|  |  |
| --- | --- |
| Name: | Person completing Discovery Record: |
| Phone:  Email: | Address: |
| VRS Counselor: | Persons living in the same home: |
| Case Manager, Legal Rep.: | Other Team Members: |
| Date of Birth: |  |

**Initial Meeting-**

**Date of initial meeting:**

**Summary of initial team meeting (share resources and visual resume):**

**Benefits Planning:**

**Which benefits is the job seeker receiving? (ie. SSI, SSDI, housing, food support, medical)**

**Who is reporting earnings?**

**Representative Payee (name, email, phone #):**

**Has a benefit analysis been completed or is it needed?**

**Who will complete a benefit analysis?**

**Home, Family, and Community-**

***(Initial Interviews-* *Begin with the Person’s home and/or family home)***

**Date of home observation:**

**Brief history (age/family/living situation & future plans/school status)-**

**Previous employers:**

**Observations of home, bedroom, property, belongings that seem relevant:**

**Hobbies, sports, collections, interests noticed during home visit:**

**Specific chores & tasks performed at the home:**

**What is important to the job seeker? (ethnic/cultural background, holidays, family time)**

**How does the job seeker communicate needs/wants/interests? How does the job seeker prefer people communicate with them?**

**Preferred learning style:**

**What characteristics does the job seeker value in others: (male/female, quiet/outgoing, etc.)**

**If correction is needed, how does the job seeker prefer to be corrected?**

**Rituals or routines:**

**Extra services and support needs to achieve goals: (Ie. Job coach fading plan, materials, equipment, assistive technology needs for success):**

**Current health & physiology concerns:**

**Activities, situations & locations that need to be avoided (balance between risk & opportunity):**

**Where does the job seeker frequent in their community?**

**Community resources (transportation options, neighbors of interest):**

**Community description and businesses near home (rural, urban):**

**Interviews of people important to the person-**

**Name/Relationship/Role:**



Date:

Interview details:



Date:

Interview details:



Date:

Interview details:



Date:

Interview details:



Date:

Interview details:

**Stop! Reflect! What additional needs, strengths and interests were identified?**

**Life activities: (Identify 5 places where the job seeker can be observed in activities that give context to their interests, skills, talents, endurance, stamina & choices, use descriptive writing, 4 familiar activities and 1 new activity)**



Date:

Observation of activity:



Date:

Observation of activity:



Date:

Observation of activity:



Date:

Observation of activity:



Date:

Observation of activity:

**Any further exploration needed?**

**Employment Profile (summarize information from discovery of job seeker)-**

**Ideal conditions of employment**:

**Strengths (skills, personality, contributions, tasks):**

**Interests:**

**Vocational/Community Engagement Themes: (not job titles, not business ideas, not activities)**

**Themes are broad areas of interest that depicts who the job seeker is and what motivates them.( Ie: Technology, not video game designer; Children, not daycare provider)**

**Identify 2 Themes:**

**1.**

**2.**

**Identify 3 places for each theme where people with similar themes work/interact:**

**Theme 1-**



**Theme 2-**



Of these 6 options, select 1 from each theme with the job seeker and arrange opportunities to tryout the theme areas. Theme testing notes, dates, attach list of questions generated by employment specialist and job seeker. Remember to use descriptive writing.

1. Option 1:       Date:

Theme testing notes (tasks performed, ideal conditions present):

Third party feedback:

Job seeker feedback:

1. Option 2:       Date:

Theme testing notes (tasks performed, ideal conditions present):

Third party feedback:

Job seeker feedback:

Are the themes identified still relevant?

Any new interests/skills/ideal conditions revealed?

Any further theme exploration or short job tryouts needed?

**List 2 Themes; List of 10 places where the job seeker and team’s networks lead us.**

**\*Developed prior to and finalized at the CEP meeting**

|  |  |
| --- | --- |
| **Theme 1:** | **Theme 2:** |
| **1.** | **1.** |
| **2.** | **2.** |
| **3.** | **3.** |
| **4.** | **4.** |
| **5.** | **5.** |
| **6.** | **6.** |
| **7.** | **7.** |
| **8.** | **8.** |
| **9.** | **9.** |
| **10.** | **10.** |

**\*Following CEP meeting update employment profile with new information. Please provide a meeting summary in this section as well as document the information the team compiled for each sheet.**

**CEP meeting summary (see guide):**

**Ground rules:**      

**Parking lot:**

**What the job seeker brings to a job (may include personal attributes)?**       **Ideal conditions for employment/needs:**

**Strengths/skills:**

**Interests:**

**Theme 1 tasks (no job titles):**

**Theme 2 tasks (no job titles):**

**Generated employment contact list:**

|  |  |  |
| --- | --- | --- |
| **Business name** | **Contact at business** | **Person providing contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**\*This concludes discovery\***

**\*Top 3 options from above are determined by the job seeker, team members and job developer. These 3 are where to start the job development plan.**

**TASK + IDEAL CONDITIONS + BUSINESS CONTACT = FIRST PLACE TO START JOB DEVELOPMENT**

**Job Seeker Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**