TEXAS WORKFORCE SOLUTIONS

Texas Workforce Commission Vocational Rehabilitation Services Autism Spectrum Disorder (ASD) Supports Time Log and Progress Report

Purpose

The purpose of the **ASD Supports Time Log and Progress Report** is to document time spent with the customer and record progress made for each identified skill. It is imperative that progress of the customer be monitored and, if necessary, changes be made to the ASD Supports Plan. The following are examples when changes may need to be made, but not limited to:

• identified skills are mastered, new skills are identified, type of support changes or more hours are recommended

Important Note: Changes made to the original ASD Support Plan should be billed through indirect hours.

Instructions

Time Log: Each date of service must be reported in the time log and all sections filled out.

Progress Report: If this is the first progress report, 3 sections need to be filled out; if this is the first progress report, 2 dates will be filled out:

- 1. Initial: Record the date the ASD Support Plan was completed and the customer's skill level at that time.
- 2. Progress: Record the date the report is submitted and the skill level currently being demonstrated; repeat for all other reports.
- 3. Mastery: Leave the date blank, but check the level reported in the ASD Support Plan that will indicate when the skill is mastered.
 - Each report after should include all the previous dates and scores so the provider and counselor can easily monitor progress.
 - Include the original date of referral and the date that the time log/progress report is submitted.
 - Include the date range that the progress report covers; for example, a date range of May 15th June 15th. May 15th would be the first date of the new progress period and June 15th would be the last date that service was provided. Provider must turn in a DARS1881 a minimum of every 4 weeks.

For Counselor and Provider's Reference: Percentage scores are defined on the last page of this form (same as in ASD Supports Plan).

Customer Information							
Name of Customer:	Report Completed By:	Date Submitted:					
Provider Information							
Name of Provider:	Vendor Number:	Phone Number:	Email:				
Name of Referring Counselor:	Original Date of Referral:	Date Report Submitted:	Date Range Reporting On:				

Time Log							
	Date	Start	End	Total time	Individual	Location	Name of Provider
	mm/dd/yyyy	time	time	for that date	or Group		
					🔄 Individual	🔲 Home 🗌 Community	
					Group	Work Other:	
					🗌 Individual	🗌 Home 🔄 Community	
					🗌 Group	Work Other:	
					🗌 Individual	Home Community	
					🗌 Group	Work Other:	
					🗌 Individual	Home Community	
					🗌 Group	Work Other:	
Direct					🗌 Individual	Home Community	
Hours					🗌 Group	Work Other:	
					🗌 Individual	Home Community	
					🗌 Group	Work Other:	
					🗌 Individual	Home Community	
					🗌 Group	Work Other:	
					🗌 Individual	Home Community	
					🗌 Group	Work Other:	
					🗌 Individual	Home Community	
					🗌 Group	Work Other:	
					🗌 Individual	🗌 Home 🔲 Community	
					Group	Work Other:	
					Individual	Indirect time spent doing:	
Indirect					marmadar		
Hours					Individual	Indirect time spent doing:	
					mumuuai		
				Hours	and Billing		
Total Direct	<u>Group</u> Hours		Total Dire	ct Individual H	ours	Total Indirect Hours	Total Hours
(Bill \$18.75 p	per hour):		(Bill \$37.50) per hour):		(Bill \$37.50 per hour):	Total Hours:
A.m. a.m. (D'''			A	illed for Direct	ابه والبين وابي و ا	Amount Dillod for trading of	
Amount Bill Services:	ed for Direct G	roup	Amount B Services:	illed for Direct	inaiviauai	Amount Billed for Indirect Services:	Total Amount Billed:

