

VR Provider Year End Summary Report Outline

All VR Providers are required to submit a Year End Summary Report. The Report is due to GVRA/VR no later than 30 days after the end of each contract fiscal year. Reports should document all VR Participant activities during the report coverage year. The report should include, at a minimum, the following information as a guide:

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|---|--|--|--|--|
| Provider Name: | | Date: | | |
| List of VR approved services provided during the fiscal year to all participants served: | | | | |
| List different employer names and types of employment obtained for all participants assisted: | | | | |
| Identify range of client wages or salaries for any who were employed: | | | | |
| Number GVRA participants assisted during the fiscal year: | Number of GVRA participants referred for services: | Number of participants placed in competitive employment: | Average length of time participants received training: | Average dollar amount of services provided to VR participants: |
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Please attach:

- Highlight any pre-ETS during the year to include:
 - Total Number of students
 - Number: VR Participants
 - Type of Pre-ETS Service(s) Provider delivered.
 - Different type of activities/tours/events sponsored during the year.
- Highlight all participant success stories (may be used in GVRA Annual Report)
- If Program Review was conducted for your program indicate how you benefited from the visit
- Include news articles, magazine stories, etc., - events which highlight accomplishments of a VR client you served