

Employment Exploration Timeframes and Log

Helpful Steps to Successful Exploration and Writing the Exploration Report

Individual: _____ **Exploration Facilitator:** _____

Date Exploration Authorized: _____ Projected Date for Exploration to be completed: _____

Date Exploration Profile Template due to Funder: _____

STEPS	Estimated Time	Date Completed	Time Actually Spent
<p>Step 1: Once authorized, schedule initial meeting with the individual and family at the home (or alternate location only if family or person is not comfortable inviting you to their home). Make sure a family member will be present if the individual may be uncomfortable with a stranger(s) coming to meet with him/her. Before the initial meeting, take time to review the PCSP and any other applicable care plans. If you will not be delivering the service, review these with staff that will be attending the initial meeting and working with the individual during the delivery of the Exploration service. Make sure the staff person who will be delivering the service also has this Log Tool to use as a guide.</p>	2 hours		
<p><u>At Initial Meeting:</u> Step 2: Discuss agency background information and introduce job coach. Have an introductory “get to know you” session with the job coach, person supported and the family. Confirm individual and family interest in having Exploration completed. Try to create a sense of enthusiasm and excitement about the service. If there are any hesitations, address these with goal of ensuring Exploration service can be completed.</p>	3 hours for Initial Meeting		
<p><u>At Initial Meeting:</u> Step 3: Review the Exploration Service Elements with the individual and family. Explain Customized Employment if needed, so the individual and family understand how work is possible for everyone. Review expectations for the individual, provider and supporters through the service. Review the Exploration Report with the individual and family, so they know what the end result of the service will be (a completed report). Offer a full explanation of how Supported Employment services work (including ADRS services). Offer a full explanation of Community Waiver Program supports that can be utilized including: Job Coaching, PA, transportation, co-worker supports. Review expectations for the individual, provider and supporters throughout the service. Discuss day to day schedules for the individual so high-quality exploration services can be successfully scheduled and completed within the designated timeframes. Answer any questions pertaining to exploration from the individual and family. Discuss any barriers that may come up and possible solutions.</p>	Part of Initial Meeting		

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<p><u>At Initial Meeting:</u></p> <p>Step 4: Have a conversation that allows for collection of information necessary to complete Exploration Service Report Part 3 (Background Information). Then complete further discussions about the individual's interests, hobbies, strengths, skills that can help identify the kind of work and workplace the person might enjoy touring. Ask individual and family if they have strong preferences for visiting one or more specific businesses during Exploration service, or seeing one or more types of work/jobs during Exploration service. Note reason for each business or type of work/job the individual and/or family identifies.</p>	<p>Part of Initial Meeting</p>		
<p>Step 5: Discuss Supported Employment work incentives for SSI and/or SSDI beneficiaries. Discuss benefits counseling and provide a basic overview on how work affects those who receive SSI or SSDI. Offer resources and contacts to help further educate the individual and supporters on their benefits.</p>	<p>Part of initial Meeting</p>		
<p><u>At Initial Meeting:</u></p> <p>Step 6: Before leaving, schedule second meeting with the individual and family at their home within one week. Ask the individual and family to involve key people who help the individual with decision making and / or get permission to contact people listed in part 3b of Exploration Service report to interview them for Section 5 of the Exploration Service Report. Interviews would typically be done by phone, but could be done in person in some circumstances.</p>	<p>Part of Initial Meeting</p>		
<p><u>Immediately Before or After Initial Meeting at Individual's Home:</u></p> <p>Step 7: Tour immediate neighborhood and observe surroundings, describe type of neighborhood, judge safety, note transportation resources, note services near the home, etc. Most importantly, make a list of all of the businesses near the individual's home to consider when deciding what business tours, informational interviews or job shadows will be set up for the individual.</p>	<p>1 hour</p>		
<p><u>At Second Meeting:</u></p> <p>Step 8: Meet with individual and family in their home (if possible):</p> <p>Gather information from supporters to assist in completing Section 5, second column only (Member and Allies' Views about the Value of individualized Integrated Employment and Section 6, second column only (Addressing member and Allies' Need for Accurate Information to Address Concerns and Hesitations).</p> <p>If all allies listed on Section 3b of Exploration Service Report are not present, contact those not present outside of this meeting to get their views for Section 5 and 6.</p>	<p>3 hours for Second Meeting</p>		

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<p><u>At Second Meeting:</u></p> <p>Step 9: Spend time with the individual, getting to know him/her better and observing him/her in familiar situations at home and/or in the local community. Look for and ask individual/family about strong interests, hobbies, ways the person spends his/her time. Look for and ask about skills, tasks the person is good at, ways the person helps others, tasks the person likes to do.</p>	<p>Part of Second Meeting</p>		
<p>Discuss options for Exploration experiences individual (person centered business tours, informational interviews and/or job shadows) that align with what has been learned about the person, including strong interests, skills, tasks, etc. from spending time with the person and from information gathered while speaking to the individual, family members and other allies. Ideally, at least one of each of these types of experiences (person centered business tours, informational interviews and/or job shadows) will be completed as part of the 4-5 total experiences. Map out a plan to accompany the individual to do the business tours, informational interviews and/or job shadows at the agreed upon locations. Ensure the individual and family are in agreement with the plan, and make sure these experiences are completed within a couple of weeks. Make sure transportation to and from these experiences is discussed and available. If the job coach needs to provide transportation, this should be done.</p> <p>Reminder: While completing the Exploration service, please note that these experiences should be person-centered and based off the person’s individual interests, aptitudes, experiences and skills most transferable to employment.</p>	<p>Part of Second Meeting</p>		
<p>Provide any additional education to address any initial concerns brought up by the person/family, like information on Supported Employment, ADRS process, benefits counseling services and work incentives, support and safety on the job, role of a job coach and giving examples or showing videos of other people working in the community that resemble the member</p>	<p>Part of Second Meeting</p>		
<p>Step 10: Organize and complete 3 person-centered informational tours, job shadowing experiences and/or arranged business tours. If possible, organize a job shadow or business tour that includes a person who receives or has received Supported Employment supports. The time allotted for this step will also include preparing the individual for the experiences and debriefing after each experience (what did they learn, like/dislike about the experience?) as well as time for you to answer any follow-up questions.</p> <p>Reminder: The individual should ALWAYS participate WITH the job coach in these experiences.</p>	<p>15 hours</p>		

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<p>Step 11: Contact person and/or supporter(s), as needed, for additional information that may be needed to thoroughly complete the Exploration Report Template. Talk with the individual and key ally (family member / guardian) to determine the individual's informed choice about whether to pursue a job in the community (Individualized Competitive, Integrated Employment) by taking an appropriate next step. Clearly state and explain all options for next steps (ADRS referral, Discovery, Job Development, and Integrated Employment Path Services) before final answer on choice to take next step toward employment is determined. This will educate the individual on the possible next steps before employment.</p>	<p>1 hours</p>		
<p>Step 12: Complete the remainder of the Exploration Report Template, including recommended next steps. Schedule a final meeting with the individual and supporters.</p>	<p>2 hours</p>		
<p>Step 13: Complete final meeting with individual and/or supporters involved to review outcome of report. Provide a copy of the composed Exploration Report Template draft to individual and family.</p>	<p>2 hours for Final Meeting</p>		
<p>Step 14: Discuss next steps with the individual and supporters, offering service options and solutions. Answer questions and/or concerns that may have come up during the Exploration process. Discuss the decision made about whether to pursue a job in the community (Individualized Competitive, Integrated Employment.) Discuss any supports that may be needed for next steps. If there are hesitations, try to address these and make recommendations if needed for any other next steps.</p>	<p>Part of Final Meeting</p>		
<p>Step: 15 Finalize the Exploration Report Template based on feedback from the individual and family. Make final edits and formatting. Complete and sign the report. Clarify next steps (if needed) to the Support Coordinator via email or phone call. Submit report to Support Coordinator for approval.</p>	<p>1 Hour</p>		

TOTAL: 30 Hours