BEYOND DISCOVERY

INNOVATIONS IN EMPLOYMENT SUPPORTS

Eleversity
NEXT-LEVEL WORKFORCE EDUCATION

WEBINAR EXPECTATIONS

RESPONSIBILITY FOR ATTENDANCE

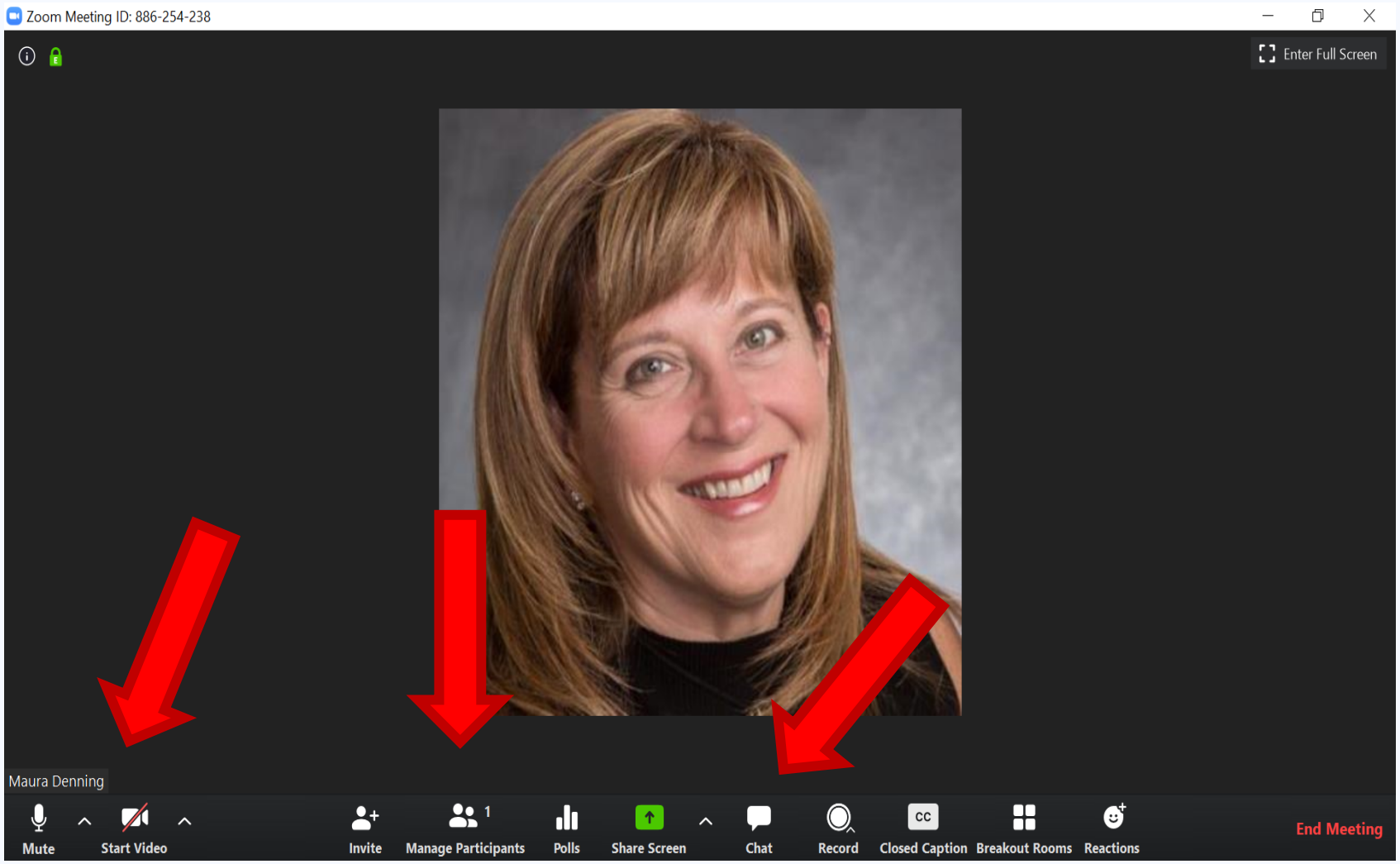
RESPONSIBILITY FOR PARTICIPATION

DISTANCE LEARNING PROTOCOL

1. You are expected to be on-time for an online training just like an in-person training. It is best to join the room a few minutes early so you can address any technical issues should they arrive.
2. Ensure you are in an environment free from distraction. Close your work email application so you will not be distracted by email notifications.
3. Follow any instructions given by the trainer regarding attendance so you can receive credit for the class. This may include filling out an evaluation after the session.
4. Innovations credit will not be given until you have completed all sessions of the training.

DISTANCE LEARNING PROTOCOL

5. You must be able to attend all sessions of the scheduled training to receive credit. For example, if it is a two-part course and you only attend one part, you will need to register for the course at a later date and attend both parts in order to receive credit.
6. Participation in polling questions and chat box discussions is required.
7. Please cancel your registration if you are unable to attend the webinar so you are not marked as a "no-show".
8. Each registered student should use their own device to participate in the webinar so Innovations staff can accurately account for who attended. Multiple students should not participate using the same computer.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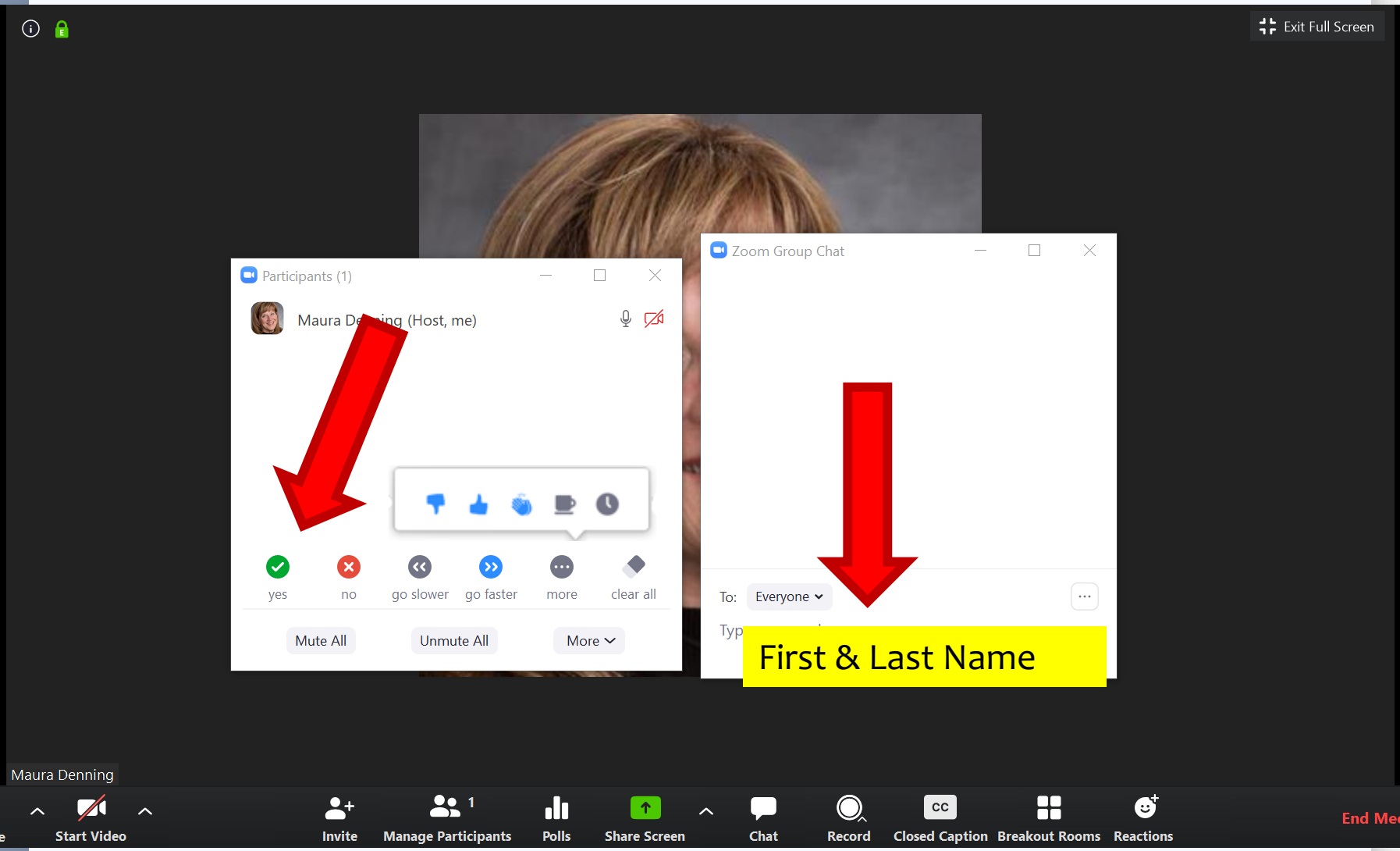
Enter Full Screen
Maura Denning
Mute
Start Video
Invite
Manage Participants
1
Polls
Share Screen
Chat
Record
CC
Closed Caption
Breakout Rooms
Reactions
End Meeting


