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|  | **Tennessee Department of Human Services Vocational Rehabilitation Program**  **Customized Employment Discovery Report** |

**Client Name:**        **Date:**

**Agency Name:**

**Employment Specialist Name:**

**VR Counselor’s Name:**

**Supported Employment Case?**  **Yes**  **No**

**1.** **Client’s Identification Information**

a. Date of birth:

b. Address:

c. Phone:       Cell:       Other:

d. Additional agencies involved with the client:

e. Additional agencies involved with the family:

**2. Residential/Domestic Information**

**a**. **Family**

Spouse/significant other:

Length of relationship:

Current Employment:

**b. Extended family in local area:**

**c**. **Names, ages, relationships and employment of persons living in same home/residence:**

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| --- | --- | --- | --- |
| **Name** | **Age** | **Relation** | **Employment** |
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**d. Residential history:**

**e. Description of neighborhood:**

**f. Location of neighborhood in community:**

**g. Identify the transportation used by the participant and family (or staff):**

**h. List the general commercial (shopping, industry, or services) areas near home:**

**3. Education and Specialized Training History:**

1. **List Highest to lowest level of education:**

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| --- | --- | --- | --- |
| **School** | **Date** | **Degree or accomplishment** | **Reason if not completed** |
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**b. Identify any vocational classes, internships, special trainings, sheltered workshops:**

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| --- | --- | --- | --- | --- |
| **Identify class, internship, training** | **Date** | **Location** | **Special skills developed** | **Check if this was interesting** |
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**4. Work History (list from most recent)**

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| --- | --- | --- | --- | --- |
| **Business** | **Dates** | **Job title** | **Pay** | **Reason for leaving** |
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**5. Participant and Family**

1. **Brief summary based on Intake Interview:**

1. **Description of typical routines:**

1. **Family (or staff, as appropriate) supports:**

1. **Family (Staff) and Personal Responsibilities:**

1. **Physical and health related issues:**

**6. Educational Experiences**

1. **Overall Educational Experiences:**

1. **Academic Programming:**

1. **Community/Recreation Programming:**

1. **Vocational Experiences and Programming:**

**7. Employment and Related Activity**

1. **Informal work performed at home and for others:**

1. **Formal chores and responsibilities:**

1. **Entrepreneurial activities:**

1. **Internships, structured work experiences, sheltered work, volunteering:**

1. **Wage employment:**

1. **General areas of previous work interest:**

**8. Life Activities and Experiences**

1. **Friends and social group(s):**

1. **Personal activities, including hobbies, performed at home:**

1. **Family/friend activities, including hobbies, performed at home:**

1. **Personal activities, including hobbies, performed in the community:**

1. **Family/friend activities, including hobbies, performed in the community:**

1. **Specific events and activities that are of critical importance:**

**9. Description of Skills, Interests and Conditions in Life Activities**

1. **Domestic/Home skills:**

1. **Community participation skills:**

1. **Recreation/leisure skills:**

1. **Academic skills:**

1. **Physical fitness skills:**

1. **Arts and Talents:**

1. **Communication skills:**

1. **Social interaction skills:**

1. **Mobility skills:**

1. **Sensory skills: (sight, hearing, smell, touch)**

1. **Vocational skills:**

**10. Connections for Employment**

1. **Potential connectors in family (or staff, as appropriate):**

1. **Potential connectors among friends/neighbors and work colleagues:**

**c. Potential connection sites in community relationships:**

1. **Potential connections through clubs, organizations, or groups (such as church or school):**

1. **List of local employers (determined by proximity, relationships, interest areas, etc.):**

**11. Conditions for Success**

1. **General conditions for participant:**

1. **General conditions for family (or staff, as appropriate):**

1. **Conditions for task performance:**

1. **Instructional strategies:**

1. **Environmental conditions:**

1. **Supervisory strategies:**

1. **Supports needed for successful task performance:**

1. **Conditions to be avoided:**

**12. Interests toward an aspect of the job market**

1. **General personal interests:**

1. **General family interests (or staff, as appropriate):**

1. **Activities participant engages in without being expected to do so:**

1. **General areas of current work interest:**

1. **Specific areas of past work experience:**

**13. Contributions**

1. **Strongest positive personality characteristics:**

1. **Most reliable strengths regarding performance:**

1. **Best current and potential skills to offer to potential employers:**

**d. Credential training, certifications and recognized skills:**

1. **Possible sources for recommendations:**

1. **Resources/financial assets:**

**14. Challenges**

1. **Areas potentially needing matching to employment sites:**

1. **Areas potentially needing negotiation with local employers:**

1. **Physical/health restrictions:**

1. **Habits, routines, idiosyncrasies:**

1. **Challenges associated with disability/ need for accommodation & disclosure:**

