

## Employment and Community First CHOICES

### *Discovery Time Frames and Log: 20 Steps to Successful Discovery and Writing the Discovery Profile*

Job seeker:		Discovery facilitator:	
Date Discovery authorized:	Projected completion date for Discovery:	Date <i>Discovery Profile</i> due to funder:	

Steps	Estimated time	Date completed	Time actually spent
<b>Step 1:</b> Schedule initial meeting with job seeker and family at the job seeker's home (or alternate location only if family or job seeker is not comfortable inviting you to their home).	30 minutes		
<b>At initial meeting:</b> <b>Step 2:</b> Explain Customized Employment, Discovery process and <i>Discovery Profile</i> to job seeker and family. Explain importance of taking pictures and/or short video clips as part of Discovery and for use in development of a <i>Visual Resume</i> for use in customized job placement efforts. Confirm this is OK with job seeker and family.	3.5 hours for initial meeting		
<b>At initial meeting:</b> <b>Step 3:</b> Confirm job seeker and family interest in having Discovery completed. Determine the type of initial outcome the job seeker and family desires: school-based work experience or summer work experience, a paid work experience (not school-based), or a job to be held long term. <b>Do not talk about specific job goals at this point.</b>	Part of initial meeting		
<b>At initial meeting:</b> <b>Step 4:</b> Have a conversation that allows for collection of information necessary to complete <i>Discovery Profile</i> Part 3 (Background Information).	Part of initial meeting		
<b>At initial meeting:</b> <b>Step 5:</b> Social Security information (determining if eligible for a PASS): <ul style="list-style-type: none"> <li>Ask if the individual receives SSI or SSDI.</li> <li>Ask about concerns, issues and questions about SSA benefits.</li> <li>Ask if the family would like you to help them schedule a benefits analysis.</li> </ul>	Part of initial meeting		

**Important note:** You are not permitted to use or disclose Protected Health Information about individuals who you are not treating or are not enrolled to your practice. This applies to Protected Health Information accessible in any online tool, sent in any medium including mail, email, fax or other electronic transmission.

<b>At initial meeting:</b> <b>Step 6:</b> Before leaving, schedule a second meeting with job seeker and family at the job seeker's home.	Part of initial meeting		
<b>Immediately before or after initial meeting at job seeker's home:</b> <b>Step 7:</b> Tour immediate neighborhood and observe surroundings, describe type of neighborhood, judge safety, note transportation resources, note services near the home, etc. Also, make a list of businesses near the individual's home.	1.5 hour		
<b>After initial meeting and prior to second meeting:</b> <b>Step 8:</b> Write up <i>Discovery Profile</i> Part 3 (Background Information) and plan approach to completing the remainder of Discovery.	1.25 hours		
<b>At second meeting:</b> <b>Step 9:</b> Meet with job seeker and family for 2 hours in their home: <ul style="list-style-type: none"> <li>• Interview the job seeker and family about their routines.</li> <li>• Ask about the job seeker's formal responsibilities and chores at home.</li> <li>• Inquire about community activities and how the job seeker is helpful to others.</li> <li>• If the job seeker is willing, have him/her show you their bedroom.</li> <li>• Have the job seeker demonstrate how they do chores and other things they do while at home.</li> </ul>	3 hours for second meeting		
<b>Procedural note:</b> While gathering information during Discovery, capture the person's skills, contributions and performance of tasks through written observational/interview notes and digital pictures/video clips. This will help you write the <i>Discovery Profile</i> information and develop a <i>Visual Resume</i> as a tool for doing customized job placement.			
<b>At second meeting:</b> <b>Step 10:</b> Ask for names of individuals, both personal and professionals who the job seeker/family feels know the job seeker the best. Get the job seeker's permission to interview these individuals to learn more about the job seeker's interests, strengths, performance in various activities, support strategies that work well, etc. <b>Get contact information for each of these people before leaving the meeting.</b>	Part of second meeting		

<b>At second meeting:</b> <b>Step 11:</b> Ask the job seeker and family to determine 1-3 <b>contexts/activities</b> outside the home in which the individual is the most familiar and most competent. Arrange to accompany the individual as he/she participates in these activities to determine skills, relationships, supports, etc.	Part of second meeting		
<b>At second meeting:</b> <b>Step 12: Interview</b> the key people identified in Step 10 (e.g., relatives, teachers, support staff, friends, neighbors, etc.) to obtain more information about the job seeker's interests, support needs, successful support strategies and performance in various activities, as well as to identify community/business connections these individuals have.	3.25 hours		
<b>At second meeting:</b> <b>Step 13:</b> From the information gathered at the second meeting, identify several <b>typical activities</b> that the job seeker participates in successfully (volunteering, a favorite community activity, church, a familiar store, etc.) and arrange to participate with the job seeker as they engage in these activities to observe their performance, interests, connections and other important perspectives.	10 hours		
<b>Reminder:</b> While gathering information during Discovery, capture the person's skills, contributions and performance of tasks through written observational/interview notes and digital pictures/video clips. This will help you write the <i>Discovery Profile</i> and develop a <i>Visual Resume</i> as a tool for doing customized job placement.			
<b>At second meeting:</b> <b>Step 14:</b> From the information gathered in Step 11, accompany the individual as he/she participates in these activities to determine skills, relationships, supports, etc.	8.5 hours		
<b>At second meeting:</b> <b>Step 15:</b> Based on the job seeker's interests, determine an unfamiliar activity (preferably employment-related) that the job seeker hasn't tried before or a place the job seeker hasn't gone before and participate in this activity with the job seeker. Observe to obtain more information about support needs, reactions, attention to natural cues, etc. when the job seeker is in an unfamiliar or new situation.	4 hours		

<b>Step 16:</b> Return to job seeker's home, as needed, for additional information, unstructured conversation, observation and further interviews.	2.5 hours		
<b>Reminder:</b> While gathering information during Discovery, capture the person's skills, contributions and performance of tasks through written observational/interview notes and digital pictures/video clips. This will help you write the <i>Discovery Profile</i> and develop a <i>Visual Resume</i> as a tool for doing customized job placement.			
<b>Step 17:</b> Review files, memorabilia and records of past or current activities and services. Take notes and ask to borrow helpful pictures in order to copy them for inclusion in the <i>Discovery Profile</i> .	2 hours		
<b>Step 18:</b> Complete the remainder of the <i>Discovery Profile</i> report. Embed pictures or video clips at appropriate places.	6 hours		
<b>Step 19:</b> Provide a complete copy of draft <i>Discovery Profile</i> report to job seeker and family for their review, suggestions and approval.	2 hours		
<b>Step 20:</b> Finalize the <i>Discovery Profile</i> based on feedback from the job seeker and family. Submit the finalized <i>Discovery Profile</i> to the funder.	2 hours		

**Total:** 50 hours