

HAWAII DEPARTMENT OF HUMAN SERVICES – Division of Vocational Rehabilitation  
Job Coaching  
**SERVICE COMPLETION REPORT**

Service Completion Report Date: 12/30/23

Intake Plan Meeting Date: 9/11/23

Last Date of Participant Service: 12/29/23

Vendor Company Name: ABC Vendor Company

Vendor Representative's Name: Robert Representative

VR/SWD Participant Name: Patty Participant

VR Counselor Name: Jane Counselor

DVR Purchase Order #: 07000003

**1. REASON FOR VENDOR'S SERVICE COMPLETION**

Please choose one:

- VR Participant has successfully maintained and/or stabilized in competitive employment; or
- SWD Participant has successfully completed a Work Based Learning Experience (WBLE).

Participant did not complete the planned services due to:

- dissatisfaction with the service provision; VR Counselor or Participant requested another Vendor;
- moving out of service area;
- dropping out of services due to health issues;
- Incarceration;
- Vendor lost contact with Participant;
- change in Participant's circumstances; they no longer wish to pursue employment services;
- organizational or business changes by Vendor precludes further service to the Participant;
- Vendor no longer willing to work with Participant;
- Participant entered a drug treatment or rehabilitation facility;
- VR Counselor determined services are no longer appropriate; or
- Other reason for service completion (specify): \_\_\_\_\_

**2. SERVICE OBJECTIVES**

Participant successfully completed all objectives as specified in the Intake Meeting (Exhibit E1):

	Yes	No	N/A
Participant will complete work tasks independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant will successfully complete work tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____			

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Participant did not achieve one or more objectives; briefly state the objective(s) and describe barriers and/ or recommendations: \_\_\_\_\_

Vendor Representative Signature: Robert Representative Date: 12/30/23