1. **Financial issues:**

1. **Transportation issues:**

1. **Promising solutions: Current, past or potential:**

**15. Discovery Activity Log**

**#1 DISCOVERY (Target Time to Complete: 15-20 Hours)**

Date Discovery Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Projected Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_

Actual Completion Date: \_\_\_\_\_\_\_\_\_\_\_

Please record all hours spent on Discovery.

Notes on everything learned from Discovery Activities should be kept in the Discovery Binder you have been given.

Documenting your learning and experiences with photographs is also recommended, with approval of job seeker.

1. **Time spent in an initial meeting explaining Customized Employment, gaining overview information and completing paperwork. Tip: *Make sure the individual has support and lead time, as necessary, to complete the information called for in this meeting.***

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| --- | --- | --- | --- | --- |
| Date | Who was present? | Location – Office or Alternative location | Person’s conducting the meeting | Total time: (including travel) |
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1. **TIME SPENT VISITING THE PERSON’S HOME and Neighborhood. Tip: *Make sure the individual and family understand this is not a “home visit” from a monitoring entity but rather a “visit to the person’s home” with their permission.***

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| Date | Who was present: | Location – Home or Alternative location | Person’s conducting the visit | Total time: (including travel) |
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**SUGGESTED VISITS: *2 – 4 visits to the person’s home during discovery***

1. **TIME SPENT INTERVIEWING PERSONS WHO KNOW THE INDIVIDUAL Tip*: Interview both the person of concern and those who know the person best and most positively***

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| --- | --- | --- | --- | --- |
| Date | Who was interviewed: | Location (or if done by phone, note this) | Person Conducting the Interview: | Total time: (including travel) |
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**SUGGESTED INTERVIEWS: *2-3 interviews each with people who know the person without a pay relationship and those who are paid to provide services.***

1. **TIME SPENT WITH JOB SEEKER / OBSERVATION Tip: *Include observations in places job seeker is most familiar with and doing things that job seeker routinely does***

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| Date | Describe Activity and Location: | Person observing: | Total time: (including travel) |
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**SUGGESTED OBSERVATIONS: *4 – 8 observations of the individual during the performance of typical life activities***

1. **TIME SPENT WITH JOB SEEKER /PARTICIPATION Tip: *Include spending time in places job seeker is most familiar with and observing job seeker doing things that job seeker routinely does***

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| --- | --- | --- | --- |
| Date | Describe Activity and Location: | Person Participating: | Total time: (including travel) |
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**SUGGESTED PARTICIPATION ACTIVITIES: *4 – 8 activities with the individual during the performance of typical life activities***

1. **PARTICIPATION IN FAMILIAR AND NOVEL ACTIVITIES Tip: *These should be among the last aspects of discovery. Make sure the individual and family are included in targeting these activities. 1 – 2 each.***

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| --- | --- | --- | --- | --- | --- |
| Date | Activity performed | Location | Familiar or Novel | Person Conducting the Interview: | Total time: (including travel) |
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**SUGGESTED ACTIVITIES: *1 – 2 activities each, starting with familiar settings where the person is most familiar and competent and ending with novel settings/situations that fit with the person, but where they have never been***

1. **TIME SPENT IN RECORDS REVIEW Tip: *This activity should be final aspect of the overall Discovery process***

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| --- | --- | --- | --- |
| Date | Describe Record(s) Reviewed: | Person doing review: | Total time: |
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**SUGGESTED REVIEW MATERIALS: *Permanent files from school, VR and other services, scrapbooks, memorabilia, examples of past work, reports, etc.***

**IF A DISCOVERY MEETING HELD: WHEN?**       **HOW MANY ATTENDED?**      

**HOW LONG?**

**TOTAL TIME SPENT ON DISCOVERY:**

**Reflections on experience of completing Discovery process:**

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Signature of CRP Staff Date