

Job and Task Analysis Report

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.

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> <ul style="list-style-type: none"> Internship/Temporary Work Job Preparation and Development Student Work-Based Learning On-The-Job Training <p>Monthly Systematic Instruction - provided as a support with the following services:</p> <ul style="list-style-type: none"> Customized Employment Individual Placement and Support Supported Employment Partners with Business 			
Purchase Order (PO) Number		Report Author	
Consumer Work Location Name		Consumer's Job Title	
Consumer Work Location Street Address		Start Date	
City	State	Zip Code	Schedule
Immediate Work Supervisor Name		Backup Name	
Immediate Work Supervisor Contact Information		Backup Contact Information	

General Information

The Job and Task Analysis is to be completed prior to the consumer's start date whenever feasible, to support effective onboarding and instruction planning. If the JTA cannot be completed prior to the start date, it must be completed and submitted to DVR within 7 days of the start date. If any information changes in these initial sections of the report, it can be updated as the consumer progresses and more information is gathered. If there is a Job or Task Analysis or Position Description available from the employer, please attach that with this report, and use the information from that Job/Task Analysis to provide additional details about how the consumer will be instructed. Add pages as needed.

Job Analysis

Instructions: Describe the worksite environment and major tasks. This service requires provider staff to observe and perform the job tasks to complete the analysis.

Describe the worksite environment and document relevant information for the consumer, including:

- Entry and exit procedures, communication methods, employer expectations
- Worksite conditions (pacing, noise, temperature, breaks/schedule, dress code)
- Accommodations, technology, or specialized training strategies
- Natural supports available at the worksite

Employer and Co-worker Consultation: Who was consulted or observed?

Quality Measures / Standards: Identify current levels of performance used by the employer (speed, accuracy, pacing, task learning, or other measurable performance expectations)

Include any recommendations for worksite or task modifications, including assistive technology and accommodations.

Task Analysis

Instructions: Using the strategies identified below, break down each task requiring Systematic Instruction. Indicate if any of the instructional supports for each task are expected to be delivered remotely (e.g., via video, virtual coaching, or other DVR-pre-approved methods). If any tasks are expected to be delivered remotely, include the rationale. All remote supports must still meet the same instructional standards as on-site supports.

Possible Instructional Strategies

- **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.

Breakdown of Individual Tasks

Name of task where instruction is needed	
Steps Required to Complete Task	Natural Cues and Instructional Strategies Identified

Name of task where instruction is needed	
Steps Required to Complete Task	Natural Cues and Instructional Strategies Identified

Name of task where instruction is needed	
Steps Required to Complete Task	Natural Cues and Instructional Strategies Identified

Name of task where instruction is needed	
Steps Required to Complete Task	Natural Cues and Instructional Strategies Identified

Initial Plan for Job Supports – Instruction Hours & Fading Plan

Provide an **estimated** support plan for the first four to eight weeks of employment, based on the consumer's work schedule and anticipated instructional needs.

Week	Estimated Instruction Hours
Week 1	
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 estimated supports, including any anticipated fading or reduction of support over time.

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 pre-approved): If any instruction hours 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.

Use the space after this line for any additional information. If more space is needed, attach additional pages using the [Statewide Services Report Header \(DVR-17546-E\)](#) and clearly indicate the report name and the section being continued so the additional information can be matched to the correct report.