Exit Full Screen
Participants (1)
Maura Denning (Host, me)
yes
no
go slower
go faster
more
clear all
Mute All
Unmute All
More
Zoom Group Chat
To:
Everyone
First & Last Name
Maura Denning
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Polls
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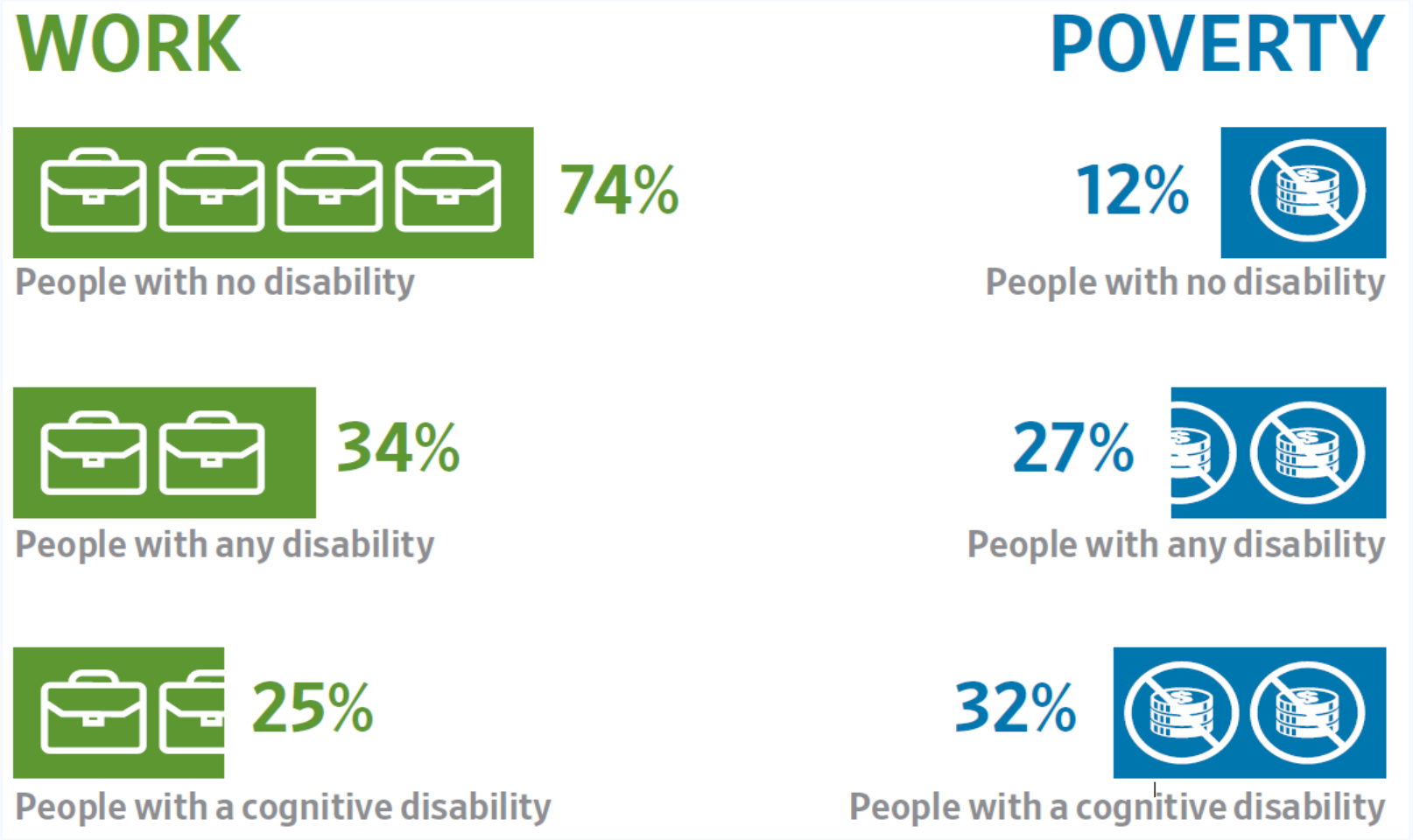
WHY?



