

## IVRS Responsibilities for Discovery Services

IVRS staff must understand that not every job candidate requires Discovery services. Prior to referring a job candidate for Discovery services, IVRS staff should:

- Provide counseling and guidance about employment options and services available through IVRS.
- Ask the job candidate about any specific interests and skills they have.
- Determine what is known about this job candidate and what isn't known.
- Ascertain what the job candidate has to offer an employer and what they need for a job to be successful. What are their strengths?
- Clarify the job candidate's interests and determine how these interests might translate into employment tasks.
- Establish what IVRS hopes to find out through Discovery and make a referral to the job candidate's CRP of choice
- Initiate communication to the job candidate's team to commence Discovery services and ensure all team members are supportive of this service. This is documented by IVRS staff completing the top portion of the Discovery Plan.
- Documentation from IVRS is provided to CRP to initiate Discovery services.
- Assist in helping to brainstorm and identify Discovery Activities with the CRP.
- Problem-solve with team to address issues hindering progress as needed
- Determine if Discovery Services can be delivered within 30 days of CRP receiving IVRS referral for this service.

## CRP Responsibilities for Discovery

- Determine if Discovery Services can be delivered within 30 days of CRP receiving IVRS referral for this service.
- Schedule intake and initial visit to home (intake should be separate from visit to home) with the job candidate applicant and his/her family at their home. (Discuss daily routines, chores or responsibilities in that setting, as well as interests, hobbies, leisure activities, etc.).
- Review what Social Security Disability Benefits are received and amounts. Consider potential for work incentives as employment is explored.
- Determine need to involve assistive technology (AT) professionals and possible benefits to include AT during Discovery Activities.
- Schedule interviews with those who know the job candidate well to ask about their interests, support needs, successful support strategies, skills and performance in various activities. (Begin to identify emerging vocational themes - which are general topics like sports, agriculture, organization, technology, machinery, etc.)
- Summarize information gathered in the VISIT TO HOME (B.) and INTERVIEW OTHERS (C.) sections of Discovery Services form.
- **Share information collected to IVRS counselor to help brainstorm and identify Discovery Activities.**

- Identify activities that are familiar and unfamiliar to the job candidate - and/or - they participate in successfully. Begin with an activity familiar to the job candidate prior to involving them in an unfamiliar activity. Accompany job candidate to selected places and activities to observe their skills, relationships, supports, etc. (Continue to identify specific skills and refine themes). Discovery Activities should be identified based on information learned in visit to the home and interviewing others.
- List planned activities in the DISCOVERY ACTIVITIES (D.) section on Discovery Services form. CRP staff detail the Activity and its location, who is going to engage in the activity, the Date by which it will be accomplished, and Justification for the activity.
- Complete Findings from the DISCOVERY ACTIVITIES that summarizes the information gathered during the different interviews, observations and interactions. It is important that this document reflects the information in a comprehensive manner to inform the process.
- Schedule a Discovery Team Meeting (E.) to review the results of Discovery Services with team members.
- Provide **Section II Discovery Services** report to IVRS itemizing the time period billed, hours worked, payment amount and documentation of achievement of performance measures.