



INTERVENTION TIME RECORDING SHEET

Name: _____ Coach/Staff: _____

Recording Period: Month _____ Year _____								
Day of the Month →								Total
Direct Support Time								
On-Site Training Time								
Mobility Training Time								
Total								
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								
TOTAL INDIRECT SUPPORT: _____								

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**.