumer Name (As Listed on Purchase Order) | Service Authorization Date (MM/DD/YYYY) | | |
| Report Date | Report Author | | |
| Start Date | Purchase Order (PO) Number | | |
| General Job Development  Supported Employment  Individual Placement Support  Customized Employment  Internship/Temporary Work  Student Work Based Learning | | | |
| Job Title | | | |
| Employer Name | | | |
| Employer Street Address | | | |
| City | | State | Zip Code |
| Check the box that applies:  Month 1  Final Month  Month 2  Additional month (if approved) | | | |
| Has wage verification been obtained?  Yes  No  If not, please describe efforts to obtain it. | | | |

**Interactions with Consumer (once every two weeks at minimum), Employer, and DVR staff during retention period**

| Date | Duration | Method of contact | Content of Meeting |
| --- | --- | --- | --- |
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| **Use this section to provide detail about the consumer's progress toward retention. Address progress and barriers in relation to the following topics: attendance, wages, scheduling, and training. The activities described in this section should correspond to the Job Supports Plan detailed in the Job Hire report.** |
| Description of progress. |
| Description of current and updated barriers **and the action plan to address those barriers.** |
| Services provided to employer/worksite (for example, explanation of provider role, strategies shared to promote independence, improve performance, modes of support responsive to individual communication and learning style). |
| Skills/Certifications gained while on the job. |
| Communication plan for employer to contact provider as needed. |
| Specific requests from the employer and how they are being addressed. |
| What have we learned about the consumer's performance on the job through retention efforts (consumer, employer, and provider insights)? |

**Please add any additional information after this line.**