

Discovery Fidelity Scale*

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Version i

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The Purpose

The Florida Developmental Disabilities Council, Inc. awarded a project to the Center for Social Capital in 2016 to research and improve Discovery practice. This revised 2021 Discovery Fidelity Scale (DFS) is based on nearly five years of implementation research and subsequent research publications. Discovery is the initial phase in Customized Employment that assists employment seekers who experience a disability. Customized Employment promises superior employment outcomes and good jobs, at good wages, that last for citizens with significant disabilities. Discovery reveals the employment seeker's relationships during the Home and Community visits, support needs and how the employment seeker best learns, during familiar and less familiar Discovery Activities, and expands employment possibilities through Informational Interviews with businesses. The end result is a Discovery Employment Plan to be used for CE Job Development. Discovery helps those who are working on behalf of the employment seeker learn the ideal conditions for each person's employment.

The Discovery Fidelity Scale (DFS) contains recommended practices to encourage Discovery implementation in a thorough and consistent manner. The development of this fidelity scale relied significantly on the input and guidance of two national organizations, Griffin-Hammis Associates (GHA) and Mark Gold and Associates (MGA). These two organizations have thoroughly defined Discovery and are knowledgeable trainers and teachers of Discovery and Customized Employment In addition to the exemplary Discovery teachings of these two organizations. This 2021 revised

DFS incorporates experiences of Discovery practitioners from California, Michigan, Iowa, Utah, Missouri, Florida, and Rhode Island.

Phase 1 of DFS field implementation began with training and authorizing select DFS Administrators, and subsequently reviewing their completed DFSs. Data collected from these reviews were used to revise DFS tenets and strengthen their reliability. A national panel of Discovery and Customized Employment experts participated in a Delphi process to increase consensus, the face validity, of DFS tenets. The results of this study have been accepted for publication in the *Journal of Vocational Rehabilitation*, Riesen, T., Hall, S., Keeton, B., and Jones, K. (2019) Customized Employment Fidelity Discovery: Developing Consensus Among Experts. This 2021 revised DFS is based on the results of additional implementation data research (in press).

Professionals administering the DFS must be trained and authorized to ensure reliable and valid implementation. Use of the DFS without requisite training of authorized DFS Administrators is prohibited. Prior to DFS training, all authorized Administrators should have professional working knowledge of Customized Employment and understand how a customized approach to employment is different from a competitive or job market approach. The DFS is a tool to ensure Discovery services are consistently implemented with integrity and quality. Delivering Discovery with fidelity demonstrates quality adherence to its key processes which increase the likelihood of a good stable job for the employment seeker.

Limitations

The fundamental hypothesis is the fidelity tenets contained in this scale correlate with successful employment outcomes through Discovery and Customized Employment. Field-testing is still underway in several States to both evaluate and improve DFS tenets to ensure they positively correlate with employment success. States and providers of Discovery Services that practice Discovery with fidelity to this scale can expect more stable employment of citizens with significant disabilities at higher annual incomes.

Introduction to Discovery

Every Vocational Rehabilitation Local Area Office in the United States may authorize payment for Discovery services for persons with significant disabilities as a part of Customized Employment. Discovery is recognized as a billable service through the federal Rehabilitation Services Administration. The Centers for Medicare and Medicaid Services (CMS) also provided both definitional and financing guidance and encouragement for delivering Discovery and Customized

Employment as a Medicaid funded service. Discovery and Customized Employment pilots and training seminars have occurred in most states, stewarded by the United States Department of Labor, Office of Disability Employment Policy.

Discovery is the initial step in a customized approach to employment for someone with significant challenges. Discovery takes between 24–60 hours over 6–12 weeks. Discovery is an alternative to a traditional assessments or evaluations to determine employability. Discovery assumes employability. The employment seeker cannot fail Discovery. Discovery presumes more citizens with developmental or intellectual disabilities, significant mental health needs, and others with multiple challenges to employment can be employed by using an individually customized approach to employment. The Discovery process helps reveal significant information about the job seeker to be used during CE Job Development following Discovery. While a competitive approach to employment matches citizens with disabilities to nearby job openings, this customized approach to employment utilizes thorough information about the individual job seeker via Discovery, coupled with highly individualized CE job development, Consultative Employment Training and Supports instead of job coaching, and other customized employment strategies, including interest-based employer negotiation.

