

Supported Employment Discovery Reference Guide

(Items that are italicized are CARF requirements)

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| <p>Current Support System:</p> <ul style="list-style-type: none"> • Examples include but not limited to: Parent/Guardians, Home Staff, Teachers, Former Teachers, Case Managers, Probation/Parole, Significant Other, Friends, Family members, Sports/Recreation staff • Best Contact: Phone number or email | <p>Conditions for Employment:</p> <ul style="list-style-type: none"> • Includes the “Must Have’s” for employment (non-negotiables) • Could include but not limited to: <i>Cultural considerations, Health & Safety Risks</i>, Schedule (days & hours), Environment, Social interaction, Wage, Dress/Appearance, Benefits, Transportation |
| <p>Input from Team Members</p> <ul style="list-style-type: none"> • List Team Member providing Information • Information provided by: email, phone, in person interview, etc.... | <p>Preferences for Employment:</p> <ul style="list-style-type: none"> • Includes things that are Negotiable • Could include but not limited to: <i>Cultural considerations, Health & Safety Risks</i>, Schedule (days & hours), Environment, Social interaction, Wage, Dress/Appearance, Benefits, Transportation |
| <p>Methods Used to Gather Information:</p> <ul style="list-style-type: none"> • Indicate as appropriate (Examples include but not limited to interviews, meetings, observations, interest inventories) | <p>Contributions for Employment:</p> <ul style="list-style-type: none"> • Includes but not limited to what the participant will bring to the job, specific job skills, past work experience, talents, attributes, things others like and admire about the participant |
| <p>Current Benefits:</p> <ul style="list-style-type: none"> • List all benefits which may be impacted by income (Examples include but not limited to Social Security Benefits, Medicaid/Medicare, Food Stamps, TANF, Housing Funding, etc) | <p>Support Needs:</p> <ul style="list-style-type: none"> • List supports needed for success • May include but not limited to: career exploration, employer contacts, interview skills, transportation, job accommodations, health & safety risks, tools for support, learning style • Identify any assistive technology needs |
| <p>Work History:</p> <ul style="list-style-type: none"> • Employer name, address, phone number • Position, dates of employment, average hours worked, wage • Reason employment ended and likes/dislikes of job experience • Include volunteer experiences | <p>Job Tasks/Job Types of Interest:</p> <ul style="list-style-type: none"> • Job tasks/types which match participants conditions, preferences, contributions, support needs, and interests |
| <p>Reasons for Working:</p> <ul style="list-style-type: none"> • List motivating factors, including but not limited to making money, being busy, increasing independence, expanding social connections | <p>Status of Benefits Planning:</p> <ul style="list-style-type: none"> • Place an “X” by status • Explain no action taken (examples might include Participant is not receiving benefits, Participant is not concerned with impact of wages on benefits) |
| <p>Typical Day:</p> <ul style="list-style-type: none"> • Current day from wake up to bed • Include activities, likes and dislikes of current day | <p>Recommendations</p> <ul style="list-style-type: none"> • Indicate whether or not exploration is recommended • If no, please identify barriers needing addressed before moving to exploration and recommended action plan. • If yes, record anticipated activities and timeline for completion |
| <p>Hobbies, Likes & Interest:</p> <ul style="list-style-type: none"> • Including by not limited to: sports, music, crafts, how the person spends their free time, relaxation, recreational activities | |
| <p>Dislikes:</p> <ul style="list-style-type: none"> • Examples include environmental dislikes (lighting, crowds, etc), task/jobs to avoid, areas which cause frustration, cultural considerations | |