Data Source: American Community Survey, 2016

TODAY…

Purpose: To learn how to use information from the Discovery Report to determine the next step in the employment journey

Process: Discussion, practice and application

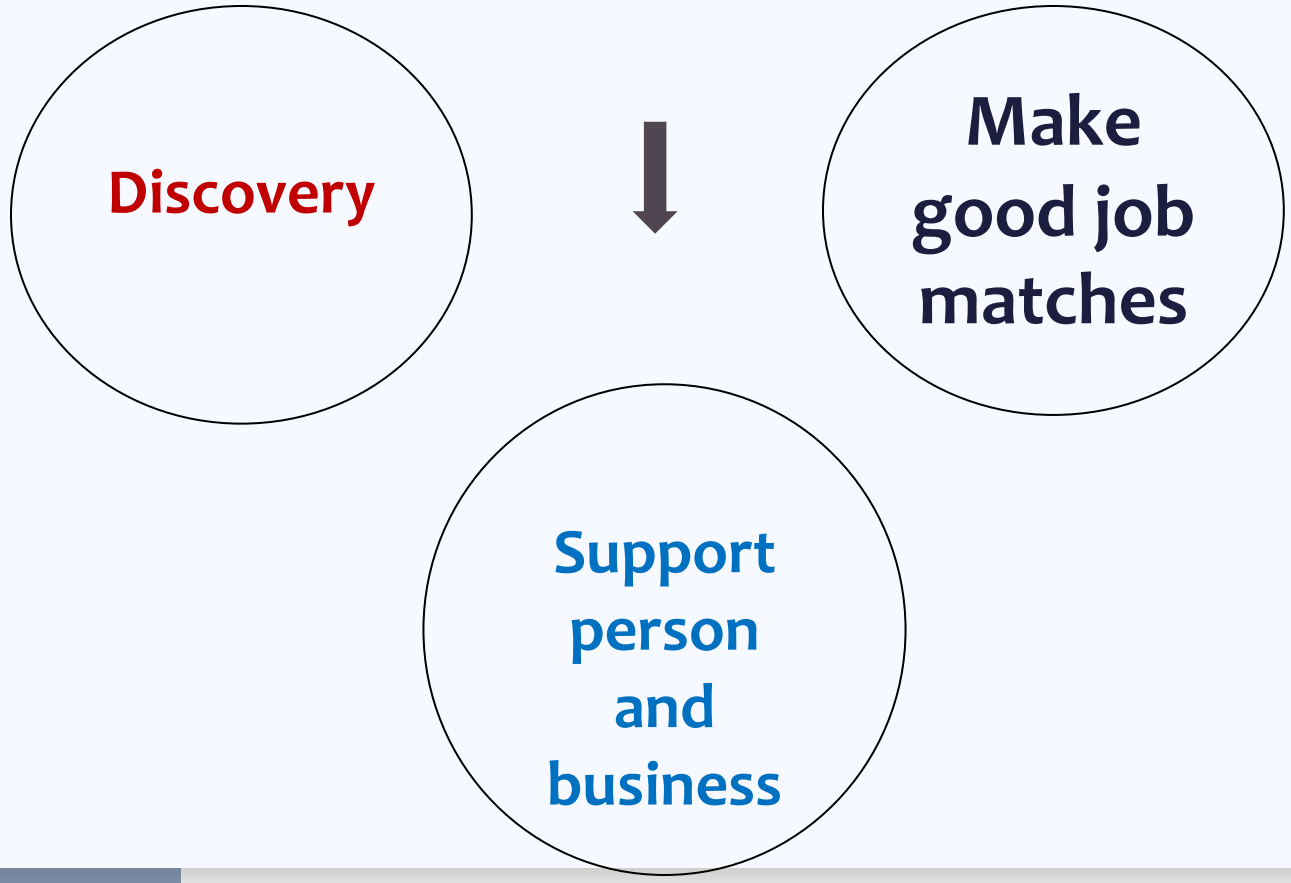
Payoff: Connects Discovery to Job Development
Clarifies direction if Job Development isn't next

POLL QUESTION

Agenda

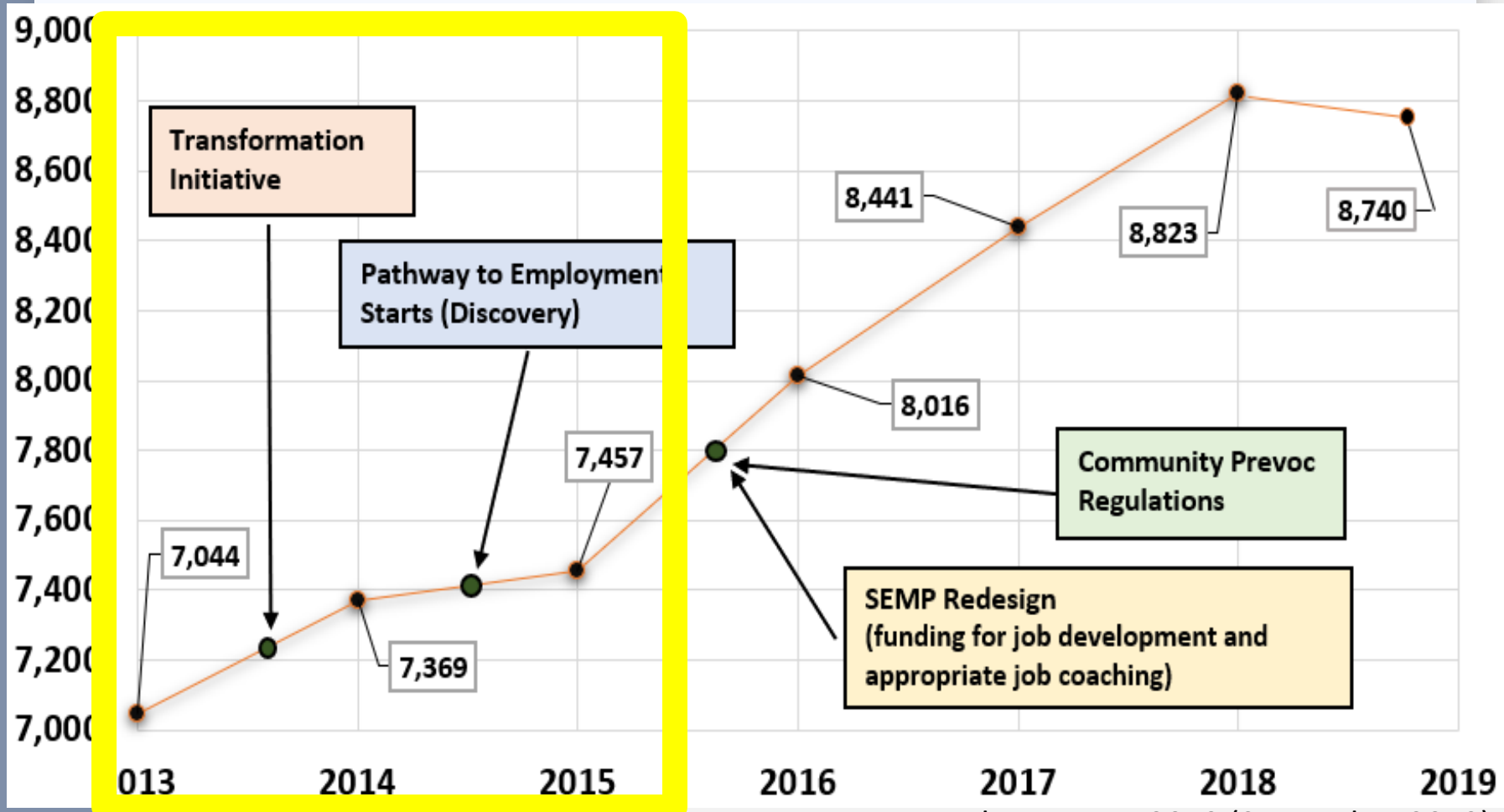
1. Basic Employment Information
2. The Discovery Report
3. The Vocational Development Plan
4. The Job Development Plan
5. Next Steps

WHAT ARE WE TRYING TO DO?



