



Name: _____

TABS ID #: _____

FORM 8 - DISCOVERY REPORT

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Date Preliminary Report Completed: _____ Date Final Report Completed: _____

PURPOSE: Summarize information relevant to employment and analyze and synthesize this information to make recommendations for meeting the individual's career and vocational goals. The Discovery Report and recommendations must be completed then reviewed and approved by supported employment services management.

If job development is recommended, a job developer would use this to develop a job that matches the individual's skills and abilities. If other services are recommended, the support team can use the information to design services that will help the person achieve their vocational goals.

Assessment/Activity	Total Number of Hours
Review of File	_____
Interviews: Individual, Family, Friends	_____
Interviews: Support Staff	_____
Observed at Community Based Job/Volunteer	_____
Participated in Community Based Job/Volunteer	_____
Job Readiness/Career Exploration Activities	_____

REVIEW FILE

After reviewing the Review File WORKSHEETS, summarize the information by answering the following:

Diagnosis: _____ Full Scale IQ: _____

Reading Level: _____ Mathematical Skills: _____

Learning Style: _____

Adaptive Behavior Scale Information: _____



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Employment History:

Briefly summarize the person's paid employment history:

<u>Business Name</u>	<u>Date</u>	<u>Title</u>	<u>Reason for Leaving</u>

Noted behaviors that would impact employment:



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INTERVIEWS

After reviewing the Interview WORKSHEETS, summarize the information by answering the following:

Person's stated work preferences:

- 1. _____
- 2. _____
- 3. _____

Read through all interviews and select 5 things that would impact the person's ability to obtain or maintain employment (For example, family concerns, hygiene, likes, and dislikes):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Employment history and reasons why the person states they left the job or volunteer activity:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____



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PATHWAY TO EMPLOYMENT ACTION PLAN

Summarize the recommended volunteer/employment and career development activities in the Action Plan:

CAREER DEVELOPMENT ACTIVITIES

What career development activities did the individual complete (career assessments, job readiness classes, job shadowing, vocational classes, etc.)?

What skills and interests did the person gain from these career development activities?

What skills does the person need to improve or develop in order to be successful in employment?

Is the individual and family and support team in agreement with seeking employment? Are there any restrictions regarding hours/wages?



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COMMUNITY-BASED VOLUNTEER/WORK EXPERIENCES

After reviewing ALL of the WORKSHEETS for AT LEAST **FOUR** separate volunteer/work settings, answer the following questions. SUMMARIZE by selecting EIGHT DUTIES/TASKS from the WORKSHEETS and completing the rating scales.

*Level of Instruction Rating Scale – I-Independence, P-prompts, V-Verbal Instruction, PA-Physical Assistance

	Task/Duties	Level of Instruction*	Like or Dislike Task (L or D)	Quality (1-5-most precise)	Work Pace (1-5-fastest)	Estimated Percent of Independence
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						



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List 3 positive traits that would assist in obtaining and maintain employment:

- 1. _____
- 2. _____
- 3. _____

List 3 challenges that would hinder employment:

- 1. _____
- 2. _____
- 3. _____

CAREER AND VOCATIONAL PLAN - PHASE 1 (preliminary)

The SEMP Director/Manager should complete Column 1, 2, and 3 based on all of the information that they have read. The SEMP Director/Manager should meet with the individual to PRIORTIZE their Career Choices:

SKILLS/TALENT	Level of Interest (1-5 highest) Based on Experience	Met with Person to Prioritize (Yes or No)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____



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AFTER MEETING WITH THE PERSON and PRIORITIZING their CAREER CHOICES, select the top 2 careers and complete the following information:

CAREER 1: _____

a. General duties for this career:

- 1. _____
- 2. _____
- 3. _____

b. Where would these duties or tasks be performed within the local area?

- 1. _____
- 2. _____
- 3. _____

c. For this job, does the person have?

- | | | |
|--|------------------------------|-----------------------------|
| Required Physical Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Communication Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Interpersonal Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reading or Math Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Schedule Availability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Specific Prior Experience
(Work or Volunteer) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reasoning/Judgment Ability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ability to Perform Duty 1 (above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ability to Perform Duty 2 (above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ability to Perform Duty 3 (above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Transportation is available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Appearance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |



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d. What environmental factors are needed for this person to be successful on this job?

e. Natural supports that would be required:

f. Would a job need to be customized, if so in what area? _____

g. What percentage of the job could be performed independently? _____

h. Where might these jobs be available? List 5 places:

1. _____
2. _____
3. _____
4. _____
5. _____

Other comments related to person's potential employment in the career:



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CAREER 2: _____

a. General duties for this career:

- 1. _____
- 2. _____
- 3. _____

b. Where would these duties or tasks be performed within the local area?

- 1. _____
- 2. _____
- 3. _____

c. For this job, does the person have?

- | | | |
|--|------------------------------|-----------------------------|
| Required Physical Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Communication Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Interpersonal Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reading or Math Skills | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Schedule Availability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Specific Prior Experience
(Work or Volunteer) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reasoning/Judgment Ability | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ability to Perform Duty 1 (above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ability to Perform Duty 2 (above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Ability to Perform Duty 3 (above) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Transportation is available | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Appearance | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

d. What environmental factors are needed for this person to be successful on this job?



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e. Natural supports that would be required:

f. Would a job need to be customized, if so in what area?

g. What percentage of the job could be performed independently? _____

h. Where might these jobs be available? List 5 places:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Other comments related to person's potential employment in the career:

Completed by (print name): _____ Date: _____

Completed by (signature): _____ Agency Name: _____



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ACCES-VR

Date Sent: _____

After the Discovery Report is APPROVED by the SEMP Director, complete the REQUEST FOR ACCES-VR REVIEW FORM and attach this SECTION 8 - DISCOVERY REPORT (7 pages).

Pathway to Employment SERVICES SHOULD CONTINUE as planned. Once ACCES-VR recommendations are received, the services/activities can be adjusted to incorporate their suggestions to help further the individual develop vocational skills.

CAREER AND VOCATIONAL PLAN - PHASE 2 (final)

This section is should be completed AFTER you receive ACCES-VR recommendations.

Date Completed: _____

Based on the Discovery Process, I am recommending:

The person will not begin job development yet and will improve specific work skills related to their job interest through the following service(s):

List which specific work skills the person will develop: _____

- Community Pre Voc Day Hab Job Readiness Training Community Hab Other:

The person will not begin job development yet and will improve interpersonal skills through the following service(s):

List which interpersonal skills the person will develop: _____

- MH Supports Community Pre Voc Day Hab Job Readiness Training Community Hab Other:

The person is ready for job development and will be enrolled in the following employment service:

- ACCES-VR ETP SEMP Other:

Completed by (print name): _____ Date: _____

Completed by (signature): _____ Agency Name: _____

SEMP Management Approval: _____ Print Name: _____



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IMPLEMENTATION OF THE PHASE 2 (final) CAREER AND VOCATIONAL PLAN

Employment –Related Activity	List which services/program staff who will deliver this activity? (PV, DH, SEMP, ETP, ACCES-VR, Residential, Family, etc.).	Purpose of the Activity

Additional Comments: _____

Completed by (print name): _____ Date: _____

Completed by (signature): _____ Agency Name: _____

SEMP Management Approval: _____ Print Name: _____