



Work-Based Learning Experiences

Final Report Open Call

When should I submit a Final Report?



At the end of
each work
experience

The final report is the summation of the student's work experience and suggestions for next steps so it must be completed at the end of each work experience. For example, if a student completes 4 work experiences during the school year, you would submit a total of 4 reports, one after each experience.

How do I submit the final report?



Final reports are scanned then uploaded into REBA

All deliverables for contracted WBLEs are submitted through REBA. We have a step by step handout on how to attach documents in the system available for you to download.

Where do I get the final report template?



FLORIDA DEPARTMENT OF EDUCATION DIVISION
OF VOCATIONAL REHABILITATION (VR)
WORK-BASED LEARNING EXPERIENCE (WBLE)
FINAL REPORT

WBLE FINAL REPORT

Name of Student: _____ VR ID Number: _____
Date of Referral: _____ Date of Referral Acceptance: _____
IPE/WBLE Outcome: _____ IPE Goal, if applicable: _____
Type of WBLE Desired: _____ District Name: _____
ES Name: _____

Please provide the following:

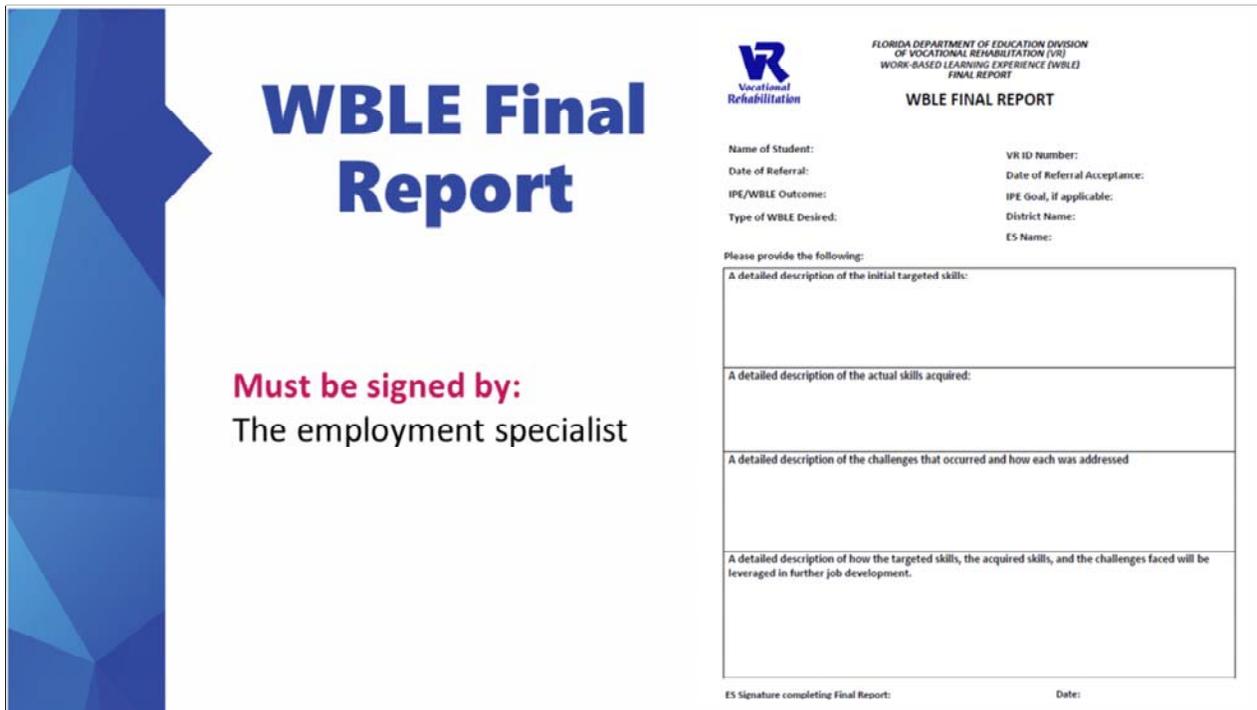
A detailed description of the initial targeted skills:
A detailed description of the actual skills acquired:
A detailed description of the challenges that occurred and how each was addressed
A detailed description of how the targeted skills, the acquired skills, and the challenges faced will be leveraged in further job development.

ES Signature completing Final Report: _____

Date: _____

The final report template was provided to your Point of Contact

In mid-September, Cacetha emailed the final report, the invoice, the plan and agreement and the rating form to all the points of contact. To get your copy, just contact your POC.



WBLE Final Report

**Must be signed by:
The employment specialist**

VR
Vocational
Rehabilitation

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Please provide the following:

A detailed description of the initial targeted skills:

A detailed description of the actual skills acquired:

A detailed description of the challenges that occurred and how each was addressed:

A detailed description of how the targeted skills, the acquired skills, and the challenges faced will be leveraged in further job development:

ES Signature completing Final Report: _____ Date: _____

The Final Report provides an objective synopsis of skills gained and how much the student has progressed, including how it was accomplished. Information which informs the student and VR, so as to make informed decisions regarding the need and delivery of any additional services.

It is completed and signed by the employment specialist.



Final Report Narrative Fields

- A detailed description of the initial targeted skills
- A detailed description of the actual skills acquired
- A detailed description of the challenges that occurred and how each was addressed
- A detailed description of how the targeted skills, the acquired skills, and the challenges faced will be leveraged in further job development

In addition to the identifying information and goal information required at the top of the form, there are 4 narrative fields for you to complete:

A detailed description of the initial targeted skills

A detailed description of the actual skills acquired

A detailed description of the challenges that occurred and how each was addressed

A detailed description of how the targeted skills, the acquired skills, and the challenges faced will be leveraged in further job development

We're going to go through each field now.



A Detailed Description

An accurate account of the important aspects of the work experience, to include things seen, heard, experienced or known.

You might notice, we keep saying detailed description. Let's talk about what we mean when we say that.

We want an accurate account of the important aspects of the work experience, to include things seen, heard, experienced or known.

Accurate means it includes specifics related to the individual student, not a generic description of "basically" what happened during the experience.

The important aspects are things like location, environment, how the student performed, how he/she interacted with others etc.

When writing your description, think about your senses. What did you see, what did you hear, what was experienced.

We don't need a novel, just enough information to understand how things went and where we should go from here.

To help you understand, we're going into detail on the next slides.

Detailed Description & Skills

Communication Skills

Communication Skills

- Oral communication
- Listening & taking direction

Teamwork Skills

Teamwork Skills

- Accepting feedback
- Increased self-awareness

Two of the 4 fields ask you about skills. On the screen, we have two examples. To the left are really generic descriptions of skills. Communication and Teamwork. The ones on the right are much more specific and that's what we're looking for.

Vague descriptions will make it more difficult to relate a student's progress to his/her actual goal.

Detailed Description & Challenges

Site Supervisor

What behavior or actions were observed?

Employment Specialist

What behavior or actions were experienced?

Student

What actions were taken to adjust or correct the challenges?

Parents, Co-workers,
etc.

During the call on student progress reports, we talked about problems and concerns and how they should be documented. When you're writing up your final report, don't be afraid to use the problems and concerns listed in your SPRs as a starting point, especially if the issue hasn't yet been resolved.

On the left side of the slide, we listed people to solicit feedback from when you're writing about challenges. If you're an employment specialist working with lots of tier 1 kids, you might not have to be at the work site the entire time, so get information from other sources to make sure there isn't something you're missing.

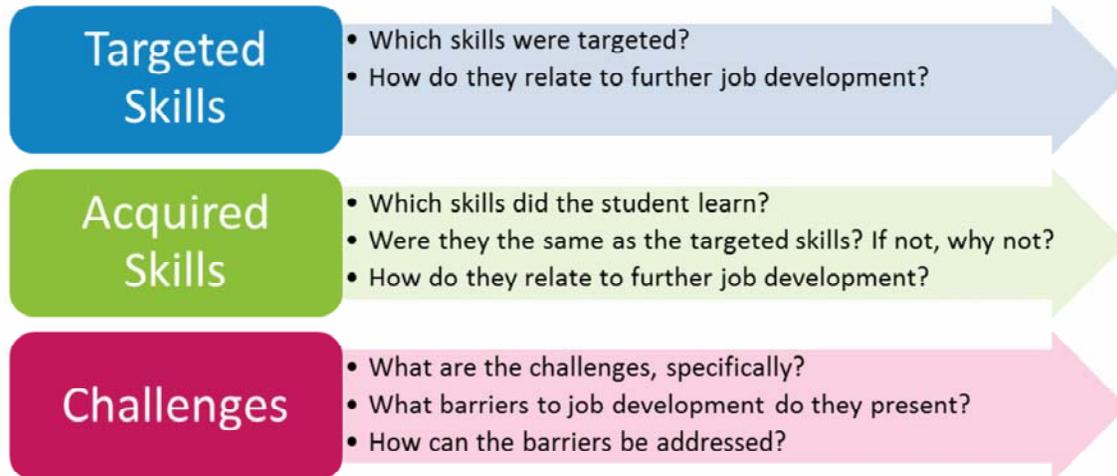
On the right side are questions to answer to help you include rich information in your challenges write up:

What behavior or actions were observed?

What behavior or actions were experienced?

What actions were taken to adjust or correct the challenges?

Detailed Description, Job Development &...



So, we've reached the last field on the form: A detailed description of how the targeted skills, the acquired skills, and the challenges faced will be leveraged in further job development.

This section is incredibly important because we want to know how the activities helped move the student in the right direction. A generic description here is not acceptable. It directly impacts VR staff's ability to evaluate and select appropriate services to support the student moving forward.

To help you write a better narrative, we've provided you with some questions to guide your thinking.

Final Q&A Break

Visit Rehabworks.org for printable resources for this and other Transition Youth Programs

If you need...	Then contact
REBA Support	REBA@vr.fldoe.org
Contract or Billing Assistance	Cacetha.Sims@vr.fldoe.org (850)245-3373
Program Assistance	VRTransitionYouth@vr.fldoe.org
Provider Liaisons	Jennifer.Powell@vr.fldoe.org