

Report Completion Guide - Systematic Instruction Report

This guide provides additional detail for completing the [Systematic Instruction Report \(DVR-18212-E\)](#). It explains what information DVR is looking for in certain prompts and provides examples where helpful. These examples are provided for illustration only. Providers should document services based on the individual consumer's job, instructional needs, and progress.

This information is collected under the authority granted by 34 CFR § 361.38 for the purpose of facilitating vocational rehabilitation (VR) services. As mandated by this regulation and Wis. Stat. § 47.02(7), all personal information is kept confidential and released only with the informed consent of the consumer or their representative, or as required by law. Completing this form is required for payment, and failure to submit reports will result in nonpayment. Information collected may be used for administration of the VR program, coordination of services, and other purposes.

Report must be filled in completely and 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.

Report Month and Day	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)
<p>Service Type: Choose the applicable service types from the list below:</p> <p>Hourly Systematic Instruction- provided as a support with the following services:</p> <p><input type="checkbox"/> Internship/Temporary Work</p> <p><input type="checkbox"/> Job Preparation and Development</p> <p><input type="checkbox"/> Student Work-Based Learning</p> <p><input type="checkbox"/> On-The-Job Training</p> <p>Monthly Systematic Instruction - provided as a support with the following services:</p> <p><input type="checkbox"/> Customized Employment</p> <p><input type="checkbox"/> Individual Placement and Support</p> <p><input type="checkbox"/> Supported Employment</p> <p><input type="checkbox"/> Partners with Business</p>	
Purchase Order (PO Number)	Report Author
Consumer Work Location Name	Consumer's Job Title
Start Date	
Immediate Work Supervisor Name	Immediate Work Supervisor Contact Information
Backup Name	Backup Contact Information
Schedule	Has the schedule changed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe:
Current Wage	Has the wage changed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe:
Total Hours SI Provided This Period	

Planned Job Supports – Instruction Hours & Fading Plan

Provide an estimate of supports for the next four to eight weeks of employment, based on the consumer's schedule and instructional needs. Include planned hours of Systematic Instruction and any anticipated changes to the support plan.

Week	Number of Instruction Hours
Week 1	<p>Purpose of this section: Estimate anticipated instruction hours and document the expected progression of support and fading over time.</p> <p>Complete the grid based on the best information available at the time of report completion.</p> <p>Tips: This is an estimate, not a guarantee of services. Support needs may change based on:</p> <ul style="list-style-type: none"> • Consumer progress • Job demands (job duties may evolve, workplace circumstances) • Schedule changes <p>Weeks 5-8 may include broader estimates.</p> <p>The expectation is not to predict future supports with precision, but rather to document the anticipated direction of supports and fading based on current information.</p> <p>If support needs change significantly after the initial projection, updated information should be reflected in future SI reports and communication with DVR.</p> <p>Acceptable entries may include:</p> <ul style="list-style-type: none"> • Estimated range of hours • Notes indicating schedule is still being finalized • Transition from full-shift support to reduced time check-ins • Reduced support frequency anticipated <p>Note: DVR must approve additional SI hours. Estimates or hours entered in this section do not guarantee authorization.</p>
Week 2	
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	
Week 8	
Total	

Rationale and plan for fading: Describe the reasoning behind the planned supports and any anticipated fading or reduction of support over time. Include strategies for increasing consumer independence.

Purpose: Describe the reasoning behind planned supports and anticipated fading.

Include:

- Why the current level of support is needed
- Strategies for increasing independence
- Anticipated timeline and/or approach for fading

Tips: Focus on how instruction will decrease over time. Connect supports to specific skill development.

Providers must contact DVR before delivering SI hours beyond what is already authorized. Estimates listed in this section **do not guarantee authorization**; DVR will determine the number of hours approved.

Remote Supports Planning (if approved): If any instruction hours that are anticipated to be delivered remotely, briefly describe the format, support, and rationale here. All remote supports must be DVR-approved and meet the same standards as on-site supports.

Purpose: Describe any planned remote instruction, if approved by DVR.

Include:

- Format (phone, video, etc.)
- Type of support provided (i.e., what tasks is it supporting)
- Rationale for remote delivery

Task Analysis –Tasks Requiring Systematic Instruction

List the tasks from the Job and Task that continue to require Systematic Instruction. For each task, identify any natural cues and/or the instructional strategies used.