	Progr	ess Report	: Skills 1–2				
	Initial			Progress			Mastery
Skill #1:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
At all times = (100%)	 100%	 100%	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Almost always = (90%)	90%	90%	90%	90%	90%	90%	90%
Most of the time = (80%)	80%	80%	∐ 80%	80%	∐ 80%	80%	∐ 80%
On average = (70%) Rarely or never = (60% or ↓)	│	│	☐ 70% ☐ 60% or ¥	│	☐ 70% ☐ 60% or ↓	│	☐ 70% ☐ 60% or↓
This skill addresses the following category							
		strictive Interes	ete Ronatitiva	Behaviore R	esistance to C	'hango	
				Denaviors, re		nange	
Sensory Abnormality Level of Anx	• —	o- Morbidity					
What services, strategies and/or supports a	are being pro	vided to add	ess this skill	? Any recom	mendations	or comments	?
	Initial			Progress			Mastery
Skill #2:	Initial Date:	Date:	Date:	Progress Date:	Date:	Date:	Mastery Date:
Skill #2:		Date:	Date:	U	Date:	Date:	,
At all times = (100%)	Date:	<u> </u>	<u> </u>	Date:	<u> </u>	<u> </u>	Date:
At all times = (100%) Almost always = (90%)	Date:	□ 100% □ 90%	☐ 100% ☐ 90%	Date:	☐ 100% ☐ 90%	□ 100% □ 90%	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%)	Date:	□ 100% □ 90% □ 80%	☐ 100% ☐ 90% ☐ 80%	Date:	☐ 100% ☐ 90% ☐ 80%	□ 100% □ 90% □ 80%	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%)	Date: 100% 90% 80% 70%	☐ 100% ☐ 90% ☐ 80% ☐ 70%	☐ 100% ☐ 90% ☐ 80% ☐ 70%	Date:	□ 100% □ 90% □ 80% □ 70%	□ 100% □ 90% □ 80% □ 70%	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or \checkmark)	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥	☐ 100% ☐ 90% ☐ 80% ☐ 70%	☐ 100% ☐ 90% ☐ 80%	Date:	☐ 100% ☐ 90% ☐ 80%	□ 100% □ 90% □ 80%	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or \checkmark) This skill addresses the following category	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or /s:	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓ 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category. □ Communication/Social Skill Deficit □O	Date: ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or /s: bsessive, Res	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥ 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓ 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category. □ Communication/Social Skill Deficit □O □ Sensory Abnormality □ Level of Anx	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♦ /s: bsessive, Ressive,	100% 90% 90% 80% 70% 60% or ♥	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥ Behaviors, Reserved	 100% 90% 80% 70% 60% or 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category. □ Communication/Social Skill Deficit □O	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♦ /s: bsessive, Ressive,	100% 90% 90% 80% 70% 60% or ♥	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥ Behaviors, Reserved	 100% 90% 80% 70% 60% or 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category. □ Communication/Social Skill Deficit □O □ Sensory Abnormality □ Level of Anx	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♦ /s: bsessive, Ressive,	100% 90% 90% 80% 70% 60% or ♥	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥ Behaviors, Reserved	 100% 90% 80% 70% 60% or 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category. □ Communication/Social Skill Deficit □O □ Sensory Abnormality □ Level of Anx	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♦ /s: bsessive, Ressive,	100% 90% 90% 80% 70% 60% or ♥	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥ Behaviors, Reserved	 100% 90% 80% 70% 60% or 	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥

