

Discovery and Career Planning Pathway

Operational Guidelines: *The outcome of Discovery & Career Planning (DCP) services is to: 1) complete or revise a Customized Employment Plan to guide job development; and 2) develop the knowledge and skills needed to get a job in competitive, integrated employment or be self-employed. Maximize DCP service delivery outcomes by implementing these strategic steps:*

Step 1 – Initial Meeting: ISP meeting with CM to write a Discovery and Career Planning goals.

- **Provide Social Security Information:** Provide the [Benefits Planning Query information](#) to the job seeker and support if applicable and encourage them to contact Social Security and request their BPQY as soon as possible.
- **Select a Provider and make an Appointment:** Provide the Job Seeker with a list of Benefits Counseling Providers and ask whom they would like to complete their Benefits and Work Incentives Counseling Session with.
- **Provide an outline of Discovery Process and Career Planning:**
- Explain Discovery and Career Planning and how it will be delivered by your agency. (Include any additional Agency Specific information at this time.)
- **Schedule Next Steps:** Schedule initial home and neighborhood visit.

Step 2 – Begin Documentation: Complete identification information on the **Profile I Interview/Intake General Information form** before home visit.

Step 3 - Confirm Correct Information: During the home visit confirm that the information on the **Profile I Interview/Intake General Information form** is accurate.

- **Home Visit:** The goal of the home visit is to learn as much about the job seeker as possible in the place where he/she is most comfortable. Spending time with the Job Seeker is the best way to get the information you need to assist the job seeker with creating a career plan that encompasses a pathway to successful employment.
- **Home Interview:** In addition to observing the job seeker in his/her home, begin interviewing family members and natural supports to complete Profile I and begin working on Profile II
- **Who:** Ask the job seeker and supports to Identify three to five people who know the job seeker well that would agree to being interviewed. (Coaches, past teachers, neighbors, club members)

Note: This meeting is not to judge how someone lives, but to discover clues about the strengths and preferences of the job seeker. This meeting may last up to 2 hours.

Step 4 - Get to know the job seeker: to create a complete picture of the job seeker, interview people who know the job seeker well to help gather information on the following categories.

Background, Routines, Home life, Education, Employment history, Daily skills/chores, Transportation, Leisure activities at home and community, Acquired skills, Social Collateral, Hobbies, Barriers, Self-Assessment

Step 5 - Neighborhood Observation: Complete a neighborhood observation documenting local businesses and resources.

Step 6 - Mobility Training: Begin Mobility Training to use a fixed route and/or paratransit public transportation as independently as possible. (Incorporate personal safety using transportation)

Step 7 - Financial Information: Review the results of the job seeker's benefits counseling report and have him/her identify how many hours per week they would like to work and how much money per hour they would like to earn.

Step 8 - Community Observation: Observe the job seeker in community activities and identify community members he/she interacts with. For example, Special Olympics, Religious Activities, or volunteering.

Step 9 - Identify Conditions for Success: Based on the Job Seekers' **interest**, identify a few unfamiliar activities which they haven't tried before or visit places they haven't gone before and participate in this activity with them. Observe the job seeker to obtain more information about support needs, reactions, attention to natural cues etc.

Step 10 – Task Analysis: Identify and complete assessments that will define the job seekers skill level in the interests that this process has identified. For example, if the previous interviews and observations identify that the job seeker is interested in clerical work, assist him/her by conducting assessments in that area. Can he/she type, answer multi-line phone system, use computer programs, file information correctly, do they pay attention to detail? *Document all assessment outcomes in Profile III*

Step 11 – Home Visit: Return to the Job Seeker's home for additional information, unstructured conversations, observations and further interviews if needed.

Step 12 – Complete Profile III: Share the completed Profile II and III with the job seeker and family and ask for any corrections or clarifications.

Step 13 – Vocational Themes: After reviewing the three profiles from the discovery and career planning process identify three emerging themes that meld the tasks, interests, talents and skills of the individual. (These are not job descriptions or business ideas.)

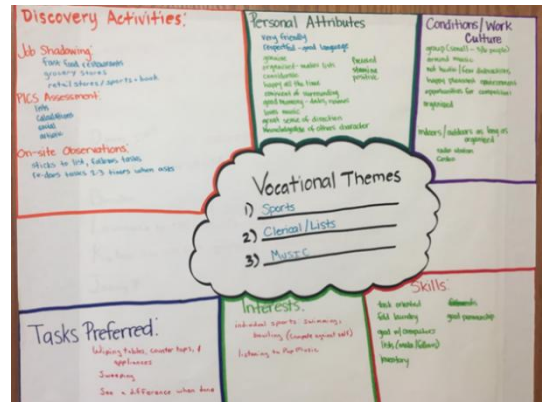
For example: 1) Music 2) Sports 3) Crafts

Step 14 – Discovery Community/Family Meeting

Ask the job seeker to invite family members, neighbors and friends that know him/her well to their meeting at the venue of their choice.

Explain to the attendees what has been "Discovered" while the job seeker has been going through this process. Be sure to include, "Activities that have been completed (where you went and what you learned, Tasks preferred, Interests, Skills, Personal Attributes and desired Conditions and Work Culture.)

Ask members of the audience to help fill in the boxes with information they know from their personal experience knowing the job seeker. Keep the poster up to refer back to from time to time.



Step 15 – Vocational Theme Application: While at the meeting ask the members to help identify twenty (20) places for each theme where people with similar themes work in their desired commute area.

Example:

Theme 1: Music

1. Easy Music Center
2. The Republik
3. The Blaisdell Center

Theme 2: Sports

1. Bike Factory Sports Shop
2. Hustle Basketball Club
3. Lids Retail Store

Theme 3: Crafts

1. Ben Franklin Crafts
2. Clay Café Hawaii
3. Kidz Art Hawaii

For example, Someone who has a vocational theme of Sports will have a mixture of the following: local sporting goods stores, sports education facilities, bowling alley, sports performance locations, local gym, place where sports equipment is manufactured etc. *NOTE: It is best if the list doesn't contain the same kind of businesses, for example 20 retail shops that sell sportswear.*

Step 16 – Community Connections

Document the names of the attendees, their contact information and where they work. This is the beginning of a network that may be beneficial throughout this process.