# 2017 Maine Career Planning Tool- Discovering Personal Genius™

Name of Person:

Town Living in:

Career Planning (CP) staff name:       CP Agency Name

CP staff phone:

CP staff Email:

Date Service Authorized:      (M/D/Y) Authorization End Date       (M/D/Y)

VR Referral/Application Date:       (M/Y)

VR Counselor Name:

Case Manager/ Care Coordinator Name/agency/email:

**Please remember the DSR is the Career Plan and is required.**

Review of DSR Record by OADS Employment Services Staff due Dates

30 days from start of service       (M/D/Y)

90 days from start of service       (M/D/Y)

When completed       (M/D/Y)

**Please send a password-protected version of the DSR at the above intervals to** **OADS.careerplanning@maine.gov**

**A Referral to Vocational Rehabilitation by Caseworker or Career Planning staff is recommended as early as week #2 of Career Planning and** VR staff will determine eligibility during the Career Planning phase (within 60 days of application).

# Discovery Staging Record

Instructions: This form is used to stage, structure, capture and record the major events of Discovery. The recorder(s) should pay particular attention to how the tasks are typically performed, any accommodations, technology, supports, or specialized training strategies that should be employed. **A quality DSR has more verbs than adjectives. It describes the development and observations of activities. Use bullets and lists as appropriate.**

**Family Contacts and Relationship:**

**Phone**         -      ext.       **E-mail:**

Additional Contact Information (group home, day staff etc.):

**Team Members Identified:**

**Consultants/Experts to Contact:**

Comments/Considerations/Notes:

## Stage One: Home & Neighborhood Observation (estimate 3-5 hours)

*This section includes: “employment relevant” information not only from interviews and conversations but from your observations***. Bulleted Information is fine.**

Preliminary step: review records, files, assessments to establish current issues, cautions, training, etc., that may be of relevance, person centered planning meeting/review:

Initial Interviews: Begin with the individual’s home and/or family home (if residing there).

Date:

Talents, interests, skills, and tasks observable/revealed:

Observations of home, bedroom, property, belongings:

Specific chores & tasks performed at home:

Hobbies, Sports, Collections, Interests noticed during home visit:

Family/friend/community activities individual engages in and regularity:

Who they do the activities with:

Neighborhood Mapping (resources, employers, transportation options, neighbors of interest, activities, civic engagement):

Activities, situations, & locations that need to be avoided:

## Referrals to VR and Work Incentives Counseling

1. **Do a referral to Vocational Rehabilitation (VR) Services (as early as week 2, with release and proof of SSA Benefits, PCP and other disability documentation ) Information on local VR Offices contained in link:**

[**http://www.maine.gov/rehab/offices.shtml**](http://www.maine.gov/rehab/offices.shtml)

 Date Requested:

### Request Benefits Planning Query (BPQY) from Maine Medical Center-Community Work Incentives Coordinator

### [Maine Medical Work Incentives Program](file:///C%3A%5CDocuments%20and%20Settings%5Clisa.d.sturtevant%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CContent.Outlook%5CDownloads%5CMaine%20Medical%20Work%20Incentives%20Program)

 Date Requested:

Follow up needed (plan, date, responsible for):

Information Learned:

PASS Potential (or other Work Incentives to investigate):

## Stage Two: Familiar People to be Interviewed (estimate 2 hours)

Identify people that know the person, utilize questions and gather information on employment skills, abilities and interests known to them. Phone interviews are fine.

1. Name:

Relationship/role:

Date Interview Completed:

What was learned?

1. Name:

Relationship/role:

Date Interview Completed:

What was learned?

1. Name:

Relationship/role:

Date Interview Completed:

What was learned?

1. Name:

Relationship/role:

Date Interview Completed:

What was learned?

1. Name:

Relationship/role:

Date Interview Completed:

What was learned?

1. Name:

Relationship/role:

Date Interview Completed:

What was learned?

**Stage Two: Informational Interviews (estimate 4-6 hours)**

Meet with area businesses to learn about jobs, company and careers. Be prepared with questions, include the person and ask for connections to other places/people.

1. Name of Business/Place:

Names of people present:

Town:

Comments and Follow up:

2. Name of Business/Place:

Names of people present:

Town:

Comments and Follow up:

3. Name of Business/Place:

Names of people present:

Town:

Comments and Follow up:

**Stage Two: Patterns Emerging (estimate 2-3 hrs.)**

**(Tasks, Interests, Talents & Skills)** Describe patterns that are recurring or showing up that you and the team identify. These should be based on the skills and tasks you’ve seen this **individual perform** or have been reported that form **the evidence** of interests that can lead to themes.