	Progr	ess Report	: Skills 3–4				
	Initial			Progress			Mastery
Skill #3:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
At all times = (100%)	100%	☐ 100%	100%	☐ 100%	100%	☐ 100%	☐ 100%
Almost always = (90%)	90%	90%	90%	90%	90%	□ 90%	90%
Most of the time = (80%)	│	80%	80%	80% 70%	□ 80% □ 70%	80%	80% ┌─ 70%
On average = (70%) Rarely or never = (60% or ↓)	0% or ↓	│	│	0% or ↓		☐ 70% ☐ 60% or ✔	⊡ 70% □ 60% or↓
This skill addresses the following category							
	bsessive, Res	trictive Interes	sts Renetitive	Rehaviors R	esistance to C	hande	
	·	o- Morbidity		Benavioro, re		lange	
	,			0 4			•
What services, strategies and/or supports a	are being pro	vided to addi	ress this skill	? Any recom	mendations	or comments	57
	Initial			Progress			Mastery
Skill #4:	Initial Date:	Date:	Date:	Progress Date:	Date:	Date:	Mastery Date:
	Date:			Date:			Date:
At all times = (100%)	Date:	<u> </u>	<u> </u>	Date:	<u> </u>	<u> </u>	Date:
At all times = (100%) Almost always = (90%)	Date:			Date:			Date:
At all times = (100%)	Date:	□ 100% □ 90%	□ 100% □ 90%	Date:	□ 100% □ 90%	□ 100% □ 90%	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%)	Date:	☐ 100% ☐ 90% ☐ 80% ☐ 70%	□ 100% □ 90% □ 80% □ 70%	Date:	□ 100% □ 90% □ 80%	□ 100% □ 90% □ 80%	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%)	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ↓	☐ 100% ☐ 90% ☐ 80% ☐ 70%	□ 100% □ 90% □ 80% □ 70%	Date:	□ 100% □ 90% □ 80% □ 70%	☐ 100% ☐ 90% ☐ 80% ☐ 70%	Date:
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At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category	Date: ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓ /s: bsessive, Res	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	 □ 100% □ 90% □ 80% □ 70% □ 60% or ↓ 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category □ Communication/Social Skill Deficit	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or /s: bsessive, Res iety □C	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥ attrictive Interession or Morbidity 	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓ Sts, Repetitive 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or	 □ 100% □ 90% □ 80% □ 70% □ 60% or ■ 60% or 	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category □ Communication/Social Skill Deficit □ □ Sensory Abnormality □ Level of Anx	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or /s: bsessive, Res iety □C	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥ attrictive Interession or Morbidity 	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ↓ Sts, Repetitive 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or	 □ 100% □ 90% □ 80% □ 70% □ 60% or ■ 60% or 	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ↓) This skill addresses the following category □ Communication/Social Skill Deficit □ □ Sensory Abnormality □ Level of Anx	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or /s: bsessive, Res iety □C	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥ attrictive Interession or Morbidity 	 □ 100% □ 90% □ 80% □ 70% □ 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or	 □ 100% □ 90% □ 80% □ 70% □ 60% or ■ 60% or 	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ♥) This skill addresses the following category □ Communication/Social Skill Deficit □ □ Sensory Abnormality □ Level of Anx	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or /s: bsessive, Res iety □C	 ☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥ attrictive Interession or Morbidity 	 □ 100% □ 90% □ 80% □ 70% □ 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or	 □ 100% □ 90% □ 80% □ 70% □ 60% or ■ 60% or 	 100% 90% 80% 70% 60% or 	Date: □ 100% □ 90% □ 80% □ 70% □ 60% or ♥

	Prog	gress Repo	ort: Skill 5				
	Initial			Progress			Mastery
Skill #5:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
At all times = (100%) Almost always = (90%) Most of the time = (80%) On average = (70%) Rarely or never = (60% or ♥) This skill addresses the following category. □ Communication/Social Skill Deficit □ Sensory Abnormality □ Level of Anxi What services, strategies and/or supports a	bsessive, Re iety	strictive Intere	ests, Repetitive	e Behaviors, R		C	☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% or ♥
		Signatu	re				
ASD Supports Provider's Name:			SD Supports I	Provider's Sig	gnature:		
VRL	Jse Only—\	VR Approva	al of the Re	port			
I verified that the time log was completed.						Yes	No
I verified that no more than two hours per m	onth were in	direct (More	than two hou	rs will not be	paid.)	Yes	No
I verified that the progress report is filled ou	It for each sk	ill listed.				Yes	No
I verified that the ASD supports provider sig	ined the repo	ort.				Yes	No
Report: Approved Sent back to prov	ider						
Comments:							
Printed name of VR staff member making th	e verification):			Da	ate verified:	
DARS1881 (10/17) Autism	n Spectrum Diso	rder (ASD) Supp	orts Time Log ar	nd Progress Rep	ort		Page 5 of 6

For Reference: Percentage Scores Defined				
At all times = (100%)	Provider has observed the customer correctly demonstrating the skill 10 out of 10 times			
Almost always = (90%)	Provider has observed the customer correctly demonstrating the skill 9 out of 10 times			
Most of the time = (80%)	Provider has observed the customer correctly demonstrating the skill 8 out of 10 times			
On average = (70%)	Provider has observed the customer correctly demonstrating the skill 7 out of 10 times			
Rarely or never = (60% or less)	Provider has observed the customer correctly demonstrating the skill 6 or less out of 10 times			