**INTERVENTION TIME RECORDING SHEET**

Name: ________________________  Coach/Staff: ________________________

<table>
<thead>
<tr>
<th>Day of the Month</th>
<th>Direct Support Time</th>
<th>On-Site Training Time</th>
<th>Mobility Training Time</th>
<th>Total</th>
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**TOTAL DIRECT SUPPORT:____________________

- Monthly Reviews/90-Day Review/IP Preparation
- Program Development
- Task Analysis & Behavior Intervention
- Transportation (Agency Private Transportation)
- Advocacy Time (Time spent working with Family/Counselor, etc.)
- Employment Advocacy Job Development Site Related
- Other Indirect Time (Specify how job related)

**TOTAL INDIRECT SUPPORT:____________________

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PERSON SERVED – Specific Intervention Time Definitions

Intervention Time Directly Related To Job Skills Training

1. **Time Active:** Time at job site actually spent working with the person served, including active observation. Includes **anything done to actively train** the person served.

2. **Time Inactive:** Time spent on the job site between periods of active intervention. This is time during which **you have removed yourself from active involvement with and/or active observation** of the person served.

3. **Individual Program Development:**
   This is the time spent developing appropriate instruction plans (**writing task analyses and behavioral intervention programs**).
   
   Person-specific job development is **NOT** included here.

4. **Employment Advocacy Time:**
   Time spend **advocating** for the person served with **job site personnel for purposes directly related to employment**. These individuals would include employers, supervisors, co-workers and customers.
   
   Person-specific job development is **NOT** included here.

5. **Non-Employment Advocacy Time:**
   Time spent **advocating with individuals not directly affiliated with the employment site**. These individuals would include bus drivers, school personnel, landlords, case managers, bank personnel, parents, etc.

6. **Screening/Evaluation:**
   Time spent **screening referrals** to determine eligibility for services or evaluating eligible persons. Any time spent analyzing any information relevant to a person’s employment potential is included here. The following, when done for purposes of screening or evaluation would be included here: **Review records; Interview; Communication with Parents/Guardians or involved agencies; Observation of person in real or simulated work settings.**