**Pre-Discovery Referral Checklist**

The purpose of this tool is to determine whether the person needs Discovery or if sufficient information already exists. The SC/PA is responsible for this pre-referral Discovery process. If the SC/PA does not use this checklist, they must document all the components of this form in the person’s file. Regardless of how this information is documented: 1) This pre-referral process must occur prior to the SC/PA authorizing the service; and 2) The person, Discovery provider and VR Counselor must have a copy.; 3) When a person proceeds with Discovery, this checklist will be a source of information to design a strong service; and 4) If the person does not choose Discovery, the information from this process will be useful in determining the person’s next steps.

The person chooses which members of their employment team will be invited to this discussion. Examples of employment team members are VR; employment provider(s); special education teacher/transition specialist and people who provide residential supports. Because Discovery’s main purpose is to shape job development, it is crucial to have VR involved in this discussion.

# *Preliminary Discussion*

If an underlined response is chosen in this section, stop and proceed to the “Determination” section.

**Person’s Name: SC/PA Name: Date (s) Checklist was done:**

1. **Does the person want competitive, integrated employment now?** Yes No[[1]](#footnote-1)
2. **Do the person and/or the team understand that even though this checklist can be done prior to choosing a prospective Discovery provider, that it is beneficial to have the Discovery provider at in this discussion?** [[2]](#footnote-2)  Yes  No
3. **Do the person and the team understand that they do not have to use the same ODDS provider for all of their ODDS employment services?[[3]](#footnote-3)**  Yes  No
4. **Do the person and the team understand that the person can access VR-funded job development immediately without having Discovery?**  Yes  No
5. **Do the person and the team understand that even if the person gets a community job, they can still receive Discovery even though they are employed?**  Yes  No
6. **Team members who were invited to participate in the completion of this checklist:**
7. **Team members who participated in the completion of the checklist**:
8. **If VR did not participate in this meeting, why?**
9. **List the ODDS Employment Services the person has participated in[[4]](#footnote-4)**:
10. **List the documents that were reviewed[[5]](#footnote-5)**:
11. **Do the person and their team understand that no one can ever require a person to have Discovery? (including, but not limited to ODDS, VR and/or a provider)**

Yes, everyone understands, and the person still wants to consider Discovery.

Yes, with this understanding, the person and their team are no longer interested in Discovery.

1. **The person and the team understand that Discovery will delay the start of job development.**

The person and the team are aware of this and still want to consider Discovery.

Yes, and the person has decided not to proceed with Discovery at this time and they know they may reconsider Discovery at any time.

1. **Do the person and the team understand that VR-funded job development is expected to start immediately after Discovery?**

The person and the team are aware of this and still want to consider Discovery.

Yes, and the person has decided not to proceed with Discovery at this time and they know they may reconsider Discovery at any time.

***The Review of Existing Information***

This section helps the person and the team to review information about what the person has done, their skills/talents as well as what works and what doesn’t work for the person. If a question is not applicable to a person, you may skip it or delete it.

As previously noted, do not restrict the discussion to services the person has received in their current ISP year. If the person received a service years ago and that ISP cannot be located, discuss with the person what they wanted to accomplish with that service.

1. **If this is a transition-aged student, do they have a transition IEP or transition assessments completed from the school? Examples of formal and informal assessments include work experience assessments; career interest inventories; etc.**

Yes: What was learned from those and how could this information contribute to Discovery?

No

1. **If the person is currently working or has worked in a competitive, integrated job:**
2. Briefly describe what worked and what did not work for the person in this job.
3. If the person is not still working in this job, why not? What did the person learn by having this job?
4. List the person’s desired employment outcomes for this service and indicate with a “yes” or a “no” if the person has achieved the outcome.
5. **If the person is currently working or has worked in small group employment:**
6. Briefly describe what worked and what did not work for the person in this job.
7. If the person is not still working in this job, why not? What did the person learn by having this job? What did the person learn in this job?
8. List the person’s desired employment outcomes for this service and indicate with a “yes” or a “no” if the person has achieved the outcome.
9. **If the person is currently receiving or has received Employment Path Community:**
10. What has the person learned from this service?
11. List the person’s desired employment outcomes for this service and indicate with a “yes” or a “no” if the person has achieved the outcome.
12. **If the person is currently receiving or has received Employment Path Facility:**
13. What has the person learned from this service?
14. List the person’s desired employment outcomes for this service and indicate with a “yes” or a “no” if the person has achieved the outcome.

18. **If the person is currently receiving or has received another service that is not listed here**

1. Name of Service
2. What has the person learned from this service?
3. List the person’s desired employment outcomes for this service and indicate with a “yes” or a “no” if the person has achieved the outcome.

***Determination***

**Based on the discussion and review of information, it was determined that Discovery:**  Is Needed  Is Not Needed

**Regardless if the person has chosen Discovery or not, list the next steps. Incorporate these next steps into the Career Development Plan.**

***Provider Selection***

**Has the person had an opportunity to make an informed choice about selecting a provider?**

No, not yet This is happening now Yes, and a provider has been selected

**If the person is considering a provider that cannot provide Discovery immediately:**

* + **What alternatives have been discussed? Was a VR Counselor involved in these discussions?**
  + **Are the person and the team concerned that this may reduce the person’s enthusiasm for competitive, integrated employment or eliminate it? Describe this conversation. Remind everyone that the person can go to VR and get a community job. Even when a person has CIE, they can still get Discovery.**

***Resources***

[OSAC Guide to Community Employment](https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Documents/OSAC-Employment-Guide-2019.pdf)

[Worker's Guide ODDS Employment Services Transition-age Individuals and Youth](https://www.oregon.gov/dhs/EMPLOYMENT/EMPLOYMENT-FIRST/Policy/WorkersGuide-ODDS-Employment-Services-Transition-age-Individuals-Youth-03.08.19.pdf)

1. Refer to the FAQs in the Worker’s Guide: The Experiential Components of Discovery to learn about other services that may help the person to achieve their current goals. [↑](#footnote-ref-1)
2. Do not proceed until this can be answered “yes.” All Discovery providers must hold a current VR job placement contract. [↑](#footnote-ref-2)
3. Do not proceed until this question can be answered with “yes.” [↑](#footnote-ref-3)
4. Do not restrict this discussion to the services the person got in the current ISP year. Have a discussion thar reveals what the person has done. This helps to ensure that the person gets to invest their time in building on, not duplicating, their past experiences. If the person has not received a service such as small group, you may delete that question. [↑](#footnote-ref-4)
5. Examples of documents to review include progress notes from ODDS employment services, employment-related information from the schools, past and current Career Development Plans, etc. [↑](#footnote-ref-5)