



Discovery Report

Customer Name:

Date:

CRP Agency Name:

Employment Specialist Name:

VR Counselor Name:

Supported Employment Case? Yes No

1. Customer’s Identification Information

a. Date of birth:

b. Address:

c. Phone:

Cell:

Other:

d. Additional agencies involved with the customer:

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:

Name	Age	Relation	Employment



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:

a. List highest to lowest level of education:

School	Date	Degree or accomplishment	Reason if not completed

b. Identify any vocational classes, internships, special trainings, sheltered workshops:

Identify class, internship, training	Date	Location	Special skills developed	Check if this was interesting



4. Work History (list from most recent)

Business	Dates	Job title	Pay	Reason for leaving

5. Participant and Family

a. Brief summary based on Intake Interview:

b. Description of typical routines:

c. Family (or staff, as appropriate) supports:

d. Family (Staff) and personal responsibilities:

e. Physical and health related issues:

6. Educational Experiences

a. Overall Educational Experiences:

b. Academic Programming:

c. Community/Recreation Programming:

d. Vocational Experiences and Programming:



7. Employment and Related Activity

- a. **Informal work performed at home and for others:**

- b. **Formal chores and responsibilities:**

- c. **Entrepreneurial activities:**

- d. **Internships, structured work experiences, sheltered work, volunteering:**

- e. **Wage employment:**

- f. **General areas of previous work interest:**

8. Life Activities and Experiences

- a. **Friends and social group(s):**

- b. **Personal activities, including hobbies, performed at home:**

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

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

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



f. Specific events and activities that are of critical importance:

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

a. Domestic/Home skills:

b. Community participation skills:

c. Recreation/leisure skills:

d. Academic skills:

e. Physical fitness skills:

f. Arts and Talents:

g. Communication skills:

h. Social interaction skills:

i. Mobility skills:

j. Sensory skills: (sight, hearing, smell, touch)

k. Vocational skills:

10. Connections for Employment

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



b. Potential connectors among friends/neighbors and work colleagues:

c. Potential connection sites in community relationships:

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

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

11. Conditions for Success

a. General conditions for participant:

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

c. Conditions for task performance:

d. Instructional strategies:

e. Environmental conditions:

f. Supervisory strategies:

g. Supports needed for successful task performance:

h. Conditions to be avoided:



12. Interests toward an aspect of the job market

- a. **General personal interests:**

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

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

- d. **General areas of current work interest:**

- e. **Specific areas of past work experience:**

13. Contributions

- a. **Strongest positive personality characteristics:**

- b. **Most reliable strengths regarding performance:**

- c. **Best current and potential skills to offer to potential employers:**

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

- e. **Possible sources for recommendations:**

- f. **Resources/financial assets:**

14. Challenges

- a. **Areas potentially needing matching to employment sites:**



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- b. Areas potentially needing negotiation with local employers:**

- c. Physical/health restrictions:**

- d. Habits, routines, idiosyncrasies:**

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

- f. Financial issues:**

- g. Transportation issues:**

- h. 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.

A) 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.*

Date	Who was present?	Location – Office or Alternative location	Person’s conducting the meeting	Total time: (including travel)



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B) Time spent visiting the customer’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.*

Date	Who was present?	Location – Home or Alternative location	Person’s conducting the visit	Total time: (including travel)

SUGGESTED VISITS: 2 – 4 visits to the person’s home during Discovery



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C) Time Spent Interviewing persons who know the customer. Tip: Interview both the customer and those who know the person best and most positively.

Date	Who was interviewed?	Location (or if done by phone, note this)	Person Conducting the Interview:	Total time: (including travel)

SUGGESTED INTERVIEWS: 2-3 interviews each with people who know the person without a pay relationship and those who are paid to provide services.



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D) Time spent with customer/Observation. Tip: *Include observations in places the customer is most familiar with and doing things that the customer routinely does.*

Date	Describe Activity and Location:	Person observing:	Total time: (including travel)

SUGGESTED OBSERVATIONS: 4 - 8 observations of the individual during the performance of typical life activities



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E) Time spent with customer/Participation. Tip: *Include spending time in places job seeker is most familiar with and observing job seeker doing things that job seeker routinely does*

Date	Describe Activity and Location:	Person Participating:	Total time: (including travel)

SUGGESTED PARTICIPATION ACTIVITIES: 4 - 8 activities with the customer during the performance of typical life activities



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F: Participation in familiar and novel activities. Tip: *These should be among the last aspects of Discovery. Make sure the customer and family are included in targeting these activities. 1 – 2 each.*

Date	Activity performed	Location	Familiar or Novel	Person Conducting the Interview:	Total time: (including travel)

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 customer, but where they have never been



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G) Time spent in records review. Tip: *This activity should be final aspect of the overall Discovery process*

Date	Describe Record(s) Reviewed:	Person doing review:	Total time:

SUGGESTED REVIEW MATERIALS: *Permanent files from school, VR and other services, scrapbooks, memorabilia, examples of past work, reports, etc.*

IF A DISCOVERY MEETING WAS HELD: WHEN?

WHO ATTENDED?

HOW LONG?

TOTAL TIME SPENT ON DISCOVERY: _____

Reflections on experience of completing Discovery process:

 CRP Staff Signature

 Date