

# Getting From ISP to Agreement and Progress Reports BILL

**ISP Goal:** I want to continue to work at my job 5 hours a day  
Monday through Friday

**What does this mean to Bill and what does he need?**

**How Facility Based Employment** –support (8:1) in assembly work 20-25 hours week. Supervision breaks and lunch. Will provide \_\_\_\_ (training or other activity) for any “down time” up to \_\_\_\_ hours per week..

Schedule: 9-3

Location: ABC

Workshop

Staff Stephanie P  
(supervisor)

**How Measure Progress?**

Send qt. Report to Bill (copy to PA) reporting hours worked and not worked, wages earned

USE EOS FORM

Note if down time exceeds standard plan and progress measure may change

**How Individual On-going Supported Employment**  
Bill completed time-limited training. On-going support to Bill and Co-workers averages 4 hours a week. Present focus. Adding job tasks, increasing co-worker natural supports, and budgeting earned income.

**Question** Does customer need to put additional hours support in plan/budget to address major changes at work? (Up to 15 hrs a quarter to be used at request of Bill or Target)

Schedule: Bill 9-3

Location: Target

Staff Job Coach Jeff averaging 4 hours per week as scheduled

**How Measure Progress?**

Send monthly report to Bill with copy to PA noting wages, hours and progress related to natural supports and added job tasks.