OPWDD Supported Employment

Number of Individuals in Competitive Employment 2013-2019



*All numbers represent December, except 2019 (September 2019)

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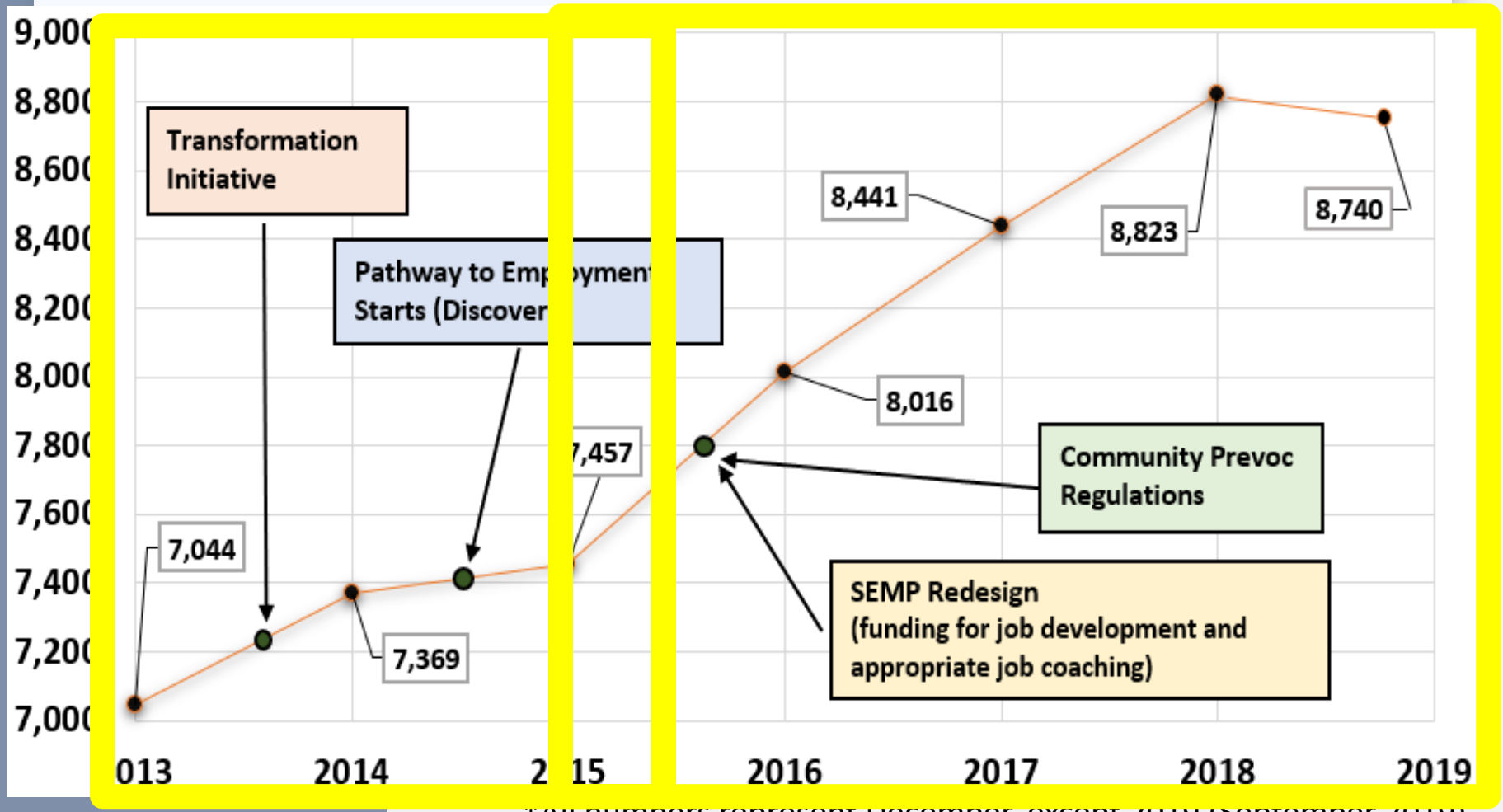

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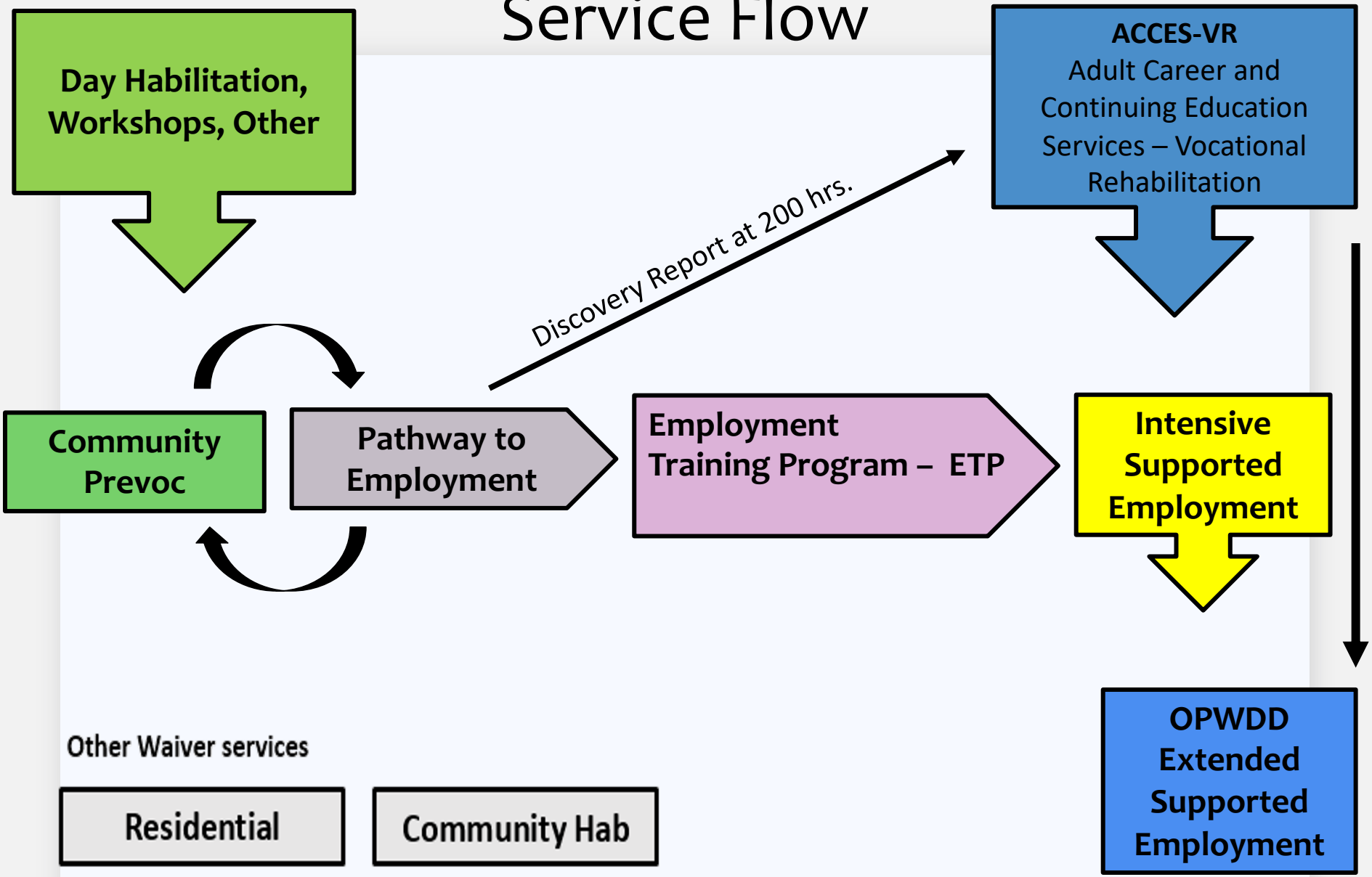
Service Flow