A. **Tasks** and evidence of:

B. **Interests** and evidence of:

C. **Talents/Skills** and evidence of:

## Stage Two: Discovery Activities and Observations (estimate 25-30 hrs.)

Identify, set up and observe the person in activities in **at least five to eight different places** where they **can try, do/make something, get their hands dirty and be observed in activities** that give context to their Interests, Talents & Skills - **TAKE PHOTOS**

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions):

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions):

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions):

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed: (hand over hand, verbal direction, written directions)

**Summary of supports needed** during these activities (technology, co- workers nearby, task lists, extra coaching-paid support, etc.):

**Environments & activities** that don’t work for the person (summarize activities and environments/situations that should be avoided when looking for job opportunities)

**What places, skills and activities** need more exploration?

**Where/when** will this exploration occur?

**Who** is responsible?

Report on follow-up exploration (Report each follow up activity with the date and descriptive narrative. Include what was learned, who participated and the name of the person responsible for the activity):

## Stage Three: Vocational Themes (estimate 5-10 hours)

(Themes come from activities, interests, skills, personal attributes. They are broad and not jobs or job descriptions )

### Emerging Themes and Identify 3 places for each theme where people with similar themes work:

Emerging Theme 1:

**Name of Business/Place:**

1.
2.
3.

Emerging Theme 2:

**Name of Business/Place:**

1.
2.
3.

Emerging Theme 3:

**Name of Business/Place:**

1.
2.
3.

Additional Informational Interview dates and notes:

1.
2.
3.

Which themes seem strongest?

New interests/talents revealed?

**Continue to arrange further informational interviews and/or short (up to ½ a day) work experiences at the following places:**

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed/Comments: (hand over hand, verbal direction, written directions)

1. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed/Comments: (hand over hand, verbal direction, written directions)

3. Name of Business/Place:

Names of people present:

Town:

Date of activity:

Tasks tried:

Supports Needed/comments: (hand over hand, verbal direction, written directions)

## Stage Three: Vocational Profile (estimate 5 hours)

Summarize findings in each area. Lists and Bullets are fine.

1. Interests, Talents, Skills, Abilities confirmed:
2. Most endearing/engaging personal qualities:
3. Best learning style(support needs and preferences for learning new skills):
4. Personal resources (benefits, family support, financial):
5. Ideal Conditions of Employment(am/pm; inside/outside; noisy/quiet; location; support available) :
6. What “off the job” support will be needed and who will provide?
7. Transportation Resources available and suggested plan?
8. What is this person’s ideal work schedule (days and hours)?
9. Towns where job development should occur?
10. Medical Concerns at work (list medical issues/medications to be aware of)?
11. Previous Work /Educational History (list paid/unpaid experiences, employer, duties, highest level education completed, etc.)
12. Are there people they want to stay in touch with and how will this occur?

Additional Notes:

## Stage Three: List of 20 and Verified Themes (estimate 5 hours)

List of Twenty Places where people with similar Vocational Themes Work: Focus on Small Business, limit chains/box stores, and DO NOT use agency owned businesses. Engage team members in development of lists. Where possible list address and names and contact information.

|  |  |  |
| --- | --- | --- |
| Theme 1:     1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.

1.
2.

1.

1.
 | Theme 2:     1.
2.
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4.
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11.
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15.
16.
17.
18.
19.
20.
 | Theme 3:     1.
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15.
16.
17.
18.
19.
20.
 |

## DSR –Career Plan Final Approvals and Distribution:

DSR Final Approvals in this section are done when the jobseeker and others decide this DSR answers the question “Who is this person?” and “What are the best conditions for Employment?”, and all Team members agree to the direction of the plan.

The DSR must be shared with Team members and as part of the final transition to Vocational Rehabilitation Services-

(Check) Final Paper or Electronic DSR copy given to:

[ ]  Person and Family involved/guardian

[ ]  Caseworker/Care Coordinator

[ ]  Vocational Rehabilitation Counselor

(Check and date – choose one option) Final Status of Career Plan

      Completed Career Plan and Referral to VR

      Discontinued Career Plan with No Referral to VR

      Discontinued Career Plan with a VR Referral and active

      Completed Career Plan and decided to not pursue VR or employment

Final Note and Date Completed: