Learning Partner Name:

Lead Facilitator Name:

**Section 1 DISCOVERY (Target Time to Complete for Certification: 20 to 40 Hours)**

Date Discovery Started:

Projected Completion Date:

Actual Completion Date:

Please recorded all hours spent on Discovery. Documenting your learning and experiences with photographs is also recommended, with approval of job seeker.

**A) Time spent in an initial meeting explaining Customized Employment, gaining overview information and completing paperwork.**

*Tip: Make sure the individual has support and lead time, as necessary, to complete the information called for in this meeting.*

| Date | Activity (set-up, meeting itself, writing Profile) | Location – Office or Alternative location | Activity Time | Travel Time(facilitator only) | Total time |
| --- | --- | --- | --- | --- | --- |
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List of persons attending meeting:

Learning Partner Name:

Lead Facilitator Name:

**B) TIME SPENT VISITING THE PERSON’S HOME and NEIGHBORHOOD.**

 *Tip: Make sure the individual and family understand this is not a “home visit” from a monitoring entity but rather a “visit to the person’s home” with their permission.*

| Date | Activity (scoping out neighborhood, initial meeting, return visits) | Location – Home or Alternative  | Activity Time | Travel Time | Total time: (including travel) |
| --- | --- | --- | --- | --- | --- |
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**SUGGESTED VISITS: *2 to 4 visits to the person’s home during discovery***

**List Persons attending:**

**Visit 1:**

**Visit 2:**

**Visit 3:**

**Visit 4:**

Learning Partner Name:

Lead Facilitator Name:

**C) TIME SPENT INTERVIEWING PERSONS WHO KNOW THE INDIVIDUAL.**

*Tip: Interview both the person of concern and those who know the person best and most positively.*

| Date | Who was interviewed: | Location or Mode(in-person, phone) |  Activity Time | Travel Time | Total Time: (including travel) |
| --- | --- | --- | --- | --- | --- |
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**SUGGESTED INTERVIEWS: *2 to 3 interviews each with people who know the person without a pay relationship and those who are paid to provide services.***

Learning Partner Name:

Lead Facilitator Name:

**D) TIME SPENT WITH JOB SEEKER / OBSERVATION.**

 *Tip: Include observations in places job seeker is most familiar with and doing things that job seeker routinely does.*

| Date | Describe Activity, Location and others in Activity: | Activity Time  | Travel Time | Total Time: (including travel) |
| --- | --- | --- | --- | --- |
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**SUGGESTED OBSERVATIONS: *4 to 8 observations of the individual during the performance of typical life activities***

Learning Partner Name:

Lead Facilitator Name:

**E) TIME SPENT WITH JOB SEEKER /PARTICIPATION.**

 *Tip: Include spending time in places job seeker is most familiar with and observing job seeker doing things that job seeker routinely does.*

| Date | Describe Activity, Location and other in Activity: | Activity Time  | Travel Time | Total Time: (including travel) |
| --- | --- | --- | --- | --- |
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**SUGGESTED PARTICIPATION ACTIVITIES: *4 to 8 activities with the individual during the performance of typical life activities***

Learning Partner Name:

Lead Facilitator Name:

**F) PARTICIPATION IN FAMILIAR AND NOVEL ACTIVITIES.**

 *Tip: These should be among the last aspects of discovery. Make sure the individual and family are included in targeting these activities. (1 to 2 each.)*

| Date | Activity performed | Familiar = FNovel = N | Activity Time | Travel Time | Total Time: (including travel) |
| --- | --- | --- | --- | --- | --- |
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**SUGGESTED ACTIVITIES: *1 to 2 activities each, starting with familiar settings where the person is most familiar and competent and ending with novel settings/situations that fit with the person, but where they have never been.***

Learning Partner Name:

Lead Facilitator Name:

**G) TIME SPENT IN RECORDS REVIEW.**

*Tip: This activity should be final aspect of the overall Discovery process.*

| Date | Describe Record(s) Reviewed: | Activity Time | Travel Time | Total time:(including travel) |
| --- | --- | --- | --- | --- |
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**SUGGESTED REVIEW MATERIALS: *Permanent files from school, agency, VR and other services, scrapbooks, memorabilia, examples of past work, reports, etc.***

**TOTAL TIME SPENT ON DISCOVERY ACTIVITIES:**

**TOTAL TRAVEL TIME SPENT ON DISCOVERY ACTIVITIES:**

**Reflections on experience of completing Discovery process: Please use back of Log for this entry.**

Learning Partner Name:

Lead Facilitator Name:

**Section 2 DEVELOPING THE PROFILE PARTS 2 & 3 (Targeted Time to Complete: 7 to 10 Hours)**

| Date: |  Note how time was spent: R = reviewing and organizing information; W = writing; E = editing documentsRW = rewrite suggested by mentor; A = approval by participant/family | Part 2,3 or Sensitive Information | Total time:  |
| --- | --- | --- | --- |
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**TOTAL TIME ON PROFILE DEVELOPMENT:**

**Reflections on experience of developing Individual Profile: (Use back of form, as necessary.)**

Learning Partner Name:

Lead Facilitator Name:

**Section 3 Customized Employment Planning Meeting: Targeted Time to Organize and Complete: 5 Hours**

| Date | Describe Activity | Activity Time | Travel Time | Total Time: (including travel) |
| --- | --- | --- | --- | --- |
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**TOTAL TIME SPENT ON CUSTOMIZED PLAN FOR EMPLOYMENT:**

**Reflections on the Customized Employment Planning Meeting:**

Learning Partner Name:

Lead Facilitator Name:

**Section 4 CREATING THE VISUAL RESUME FOR THE INDIVIDUAL:** **(Targeted time to complete: 5 hours)**

| Date | Describe Activity | Time in Developing Resume | Travel Time | Total Time: (including travel) |
| --- | --- | --- | --- | --- |
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**TOTAL TIME SPENT ON CREATING THE VISUAL RESUME:**

**Reflections on the experience of creating the Representational Portfolio:**

**TOTAL TIME SPENT ON THE FOUR COMPONENTS OF CERTIFICATION**

Learning Partner Name:

Lead Facilitator Name:

**Section 5 ADDITIONAL TIME NECESSARY FOR CERTIFICATION: WATCHING WEBINARS, READING MANUALS AND OTHER MATERIALS, TELEPHONE TECHNICAL ASSISTANCE WITH MENTOR, DISCUSSIONS WITH SUPERVISORS/CO-WORKERS, IDENTIFICATION OF PARTICIPANT, ETC.**

| Date: | Note how time was spent: R = Reading manuals and articles; T/A = Technical assistance; D = Discussions with supervisors/staff relating to certification; I = Identifying participant; O = Other (List activity) | Total time:  |
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 **TOTAL ADDITIONAL TIME:**