Customized Employment Discovery Profile Report

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m), Wisconsin Statutes].

Please review Technical Specifications and Fee Schedule for additional service information. Report must be submitted within 5 days of the end of service or previous month if service is continuing.

Report Month **(Month)**	Report Year (YYYY)
Consumer IRIS Number (9 Digits)	Service Provider Name (10-Character Abbreviation)
Consumer Name (As Listed on Purchase Order)	Service Authorization Date (MM/DD/YYYY)

All information documented in this report must be in narrative form.

Report Date	Report Author
Invoice Amount	Counselor/DVR Staff Contact Name

Visits to the Consumer

(Home or alternative locations)

Purpose is to information of routines, hobbies, family supports, activities and other perspectives related to one's residence.

Date	Duration	Observations

Interviews with Individuals Who Know the Consumer Well

These interviews should focus on persons perceived to be optimistic about the effort of the consumer to become employed and specific names should be primarily based on suggestions by the individual and family, as appropriate. Between two to three interviews should be conducted with persons both paid and not paid to deliver services to the consumer.

Date and Duration of Interview	Name/Relationship to Consumer	Results of Interview

Observations of the neighborhood area near the consumer's home to determine nearby employment, services, transportation and mobility corridors, safety concerns etc.

This observation, performed once, can be performed in conjunction with a visit to the individual's home.

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Observations of the consumer as they participate in typical life activities outside of their home. These activities may include observations made in schools, service programs, community settings etc.

A minimum of two of these observations is required.

Activities

Service Provider is required to participate in the following activities with the consumer to gather accurate and consistent observations.

Required Activities	Name of Activity	Date/Duration	General Observations
Typical life activities outside of consumer's home. These activities should include participation with the individual in either activities that comprise their typical life such as shopping, recreation/leisure, banking, etc., or in activities of this sort that comprise what adults might typically do together in the local community such as having a cup of coffee, attending a local festival, eating lunch, etc. A minimum of **two** of these activities is required.			
Typical life activities outside of consumer's home.			
Familiar activity in which the individual is at his/her best and most competent. This activity should be carefully planned and discussed so that conditions, interests and competencies can be identified. The specific activity must be negotiated and approved by the individual and family, as appropriate. A minimum of one of these activities is required.			
Novel activity in which the individual is interested in			

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participating but has not yet had the chance to do so. This activity should be carefully planned and discussed so that conditions, interests and competencies can be identified. Care must be taken to assure that the activity is consistent with as many of the individual's strengths, needs and interest as possible and it must be approved by the individual and family, as appropriate. A minimum of one of these activities is required.			

Review of Existing Records
This should be one of the last activities of discovery and is conducted after a relationship has been developed and knowledge gained about the individual. Written permission must be obtained from the individual or family, as appropriate, to review records.
Discovery Notes and Photos Collection Used to assist in the development of the profile documents.
These items are attached to this report: ☐ Personal memorabilia ☐ Hobby exemplars ☐ Letters of Recommendation ☐ Citations/Awards ☐ Other: Please list

PART I: Profile Interview/Intake General Information

Participant's Identification Information	
Date of Birth Address Phone	Marital Status Current family status with Local/State funding entity: Additional agencies involved with participant/family:
Residential/Domestic Information	
Spouse/Significant other: Length of Relationship:	

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Current Employer:

Extended family in local area:

Individuals Living in Same Home		
Name/Age	Relation	Employment

Residential History		
Location/Description of Neighborhood	Identify Transportation Used by the Consumer/Family	List General Commercial (shopping, industry, or services) Areas Near Home:

Education and Specialized Training History			
School	Date	Degree or accomplishment	Reason if not completed

Vocational Classes, Internships, Special Trainings, etc.			
Identify class, internship, training	Date(s) and Location	Special skills developed	Did the consumer find this opportunity interesting? Discuss.

Work History (List from most recent)			
Business	Date(s) and Location	Job Title and Wage	Reason for Leaving

PART II: Discovery Profile

Participant and Family	
Brief summary based on intake interview:	Description of typical routines:

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Family (or staff) supports: Family (staff) and personal responsibilities:	Physical and health related issues:
Educational Experiences	
Overall educational experiences:	Academic programming:
Community/Recreation programming:	Vocational experiences and programming:
Employment and Related Activity	
Informal work performed at home and for others:	Formal chores and responsibilities:
Entrepreneurial activities:	Internships, structured work experiences, sheltered work, volunteering:
Wage employment:	General areas of previous work interest:
Life Activities and Experiences	
Friends and social group(s):	Personal activities, including hobbies, performed at home:
Personal activities, including hobbies, performed in the community:	Family/friend activities, including hobbies, performed in the community:
Family/friend activities, including hobbies, performed at home:	Specific events and activities that are of critical importance:
Description of Skills, Interests, and Conditions in Life Activities	
Type of Skill(s)	**Name of Skill(s)**
Domestic/Home	
Community Participation	
Recreation/Leisure	
Academic	
Physical Fitness	
Arts and Talents	
Communication	
Social Interaction	
Mobility	

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Sensory (sight, hearing, smell, touch)	
Vocational	

Connections for Employment			
Potential connectors in family, friends, neighbors, and/or work colleagues	Potential connection sites in community relationships	Potential connections through clubs, organizations, or groups (church/school)	List of local employers (determined by proximity, interest areas, etc.)

PART III: Plan Preparation Summary

Conditions for Success	
General conditions for participant: General conditions for family (staff, as appropriate):	Instructional strategies: Supervisory strategies:
Conditions for task performance:	Supports needed for successful task performance
Environmental conditions:	Conditions to be avoided:
Interests Toward an Aspect of the Job Market	
General Personal Interests:	General Family Interests (or staff):
Activities consumer engages in without being expected to do so:	General areas of current work interest:
Specific areas of past work experience:	
Contributions	
Strongest positive personality characteristics:	Most reliable strengths regarding performance:
Best current and potential skills to offer to potential employers:	Credential training, certifications, and recognized skills:
Possible sources for recommendations:	Resources/financial assets:
Challenges	

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Areas potentially needing matching to employment sites:	Areas potentially needing negotiation with local employers:
Physical/health restrictions:	Habits, routines, idiosyncrasies:
Challenges associated with disability/need for accommodation and disclosure:	Financial issues:
Transportation Issues:	Promising solutions: Current, past or potential:

Potential Employer List	
Business/Contact	**Purpose/Reason Why Business was Chosen**

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