



**VR EMPLOYMENT SERVICES PROVIDER
STAFF QUARTERLY REPORT**

Provider Name: _____

Provider #: _____

Date: _____

- 1st Quarter: July 1st – September 30th
- 2nd Quarter: October 1st – December 31st
- 3rd Quarter: January 1st – March 31st
- 4th Quarter: April 1st – June 30th

List **ALL** staff providing direct services, and any staff changes that have occurred since the previous reporting period. Staff changes include any Employment Specialist(s) added to or deleted from the Employee Roster of the VR Background Screening Clearinghouse*. A deleted Employment Specialist will not completely be removed from the Clearinghouse or REBA. Referrals cannot be assigned to a deleted Employment Specialist.

413.208(2) requires Administrators, Chief Financial Officers and Directors be background screened. Has there been changes in personnel for any these positions since the last reporting period? YES NO

If YES, these person(s) must be background screened. Board Members may be exempt pending a completed Board Member Exemption Request Form. Contact your Contract Manager for further details.

Employee Name	Services Provided	New Since Last Report?	Date Added	Date Deleted	Transporting Customers
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Employment Services <input type="checkbox"/> Supported Employment	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

***Maintaining your employee roster in the Clearinghouse is a requirement of Florida Statute 435.12(2)(c).**