

DISCOVERY REVIEW WORKSHEET

Individual Name:

Agency Name:

Date Discovery Reviewed:

Reviewer Name:

Discovery Completed (# months):

If Discovery was not completed within recommended time, please explain reason(s):

The purpose of this review tool is to assist managers when reviewing the Discovery/Career Plan for quality, comprehensiveness, and completion. It also allows the manager to identify any areas where staff may need training to assist them in completing quality Discovery Reports.

You will receive this review worksheet if the ETP Supervisor has identified any concerns with a submitted Discovery. Please work with your staff to address the questions and concerns and return the updated Discovery. You may also use this tool internally to review Discoveries before they are sent to OPWDD.

REVIEW OF RECORDS: Completed Satisfactorily Not Completed Satisfactorily

1. Was each section completed fully and comprehensively?
2. Are all interpersonal, physical, medical, behaviors, and safety challenges described?
3. Is there a comprehensive review of the individual's past or present work or volunteer experiences (including other programs and school)?
4. Do school records provide a description and level of support received during participation in school?
5. Did the staff discuss the potential effects of wages on the individual's benefits and if so, was a person identified to assist the individual with reporting wages?
6. Upon review of all records, do you have a clear understanding of the cognitive abilities of the person (i.e.: learning style, etc.)?

INTERVIEWS OF THE INDIVIDUAL, SUPPORT STAFF, FAMILY, AND FRIENDS:

Completed Satisfactorily Not Completed Satisfactorily

7. Was there a good representation of interviews with family, friends, and support staff from each service they receive completed?
8. Do the interviews describe work preferences of the individual and the perceived work preferences by family/friends and support staff?
9. Do the interviews have a detailed discussion of how independent the individual is in the community or any concerns regarding safeguards?
10. Do the interviews have a clear description of things that would impact the individual's ability to obtain or maintain employment (behavioral, medical, social, benefits, hygiene, environmental, etc.)?

OBSERVATIONS: Completed Satisfactorily Not Completed Satisfactorily

11. Was each section completed fully and comprehensively?
12. After reading the description of what tasks the individual successfully completed during the observations what was the level of support needed to successfully complete these tasks?
13. Is there a detailed description of any observed challenges/concerns regarding physical limitations, dress and hygiene, interactions/communication with others, etc.
14. Do the observations describe the individual's level of engagement or what motivated or demotivated the person?
15. Do the observations describe behaviors or skills that would be transferrable to employment?

COMMUNITY-BASED EXPERIENCES / SITUATIONAL ASSESSMENTS:

Completed Satisfactorily Not Completed Satisfactorily

16. Was the required number of work experiences completed and were they relevant to the individuals' preferences identified in previous sections?
17. Did all work experiences in the community include typical work tasks and were clearly described?
18. If there were concerns regarding the individual's hygiene/grooming per site expectations, were they noted in the Discovery?
19. Is there a detailed description of the individual's interpersonal, communication skills and challenges and how they would impact employment?
20. Is there a detailed description about the individual's response to supervision/coaching/requests from others?
21. Is there a detailed description of whether the individual had any limitations with the required academic skills (reading/math)?
22. Is there a detailed description of whether the individual had any stamina, physical or medical concerns related to performing work tasks?
23. Is there a detailed description of what environmental factors are most important for the individual's success at each assessment site?

DISCOVERY REPORT FINDINGS: Completed Satisfactorily Not Completed Satisfactorily

24. Are the findings consistent with ALL the information gathered throughout the Discovery?
25. Were the strength and support needs connected to the vocational/employment goals for the individual?
26. Has all the information in this section been completed with a good description?

27. Were transportation options and challenges fully assessed and described?

28. Has there been a discussion regarding the persons availability to work to be realistic and flexible to meet the needs of the business?

CAREER RESEARCH: Completed Satisfactorily Not Completed Satisfactorily

29. Do the recommended careers have a corresponding community-based experience and been researched in ONET?

30. Are there descriptions of the job duties/responsibilities from each ONET career researched AND are individual's skills and abilities discussed using information gathered in this Discovery (i.e.: seen in a situational assessment or observation, learned in an interview, etc.)?

RECOMMENDATION: Completed Satisfactorily Not Completed Satisfactorily

31. Is the recommendation consistent with the Discovery findings?

32. Was the Discovery Report reviewed for content, quality, and accuracy is attested to and signed by the SEMP/Employment Manager?

33. Did the staff meet and/or confer with the individual and their support team to review the Discovery and discussed whether the person is ready for job development or needs to develop additional vocational skills/experiences?

34. If received, is the Job Development Plan or Vocational Plan consistent with the Discovery Report?