

Section II. DISCOVERY SERVICES

A. IVRS initiates referral for Discovery services to Community Rehabilitation Provider (does not have to be face-to-face).

Communication to CRP and date of Discovery authorization: _____

B. VISIT TO HOME (coordinated by CRP)

Date of Home Visit/Community Description: (around 2 hours)

Attendees	Title/Role	Contact Information

Summary of Visit to Home/Neighborhood Observation:

Please fill out a Word Document labeled Section II Part B and attach it to the email along with this form detailing your observations of the client's home and neighborhood.

Number of hours used:

- List Social Security benefits received and amounts (Title II/SSDI \$ _____, Title XVI/SSI \$ _____)
- Assistive Technology? (check if not applicable ____)
 - Referred to IVRS, Easter Seals, etc.: _____ Date _____

C. INTERVIEW OTHERS (coordinated by CRP)

As an extension of the Home Visit, contact others from whom additional information may be needed to help answer the question, "*Who is this person?*" (between 1-3 hours)

Who?	Relationship/Why?	By When?

Summary of Interview Others:

Please fill out a Word Document labeled Section II Part C and attach it to the email along with this form detailing your interviews.

Number of hours used:



CRP emails **Summary of Visit to Home/Neighborhood Observation and Interview Others** information to IVRS Counselor, including recommendations for proposed Discovery Activities.

IVRS Counselor reviews **Summary** information within 48 hours. **IVRS** communicates with **CRP** to collaboratively determine meaningful and active Discovery activities.

D. DISCOVERY ACTIVITIES (coordinated by CRP)

Based on the interest, talents and skills of the job candidate, where should observations occur? CRP connects with IVRS Counselor and jc’s team to solidify Discovery activities listed below. (around 6 hours)

DISCOVERY ACTIVITIES are all about justifying what we want to find out about a person. The more information we capture will lead to the next step in their employment journey.

Questions to ask prior to deciding on a Discovery Activity:

1. What are we hoping to learn? What is the point of the proposed activity?
2. Is the activity task-based (that allows a person to demonstrate a skill OR learn a new skill)?
3. Is the activity meaningful (not just enjoyable)? Does it build on what we know about this person and is it something that will highlight their interests and skills?
4. Is the activity free of judgement so jobs in the person’s area of interest won’t automatically be eliminated if they cannot perform a certain during the Discovery Activity?

EXAMPLE:

Activity and location	With whom?	By When?	Why? Justification for activity
<i>Grandpa’s Woodshop</i>	<i>JC & Employment Specialist</i>	<i>January</i>	<i>JC has experience making toolboxes in high school and spends time working in Grandpa’s woodshop.</i>
<i>Volunteer at Habitat for Humanity</i>	<i>JC & Employment Specialist</i>	<i>February</i>	<i>JC can experience a new environment in which to display his skills and meet people of like interest.</i>

Summary of Discovery Activities

Please fill out a Word Document labeled Section II Part D and attach it to the email along with this form detailing the Discovery Activities. Include pictures if possible.

Number of hours used:

E. Discovery Team Meeting: *This page is completed by the CRP to discuss Discovery services/results at a team meeting they schedule. The CRP should detail their findings in sections 1. 2., 3. prior to this meeting. It should be noted that team members may have important information to add in any of these 3 sections at the team meeting. Section 4. is completed by the team at this meeting. Payment for Discovery services can be authorized once this form is completed by a CRP and submitted to IVRS.*

1. What are the needs or conditions necessary for this job candidate to be successful on a job in the community?

Needs/Conditions	Supports Necessary

2. What are the skills and contributions the job candidate demonstrates that are transferable for employment?

Skills and Contributions

3. Based on the information gathered from Discovery Activities, what are the job tasks this job candidate can do on a job? What businesses should be developed further? Employment opportunities discussed by team:

Tasks Observed/Performed	Career Possibilities to Explore

4. Identify next steps for continued employment services and who is responsible:

Decision(s)	Action(s)/Date	Party Responsible

Service provided:

Date(s) of service and hours worked each date:

Total number of hours worked:

CRP Signature:

CRP staff submit this form to IVRS with any narrative needed to document the provision of this service.

Any of the various employment services should be delivered one service at a time. If more time is needed after the initial Discovery activities have been provided, the team will discuss further services that may be needed to help determine a job candidate's interests, skills, contributions and conditions for employment.

These may include:

- Workplace Readiness
- Job Shadowing
- Career Exploration