



Work-Based Learning Experiences

Student Progress Report Open Call

How often should I submit an SPR?



Once a
month

Student progress reports detail the activities a student is participating in, so ideally, you may want to consider completing an entry each time your students participate in a task or were absent, or at least one a week. However, you must submit a SPR for each student, at least one a month as long as students are participating in their WBLEs.

How do I submit the progress reports?

Services

Services Total: 117

Service Date	Service	Employment Specialist	Actions
06/27/2012	School closed due to flooding from Tropical Storm Debby this ends services for this school year		Action ▾
06/26/2012	Student absent due to flooding from Tropical Storm Debby,		Action ▾
06/25/2012	Student out today		Action ▾



TPCA Referral Service Create

Service Date 04/08/2014

Employment Specialist

Service

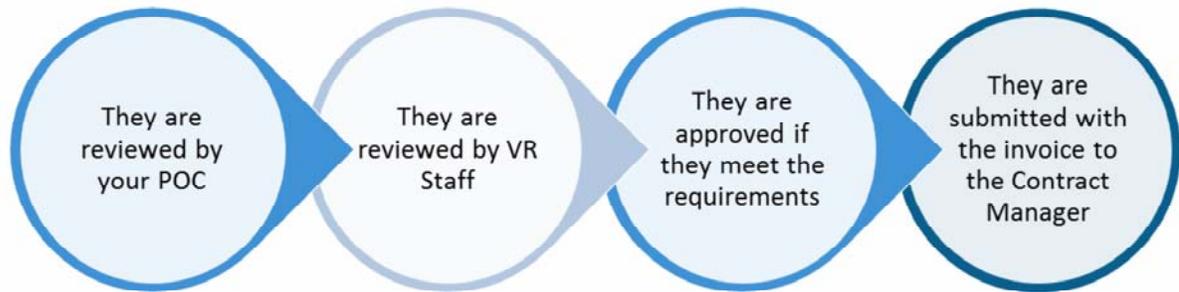
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By adding records to a student's progress report detail screen in REBA

All deliverables for contracted WBLEs are submitted through REBA. On the screen is a student detail page. You'll click the "add service" button then fill in the form with the required information. We'll be talking more about required information in just a bit.

What happens to SPRs?



Student progress reports are a required deliverable. They are reviewed by your point of contact as well as VR staff. Once a month, your POC submits an invoice for payment. The invoice contains any deliverables you've submitted/uploaded during that month.



Before we dive into writing a good student progress report, I wanted to take a moment to quickly review what they are. As you know, every student is unique and will progress differently. The SPR is an objective account of how prepared the student is to pursue employment, training or education. It also informs the counselor and student as to the need for additional or other services.

SPRs are submitted in the REBA application, and must be approved by the VR Counselor before the POC can invoice for services.

Every SPR should include the who, what, when, where and how to be considered complete.

Student Progress Reports

SPR reports must include:

- Activities and the results of the work
- Success and or challenges experienced during activities
- Progress made and/or regression experienced
- Problems or concerns
- How activities were delivered
- Amount of support required
- WBLE progress updates gathered from site visits and direct feedback from the worksite supervisor



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Problems or concerns

How activities were delivered

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We're going to break this check list apart to give you some concrete examples on the next slides.

Activities & Results

What did they do?

Participated in a clerical experience at a local electrician's office, filing invoices.

How did it go?

Student had a difficult time learning the filing system and following oral instruction

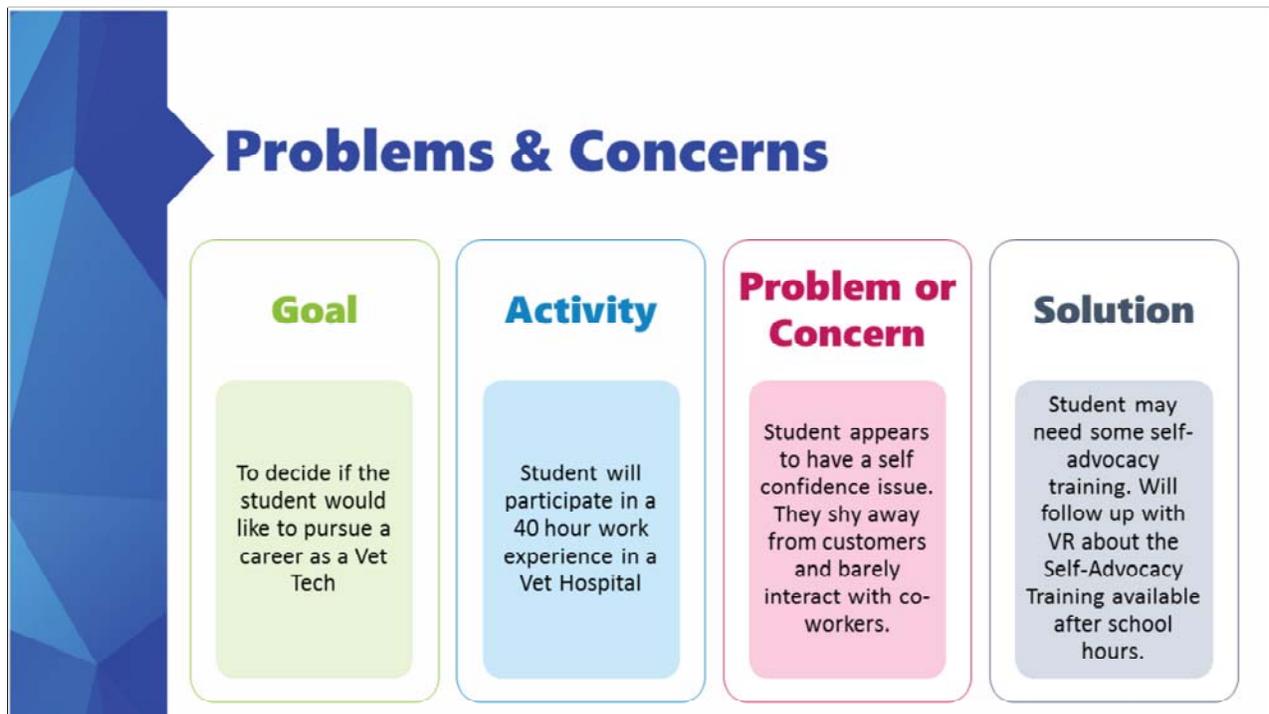
Activities and results. I know it might seem like a given, but when you're writing your SPRs, you have to include what the student did and the achieved outcome. If a student was unable to attend or participate in a scheduled activity, note that.

Success, Challenges, Progress & Regress

Success	<ul style="list-style-type: none">• The student successfully made it back from breaks and lunches on time all week.
Challenges	<ul style="list-style-type: none">• The student communicates well with peers but still struggles with talking to adults.
Progress	<ul style="list-style-type: none">• The student is now able to confidently answer the phone at the front desk.
Regress	<ul style="list-style-type: none">• The student has been late coming back from break 3 days this week.

Charting successes, challenges, progress and regress are an important part of “how it went.” When VR staff review these notes, they aren’t just approving them for payment. They’re looking for information that will help them determine next steps in terms of services.

Don’t forget to include progress updates gathered from site visits and direct feedback from the worksite supervisor. Their comments may help you, as an ES, plan or structure upcoming activities differently to make them more effective.



If you experience any problems or have concerns during the experience, they should be noted, along with any solutions or follow-ups you plan to make. On the screen we have an example of a goal, the related activities, the problem or concern and then the solution.

In the example, the student really likes animals so the goal of this work experience is to try out the job of a Vet Technician. The student will spend some time working in this capacity to help him or her make a decision. After the work experience started, it became evident the student struggled to connect to others.

The ES, in this example, believes it may be a self-confidence issue and is going to work with the student by role modeling appropriate social skills, engaging the student in role play strategies, and speak with VR counselor to talk about additional services.

How & How Much?

How?

- What sort of worksite were they at? Was it retail? A community garden?
- What kinds of supports did they receive?
- Did the ES provide all the supports? Was there a coordinator or mentor onsite to help?
- How many hours did they spend there?
- Was it a one-on-one experience? Or were multiple students participating?

How Much?

- How much support did they need?
- Who provided it?
- Was it inline with their tier designation?
- Will they need more or less next time?
- Was the student able to fully participate with the amount of support they received?

Last but not least, we want to make sure you include the how and how much. The “how” is about giving more detail to the activity the student is participating in. Talk about the worksite and the circumstances of the activity. The “how much” refers to supports. How much did the student need, were they successful with that level of support? Will he/she need more or less next time?

When I first began today’s call, I explained that SPRs need to be submitted once per month, but as you can see from what we just covered, a great deal of information must be captured in the SPRs. Waiting until the end of the month to complete your students’ SPRs will likely result in you missing some valuable information. This is why we suggested entering the data as it occurs or at least once a week.

Ok, so we’re going to open it up to questions, but I want to draw your attention to the handout for this presentation in the materials tab. It contains the key points we discussed today to help you along. To download the handout, simply click the blue link and an automatic download will start.

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