



Customized Discovery Staging Record

Employment Seeker & Team Member Information

Employment Seeker's Name			
1. Family Contact/Team Member			
Name			
Address			
Telephone		Email	
2. Family Contact/Team Member			
Name			
Address			
Telephone		Email	
3. Family Contact/Team Member			
Name			
Address			
Telephone		Email	
4. Family Contact/Team Member			
Name			
Address			
Telephone		Email	
Employment Specialist(s) Completing DSR			
GHA Mentor(s)			

Fill in your answers in the white areas.



Stage 1: Who The Employment Seeker Is Now

STAGE 1:

Discovery begins at home, with familiar people, and in familiar places.

Purpose/Goals

To build a relationship with the employment seeker that helps everyone within their team of supporters understand who they are, what is important to them, how they think and approach life; observing, exploring, verifying and revealing skills. Stage 1 will also identify the financial goals that will support the lifestyle they want to lead.

How we Gather Information

- Meeting the employment seeker in their home
- Exploring their community/neighborhood
- Having conversations with 2-3 additional people who know the employment seeker well and want to see them succeed
- Accompanying the employment seeker on 2-3 task-based activities that they enjoy and do well

What Will Be Learned in Stage 1

This stage will reveal the employment seeker's interests and skills, as well as several activities that are waiting to be explored in greater depth during the next stage. It will also provide information on people who can help pave the way for Stage 2 activities. This is the first step on the path that will eventually lead to employment.

Stage 1 Timelines:

Stage 1 should be completed in 1-3 weeks.

Home Visit

Date(s) of Home Visit(s)	
People Participating in Home Visit/Relationship to Employment Seeker	
Name/Relationship	
Name/Relationship	
Name/Relationship	
Name/Relationship	
Name/Relationship	
Recap of Information (attach field notes, pictures, and quotes)	
Observations of home, bedroom, property, belongings that seem relevant	
What does the Employment Seeker regularly do and do well? (skills, interests, hobbies, chores, tasks, etc.)?	
What is most important to the Employment Seeker at home?	

Who is most important to the Employment Seeker (now and in the past)?
What people, places, and activities in the surrounding community are meaningful to the Employment Seeker? (Family/friend/community activities employment seeker engages in)
How does the Employment Seeker navigate the community (transportation, etc.)?
How is the Employment Seeker best supported (e.g., emotional support, physical support, assistive tech, etc.)?
How does the Employment Seeker best learn?
What else is important to know about the Employment Seeker?

Financial Goals (What would you do with a little more money?):

Cash Benefits Received (SSI, SSDI, SNAP, etc.)					
Benefit Type		Amount			
Benefit Type		Amount			
Benefit Type		Amount			
Medical Benefits (Medicaid, Medicare, private health insurance, etc.)					
1					
2					
3					
Questions/Concerns about working and benefits					
Referral to WIPA or Benefits Planner (Who they were referred to/date)					
Name		Agency		Date	
Name		Agency		Date	

Assistive Technology

Technology currently used (hi- and low-technology)
Additional technology supports that would be helpful

Referral to Assistive Tech Project/Tech Support Experts (formal or informal)					
Name		Agency		Date	
Name		Agency		Date	

Community/Neighborhood Exploration

Date(s) of Exploration(s)	
Summary (what you did/saw/learned)	
Who We Talked To	
Small Businesses in Employment Seeker's Community	

Conversations with Important People

Interview 1			
Name		Date	
Summary			



Interview 2			
Name		Date	
Summary			

Interview 3			
Name		Date	
Summary			

Interview 4			
Name		Date	
Summary			

Interview 5			
Name		Date	
Summary			

Familiar Task-Based Activity #1

Activity			
Location		Date	
Participants			



Objective Description of what happened during the activity	
Tasks Performed	
Skills Demonstrated	
Interests Revealed	
Attributes	
Conditions of Employment	
Work Culture Considerations	

Familiar Task-Based Activity #2

Activity			
Location		Date	
Participants			
Objective Description of what happened during the activity			



Tasks Performed	
Skills Demonstrated	
Interests Revealed	
Attributes	
Conditions of Employment	
Work Culture Considerations	

Familiar Task-Based Activity #3

Activity			
Location		Date	
Participants			
Objective Description of what happened during the activity			
Tasks Performed			
Skills Demonstrated			
Interests Revealed			
Attributes			
Conditions of Employment			

Work Culture Considerations	
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Familiar Task-Based Activity #4

Activity			
Location		Date	
Participants			
Objective Description of what happened during the activity			
Tasks Performed			
Skills Demonstrated			
Interests Revealed			
Attributes			
Conditions of Employment			
Work Culture Considerations			

Familiar Task-Based Activity #5

Activity			
Location		Date	
Participants			

Objective Description of what happened during the activity	
Tasks Performed	
Skills Demonstrated	
Interests Revealed	
Attributes	
Conditions of Employment	
Work Culture Considerations	

Familiar Activities Summary

What are the most intriguing interests/skills/activities or emerging patterns to expand upon?
How did the Employment Seeker learn best? What teaching strategies and supports worked/were helpful? (Be specific)

What environments & activities brought out the best in the Employment Seeker? What excited and/or brought a smile to the Employment Seeker's face?

What new information was learned about the Employment Seeker's skills/interests? What additional skills might the Employment Seeker be interested in learning?

What advice did people have who work in jobs related to the Employment Seeker's emerging vocational interests?

Who did the Employment Seeker have a genuinely good connection with? Who might be additional members of the team?

What ideas are being dropped and what ideas are worth further exploration?

Other family members and friends who may reveal insights

**Stage 1:
Conclusion & Plan for Stage 2**

Emerging Patterns/Vocational Themes

Pattern/Theme #1	
Evidence to support theme (from home visit, conversations, activities, etc.)	
Three community activities that would provide opportunities for the Employment Seeker to connect with new people and try something new related to this pattern/theme	
1	
2	
3	
Community Connectors who could help	

Pattern/Theme #2	
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Evidence to support theme (from home visit, conversations, activities, etc.)	
Three community activities that would provide opportunities for the Employment Seeker to connect with new people and try something new related to this pattern/theme	
1	
2	
3	
Community Connectors who could help	

Pattern/Theme #3	
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Evidence to support theme (from home visit, conversations, activities, etc.)	
Three community activities that would provide opportunities for the Employment Seeker to connect with new people and try something new related to this pattern/theme	
1	
2	
3	



Community Connectors who could help	
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Iowa Workforce
Development
Vocational Rehabilitation Services