Discovery:
Community Prevoc
Pathway
ETP
Not Job Development
Job Development
Planning: Vocational Development Plan
Planning: Job Development Plan
YOU ARE HERE
Other Services
Job Development
Placement
Intensive Job Coaching
Extended Job Coaching

Discovery:
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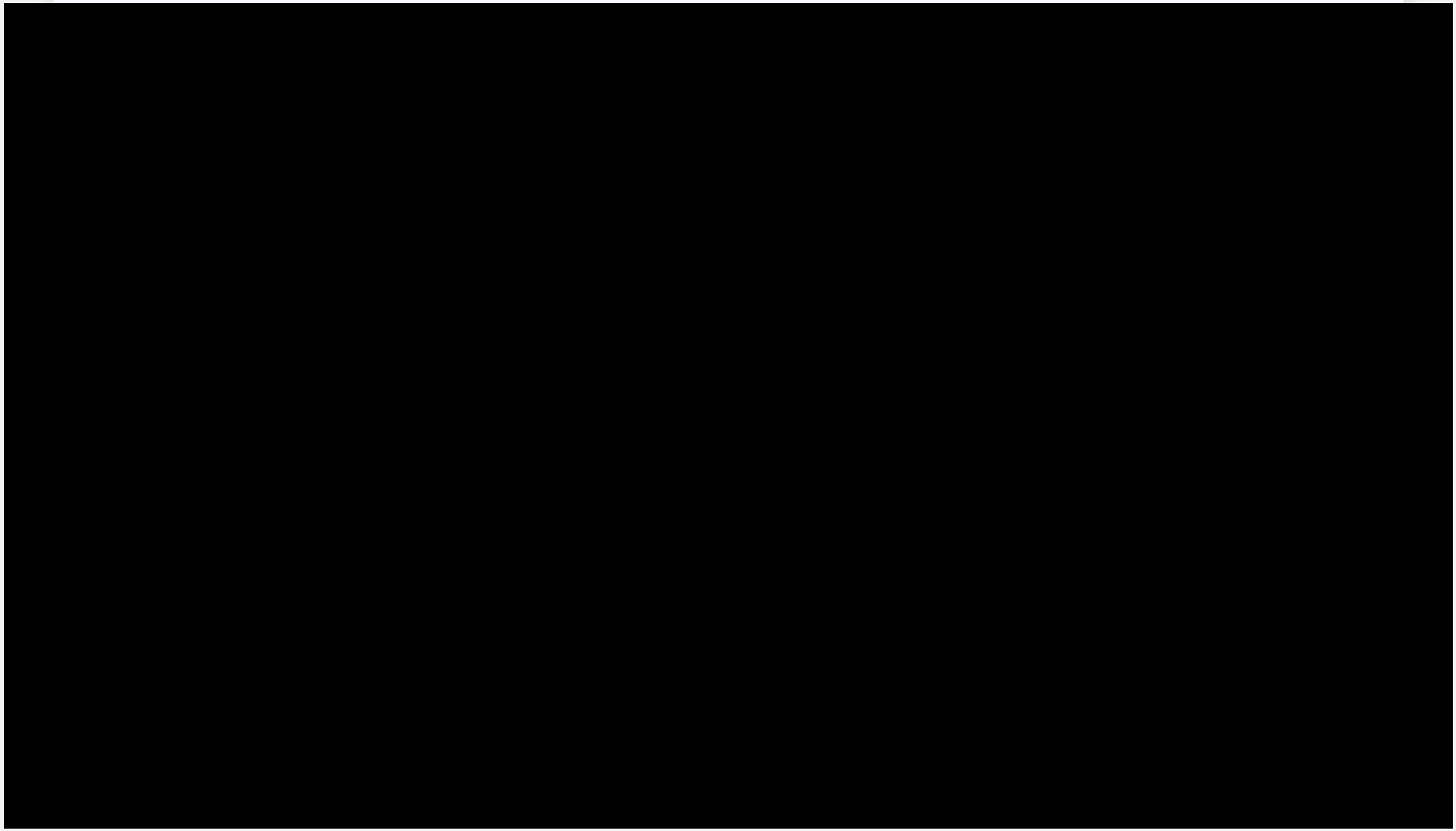
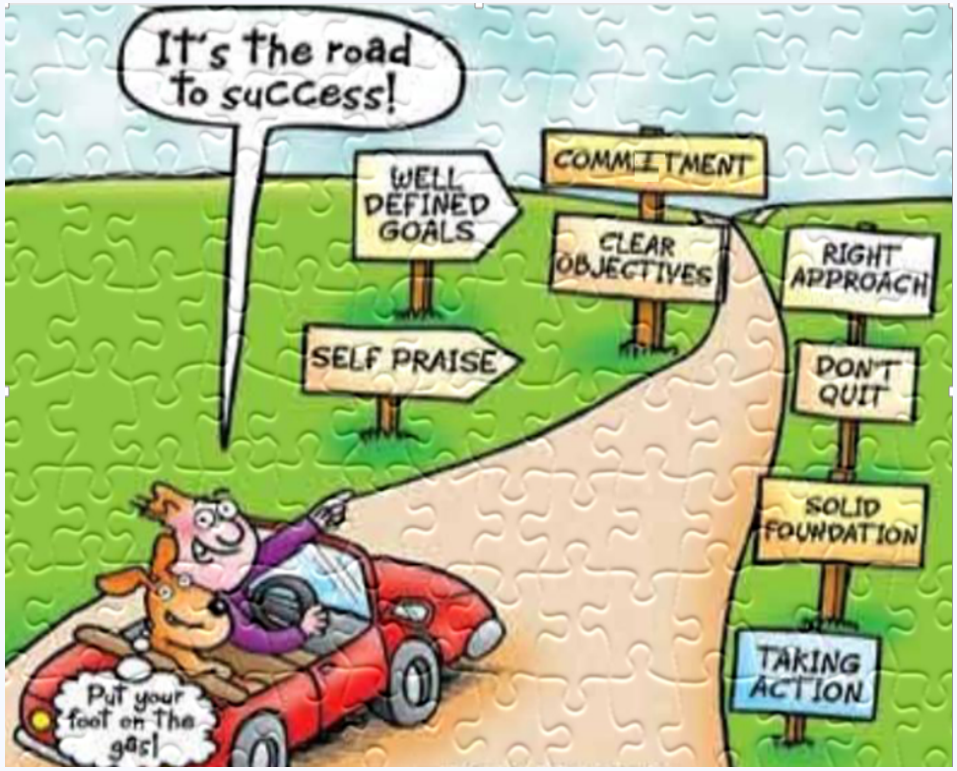
“Blank Canvas”



The Discovery Report

Purpose of Discovery:

- Improves job matches
- Creates allies
- Impacts vocational and job planning
- Identifies needed services



The Discovery Report

What did you notice & wonder?

POLL QUESTION

The Discovery Report

- Minimum vs Recommended hours
- New Activities

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EMPLOYMENT TRAINING PROGRAM

DISCOVERY REPORT

Name: _____ *TABS ID #:* _____

SEMP Agency: _____ ***DDRO:*** Choose One

Date Discovery Started: _____ Date Report Completed: _____

PURPOSE: To gather information relevant to employment and analyze and synthesize this information into a recommendation for meeting the individual's career and vocational goals. Discovery through **Exposure, Exploration Experience, Evaluation, Education, and Empowerment** will also prepare the individual for competitive employment.

The Discovery Report and recommendation must be completed and then **reviewed and approved by your supported employment services management**. After the Discovery Report has been reviewed and approved by your Supported Employment Manager, please forward it to the ETP Supervisor.

If job development is authorized by the ETP Supervisor, a Job Developer can use this information to develop a job that matches the individual's skills and abilities. If other services are recommended, the support team can use this information to coordinate services that will help the individual achieve their employment goals.

DISCOVERY ACTIVITY	MINIMUM EXPECTED HOURS	RECOMMENDED HOURS	ACTUAL HOURS PROVIDED
Review of Records	4	4-6	____
Interviews of the Individual, Support Staff, Family, and Friends	4	6-8	____
2 Observations of the Individual	4	6-8	____
Individualized Assessment Site Development	2	2-6	____
2 Community-Based Experiences / Situational Assessments (min 12 hours each)	24	24-40	____
Discovery Report Findings	1	1-2	____
Career Research	2	4-6	____
Recommendation, Review, and Approval	1	1-2	____
Other (Communication, Travel Time, Documentation, Planning Meetings)	13	15-25	____
TOTAL	55	65-90*	____

**Additional hours may be authorized by an ETP Supervisor if justified.*

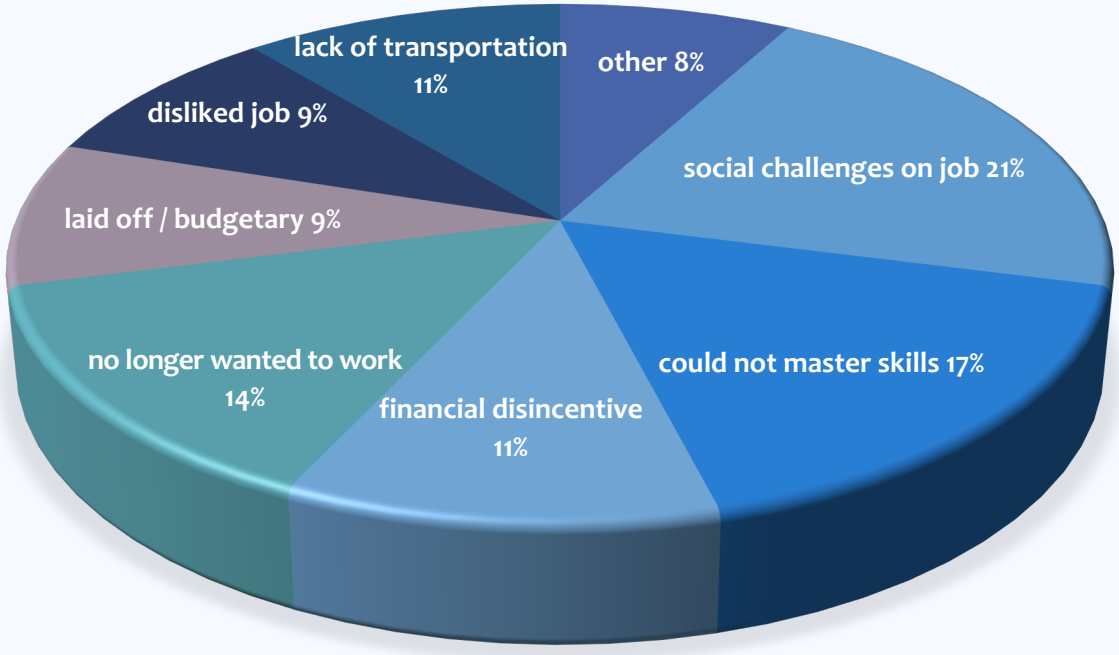
THE DISCOVERY REPORT

Important elements to look for:

- What tasks can they do?
- What are their skills and strengths?
- What are the specific career directions the person would like to pursue?
- Does the person have any safety restrictions that need to be considered/evaluated?
- What kind of environment will work best for the person?
- Were any accommodations identified?

Reasons People Lost Their Jobs

Have solutions to these issues been identified in the Discovery process?

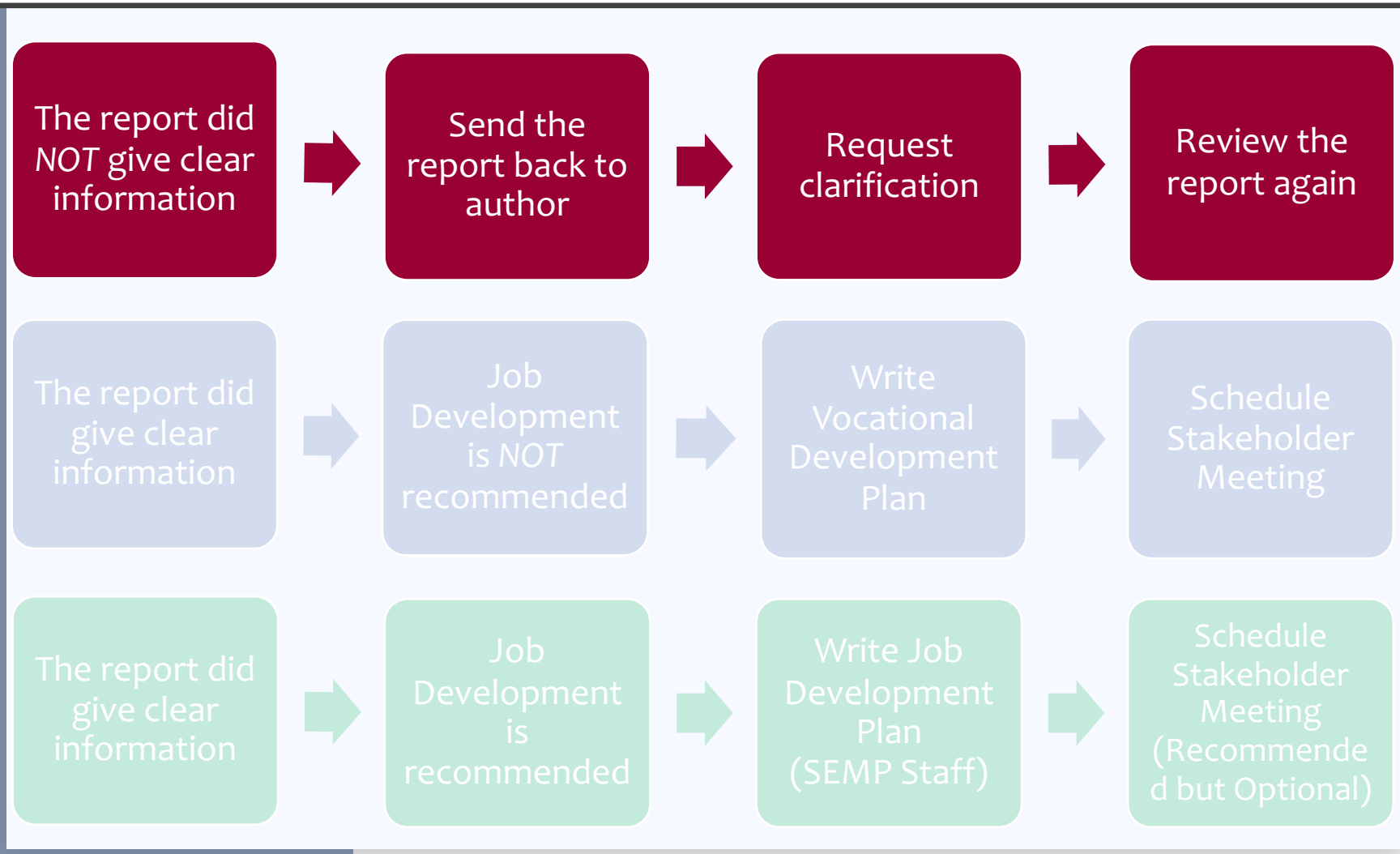


Data from self/agency reported reasons leaving job 2012-2015

OUTCOME OF THE REPORT

Person focused • Outcome driven • Well written

DISCOVERY REPORT OUTCOMES



DISCOVERY REPORT OUTCOMES

DISCOVERY REPORT OUTCOMES

Office for People With Developmental Disabilities

EMPLOYMENT TRAINING PROGRAM

DISCOVERY REPORT

Name: _____ *TABS ID #:* _____

7. RECOMMENDATION

PURPOSE: To provide a recommendation of the next steps the individual may need to make vocational progress. The recommendation must consider key information discovered and recorded about the individual in all sections of the Discovery Report. The ETP Supervisor requires a complete justification for approval.

INSTRUCTIONS: Choose one of the two options below and complete the corresponding section if applicable. The ETP Supervisor will review the ETP Discovery Report, provide feedback, and notify the SEMP Agency if additional situational assessments or other revisions to the report are needed.

☐ **The individual is NOT recommended for Job Development for competitive employment in the community.**

If the ETP Supervisor agrees with the recommendation that the individual is not ready for Job Development, they may request a Vocational Development Plan and a Circle of Support meeting to help develop the next steps for the individual.

OR

☐ **The individual is recommended for Job Development for competitive employment in the community.**

I am recommending the following 2 careers **as determined by Career Research and approved by the individual.** If Identified Career Options do not match the individual's preferences, I have discussed this with the individual. Date of Meeting: _____

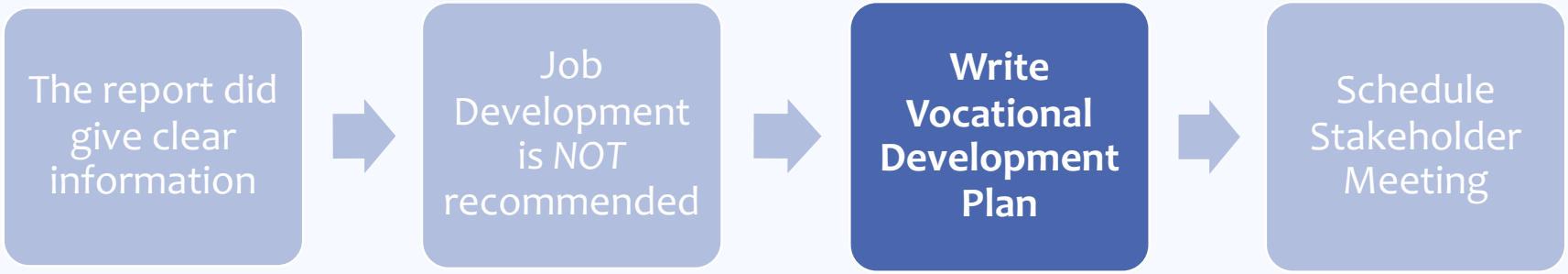
1. _____
2. _____

If the ETP Supervisor agrees with the recommendation of Job Development, they will request a Job Development Plan prior to approval.

Do not begin ETP Job Development without the written approval of an ETP Supervisor.

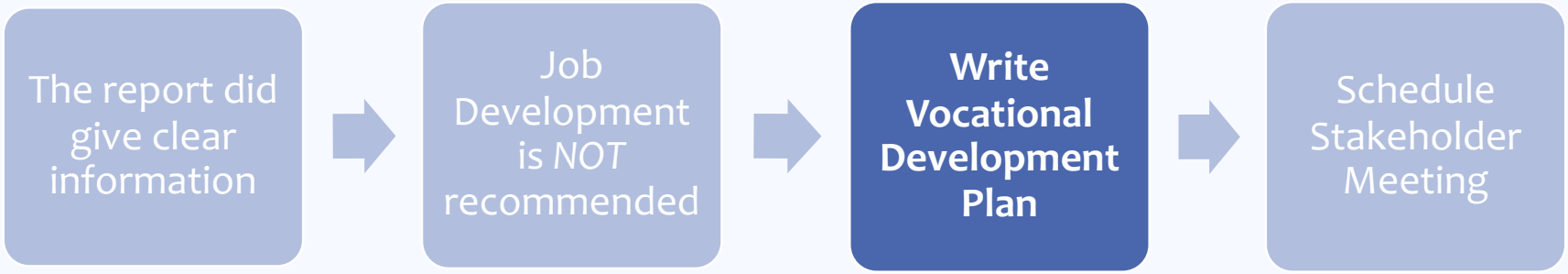
Where does Discovery lead us?

THE VOCATIONAL DEVELOPMENT PLAN



PURPOSE: To consolidate information gathered during Discovery and create a plan for the next steps to assist the individual to build independence and develop employment skills. The plan is meant to be shared with the individual's current and future supports. This information should highlight the positive attributes and describe specific vocational challenges identified during Discovery.

THE VOCATIONAL DEVELOPMENT PLAN



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THE VOCATIONAL DEVELOPMENT PLAN

Consolidates information from Discovery to create a plan that assists the individual with building independence and developing employment skills.