Tasks Requiring Systematic Instruction	Natural Cues and Instructional Strategies
<p>Purpose of this section: Identify job tasks that still require instruction and the strategies used.</p> <p>Include:</p> <ul style="list-style-type: none"> • Tasks requiring SI • Natural cues present in the workplace • Instructional strategies used (list of possible strategies provided to the right) <p>Tips: Do not include full step-by-step task analysis breakdowns like in the JTA Report. Focus only on tasks where instruction is still actively needed.</p>	<p>Possible Instructional Strategies</p> <ul style="list-style-type: none"> • Direct Verbal Cue: Directions that provide exact, specific instruction which are spoken to the consumer. • Gestures: Physical movements used to encourage the start, continuation, or end of an action. • Indirect Verbal Cue: A spoken suggestion that cues the consumer to perform a task and can include questions (Example – "What is the next step?"). • Modeling: Demonstrating a task or task sequence to a consumer. • Natural Supports: Using existing work strategies that can involve assistance from people (co-workers, supervisors, etc.), procedures, customs, tools, and other benefits. • Pictures/Written Instructions: Any writing or graphic used to provide reminders of steps or sequences. • Prime: Hand-over-hand physical assistance to help complete a task. • Prompt: Brief or intermittent physical assistance to cue or guide the completion of an action. • Shadow: Following or observing the consumer to identify instruction needs. • Systematic Instruction: Using a task process or step-by-step list to establish a work routine. • Visual Cue: Changing or modifying the appearance of work equipment by labeling, coloring, tagging, or numbering.

Service Summary

Document all Systematic Instruction provided during this reporting period. If more space is needed, attach additional pages or add additional information below the line at the bottom of this report.

Date	Hours SI Provided	Name of SI Instructor	Remote (DVR-approved)	Date-specific Notes (Optional)
<p>Hours SI Provided: Enter the number of hours of SI delivered on-site during this reporting period. Do not enter the consumer's shift hours.</p> <p>Tips: Use the notes section if needed to add information about the consumer's shift, if needed to understand context (e.g., if SI doesn't align with the consumer's expected shift).</p>			<input type="checkbox"/> Remote	<p>Date-specific Notes: Use this space to document any significant notes related to the day's instruction, such as:</p> <ul style="list-style-type: none"> • Progress or skill development • Barriers or challenges • Changes in routine or environment • Attendance or transportation issues • Employer feedback • Any other notes or concerns impacting learning or performance <p>Tips: Focus on meaningful instructional activity. Avoid repeating identical notes across days or full job coaching notes, unless critical information.</p>
Total Hours:				

Job Supports Summary - Monthly Narrative

Update based on prior Job Supports Plans. Include progress, adjustments, and any fading or changes in supports. Provide enough detail to show how supports are evolving and how the consumer is progressing toward independence.

Areas of Growth or Support Needs: Describe any challenges or obstacles where the consumer may need additional support to increase independence.

Purpose of this section: Describe how supports are evolving and how the consumer is progressing toward independence.

Include:

- Ongoing challenges
- Skill gaps
- Areas requiring continued instruction

Strategies Implemented: Describe actions taken to support the consumer in addressing challenges or strengthening skills. Include both provider-led supports and natural supports.

Include:

- Instructional strategies used
- Problem-solving approaches
- Natural supports developed

Employer Feedback:

Purpose: Document any input from the employer, including:

- Observations about performance or progress
- Concerns or suggestions
- Workplace integration feedback

Consumer Feedback:**Purpose:** Summarize the consumer's perspective, including:

- Satisfaction with job or supports
- Perceived challenges
- Any changes in goals or preferences

Updates to Job Supports Plan: Are there any updates, additions, or changes to supports initially identified in the Hire Job Supports Plan? Include considerations for training, communication, problem-solving strategies, or additional supports needed for success.

Include:

- Adjustments to supports
- New strategies
- Changes in independence level

Tips: Connect updates to observed progress or barriers.

Supported Employment Coordination Plan Section (if applicable)

To be completed for only those consumers receiving Customized Employment, Individual Placement and Support (IPS), or Supported Employment.

Note: When working with Family Care, IRIS, CLTS, or other long-term support programs, DVR must coordinate with the program to identify the type of supports needed and when those services should be implemented and identified in corresponding consumer service plans. The communication should be documented and include an agreement for planned services, employment, payment, timing, and outcomes for the consumer.

The coordinated plans should be reviewed at the following three points in the process:

1. DVR Post Career Profile/Discovery meeting
2. DVR 60-day on-the-job meeting
3. Before transition to long-term support

60-Day On-the-Job-Meeting Coordination

Signatures are optional. If signatures are not obtained, Service Providers must document the plan discussion and agreement in the section below the signature lines. DVR staff must also document the meeting and agreement in a case note.

Consumer Signature	Date Signed
Guardian Signature (if applicable)	Date Signed
DVR Signature	Date Signed
Long-Term Support Provider Signature	Date Signed
Service Provider Signature	Date Signed
Other Signature	Date Signed

If signatures were not obtained, complete the following:

Date of plan review meeting:
Meeting format: <input type="checkbox"/> In-person <input type="checkbox"/> Phone <input type="checkbox"/> Virtual <input type="checkbox"/> Other If Other, explain:
Meeting participants:
Agreement confirmed by all parties: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:
Date of next scheduled review meeting:

Please add any additional information after this line.

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