

| | |
|-----------------------------|---|
| Topic: | The Experiential Components of Discovery |
| Date Issued/Updated: | March 26 release; Required by: September 1, 2021 |

The new Discovery process includes specific experiential components, as well as career themes. This Worker’s Guide outlines these new processes, provides resources and gives updated guidance.

1. The new Discovery process incorporates specific experiential components. This guide defines and explains the experiential components Discovery:
 - The Home Visit
 - Interviews with Supporters (Minimum 3 required)
 - Community Employment-Related Experiences (Minimum 6 required)
 - Community Exploration/Observation Activities (Minimum 2 required)
 - Direct Employment Experiences (Minimum 3 required)
 - Informational Interviews/Job Shadowing (No Minimum)
 - The remaining experience may be any one of three types of Community Employment-Related Experiences

2. Defines and explains Career Themes and how they are the basis for the Employer Prospecting List

The Experiential Components of Discovery

Below is a brief overview of Discovery’s experiential components. For additional details on each component, consult the ODDS Discovery Profile.

The Home Visit: The Employment Professional meets with the job seeker for 2-4 hours. This visit should be at the person’s home unless they request otherwise. Attendees should include family, friends and others the person invites. The meeting’s purpose is to learn: (a) what is important to the job seeker; (b) financial requirements; (c) government benefits; (d) benefits planning; (e) interests; (f) daily routines, chores, activities the job seeker participates in; (g) the skills used by the job seeker; (h) the community places the job seeker visits; and (i) transportation options. A conversation takes place to learn what is important to

the job seeker and to learn new information about them, without evaluating or judging. If given permission and appropriate, the Employment Professional should ask the person for a tour of their bedroom as well as other personal spaces. Use this time to have a discussion with the person about the spaces, possessions and interests apparent in each room.

Please note, if the person does not want to meet at their home, the provider must document the reason (s) for that in this section. In this instance, the person must have at least four Direct Employment Experiences.

The document, [Sample Home Visit Questions](#), provides ideas that may be useful when conducting the Home Visit. The use of this document is optional, it is only provided as a resource.

Interviews with Supporters: Conduct interviews with people who are important to the person. These people must be chosen by the person. Interviews focus on family, friends and others. It should be rare when staff comprise the majority of the interviewees. Interviews are critical when the person has challenges in expressing his/her preferences, hopes, dreams, etc. Even when a person is assertive and/or independent, interviews still provide valuable insight and perspectives. Unless there is a reason in the progress notes or the Profile that justifies to the satisfaction of the SC/PA why interviews were not done in person, all interviews are to be conducted in person. *At least three supporters must be interviewed.*

Community Employment-Related Experiences: These experiences do not occur in a sheltered workshop, Small Group Employment or provider-controlled settings. The Pre-Discovery Referral Process¹ as well as Phase I form the foundation of these experiences. All experiences must be based on the person and are not a part of a provider's list of pre-determined activities. The Employment Professional schedules these experiences. These experiences are not the result of dropping in. Activities must be connected to the person's known or emerging interests. Activities must not be focused on things that are known to frustrate the person. The Employment Professional supports the person to complete the experiences while observing the person's skills, support/adaptation needs, and preferred learning style. *Discovery includes six Community Employment-Related Experiences:*

- **Community Exploration/Observation Activities (Minimum 2 Required):** The Employment Professional identifies and schedules activities, beginning with those the person is familiar with, and moving to activities or places that are related but not familiar. Unfamiliar places are developed based on the emerging vocational patterns.

¹ See [The Pre-Referral Discovery Checklist](#) for more information on the Pre-Discovery Referral Process.

- **Direct Employment Experiences (Minimum 3 Required):** Occur at an employer and are focused on the person trying out job duties and tasks. Please note, if the person made the rare decision not to allow the home visit, the person must have at least four Direct Employment Experiences.
- **Informational Interviews/Job Shadows (No Minimum Required):** Occur at an employer and are focused on the person learning more about a particular job and/or industry. Informational interviews are with someone who is knowledgeable about the employer's requirements and hiring needs. Job shadows are when the person observes a person or people performing a job or jobs. The document, [Sample Employment Tour Prompts and Ideas](#) is an optional resource that may be useful in this process.

The remaining Community Employment-Related Activity can be any one of the three previous types.

The Discovery Agenda does not need to provide the specific names of places where experiences will occur. The provider must submit the Agenda to the SC/PA and the team for review and approval. The Discovery Agenda must explain the purpose of each experience and what the person and the team can expect to be the particular benefit of each experience. While the Agenda does not need to give specific names, the completed profile must include the specific names of where experiences occurred.

Phase III: Community Employment Related Experiences begins only after the SC/PA has approved the Agenda. If, after SC/PA approval, the provider proposes a significant change to the Agenda, the provider must submit it to the SC/PA for review and approval. The SC/PA determines if a change is significant.

Definition and Explanation of Career Themes and Employer Prospecting List

Each profile must contain at least two Career Themes. Three to four themes is optimal. To develop these themes and ensure that each person benefits from the service, there must be at least six Community Employment-Related Experiences. The themes are person-centered rather than career centered. Themes must not be based on experiences or tasks the person does not like or that are frustrating.

The themes are not job descriptions, but rather broad topics that represent many jobs, environments, skills or task sets, and interests. Broader opportunities emerge through the exploration of the theme, including tasks that can potentially be taught or learned, and interests, as well as work environments and cultures, a broader opportunity emerges.

For example, Sue enjoyed her work experience in Discovery at a local gallery. This might indicate that there is an arts theme. This is not a painting theme; that would be too narrow.

In the “Prospecting List” Section, the Employment Professional must list as many potential employer names as possible for each theme. People must be able to have a reasonable daily commute to the listed employers.

Applicability: Service Coordinators and Personal Agents will use this policy to approve or deny profiles. Providers will use this to adhere to the minimum requirements of this service.

Form(s) that apply: [Discovery Profile](#), [The Pre-Referral Discovery Checklist](#), [Sample Home Visit Questions](#), [Sample Employment Tour Prompts and Ideas](#)

Contact(s): **Name:** Julie Huber; **Phone:** (503) 990-3328;
Email: julie.l.huber@dhsosha.state.or.us