The plan:

- Justifies non-Job Development goals
- Prepares staff for hard conversations
- Might be written by ETP Supervisor or staff who completed Discovery

CREATING A PLAN

Discuss the steps * Set expectations * Set SMART Goals

DISCOVERY REPORT SUMMARY

THE VOCATIONAL DEVELOPMENT PLAN

Office for People With Developmental Disabilities

EMPLOYMENT TRAINING PROGRAM

Vocational Development Plan

Name: _____ *TABS ID #:* _____

The following services are being recommended:

☐ Community Habilitation ☐ Community Pre-Voc ☐ Pathway to Employment

☐ Day Habilitation ☐ Recreation ☐ Other (list below):

_____

Summarize the positive attributes observed during Discovery:

Summarize the reason(s) that Job Development is not being recommended at this time:

Check off the challenge areas that were identified during Discovery:

☐ General Workplace Independence ☐ Physical / Medical / Mental Health

☐ Stress Management ☐ Communication

☐ Social Interactions / Relationships ☐ Focus / Attention to Task

☐ Productivity / Work Pace ☐ Safety / Environmental Awareness

☐ Transportation Resources ☐ Personal Grooming / Hygiene

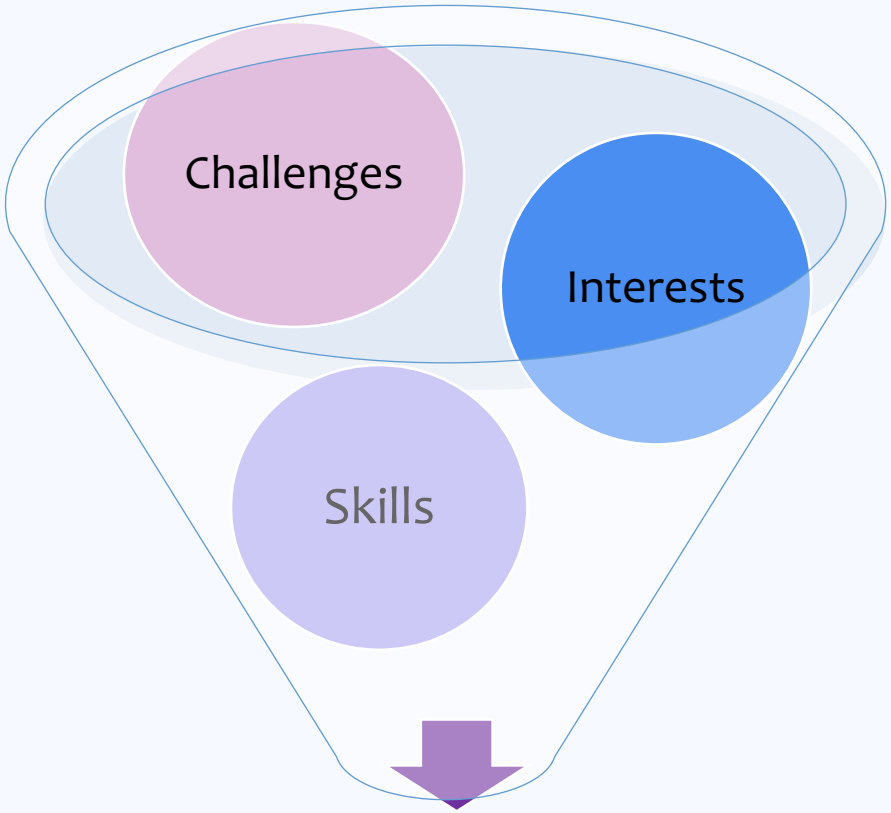
☐ Attendance / Punctuality / Time Management ☐ Initiative / Motivation to Work

☐ Other (specify): _____

STAKEHOLDER MEETING

(AFTER VOCATIONAL DEVELOPMENT PLAN HAS BEEN WRITTEN)

Discovery Information



Action Plan

WHO ATTENDS THE STAKEHOLDER MEETING?

Person Receiving Services

Who can help implement the Action Plan?

Family

Funding Partners

Friends

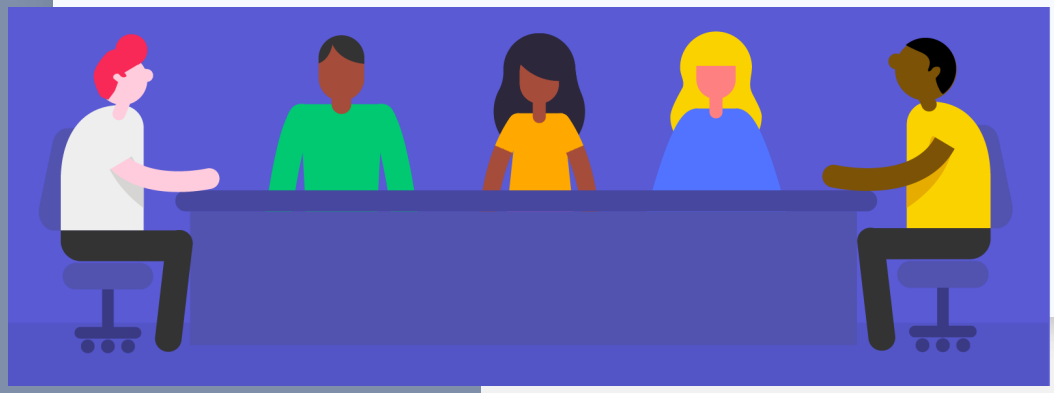
Allies

Paid Professionals

Anyone else?

THE STAKEHOLDER MEETING

- Communicates Discovery findings to stakeholders
- Explains non-Job Development direction
- Outlines a plan for moving forward
- Sets goals with timeline for re-evaluation



STAKEHOLDER MEETING ACTIVITY

Use the information from the sample Vocational Development Plan

Roles:

1. Person Receiving Services
2. Discovery staff who wrote Vocational Development Plan
3. Parent (not happy about non-Job Development goal)

Now that you have all this new information:

1. What is 1 thing you learned today that you can use right away in your job?

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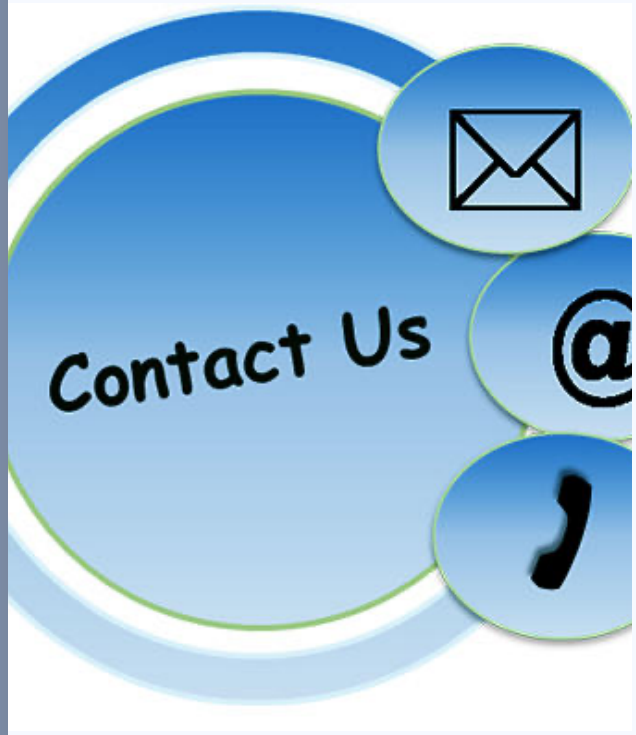
NEXT-LEVEL WORKFORCE EDUCATION



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