Discovery is not a Stand-alone Service

Discovery, the initial step within Customized Employment. It should not be delivered as a stand-alone service. Discovery should be included in a referral for Customized Employment. The Discovery process should be explained to all potential support team members, including family members, educators, the case manager, and other supports and services personnel, including both day and residential services. Before Discovery begins, the primary person working on behalf of the employment seeker should complete all necessary paperwork, demographic information, and secure Customized Employment funding authorizations.

Discovery begins with identifying the Discovery Staging Record (DSR) or Vocational Profile format to be used for recording employment seeker information during the Discovery process. Immediately after completing Discovery, CE Job Development begins, followed by Consultative Employment, and Ongoing Support and Follow-along services. This means when Discovery is used for students still in school, it should result in a real job working evenings, weekends, holidays, and in the summer. This may also include working at a business separate from the school facility during regular school hours, if employment is a part of the student's individual education plan. A temporary unpaid or paid work experience is not the same as the experience that results from

securing employment through Discovery and Customized Employment. Ensuring someone with significant challenges continues to work in a good job at good wages may require additional consultative training, negotiation, position modifications, and different supports.

Discovery is an Alternative to Assessments and Evaluations

Implementing Discovery with fidelity means using Discovery as an alternative to evaluating someone to determine feasibility for a particular kind of work. Discovery does not result in a prediction of what sort of job should be sought based only on the person's current work skills. Discovery is a thorough description of a job seeker to better determine how to proceed with the next step, CE Job Development. Discovery is never used to assess what the employment seeker can and cannot do before deciding whether to authorize additional employment services. Discovery assumes employability with needed supports and is not to be used to determine whether someone is employable or designated as "unemployable."

Essential Features of Discovery

- An employment seeker cannot "fail" Discovery.
- Each person is unique and has specific contributions of value in the labor market.
- The employment seeker is the leader of his or her own Discovery process.
- Discovery begins with engaging the employment seeker's family, friends, and community supports.
- In Discovery, those who assist the employment seeker achieve a much greater understanding of the employment seeker.
- Discovery customizes employment around someone's life, not the other way around.
- Discovery reveals the person at his or her best and leads the individual to paid employment, working at his or her best.
- Discovery is about learning what's important about school, about work, and about income needed for financial stability.
- Discovery shows what the employment seeker can do, likes to do, and needs help doing.
- Discovery observations are always written objectively in descriptive sentences, reporting what is seen and heard in a positive manner.
- Discovery assists in getting to know someone "where the person is most who she or he is." (Michael Callahan)
- Discovery does not evaluate whether someone can work. Discovery helps determine how best to proceed to ensure employment success.
- Discovery does not assess or evaluate the employment seeker's readiness.

- Discovery should never be used to determine which work experiences the employment seeker should try out to become “more ready” for employment.
- Discovery determines the employment seeker’s support needs and how they learn in various kinds of work.
- No portion of Discovery, including the process of informational interviewing within Discovery, is job development. CE Job Development is the phase that immediately follows Discovery. Consultative Employment Training and Supports is the phase that immediately follows CE Job Development after the employment seeker is hired.
- Discovery is not determining whether the employment seeker is motivated to work or to discover his or her motivators.
- Concluding Discovery with a work experience, a volunteer experience, or paid or unpaid “try outs” are not acceptable next steps following Discovery. Real employment is.
- Job Development begins immediately after Discovery because a paid employment outcome in a real job in the community is the only purpose of Discovery.

To ensure you are using the latest version, 2021 (revised) of the Discovery Fidelity Scale, please download the latest revised version from the Griffin-Hammis Associates website, www.griffinhammis.com.

The Discovery Fidelity Scale

The promise of the Discovery Fidelity Scale is successful employment for the employment seeker, by implementing Discovery tenets described in the scale with acceptable accuracy. Adequate Authorizations, Access, Financing, and Provider Quality are critical Discovery Systems components. Home and Community Visits, Discovery Activities, Informational Interviews with businesses, a Vocational Profile Review, and an Employment Plan are critical Discovery Services components. The Discovery Fidelity Scale is divided into two sections. The first section is **Discovery Systems Fidelity**, and the second section is **Discovery Services Fidelity**.

Discovery Systems Fidelity

1. Authorization and Access
2. Financing
3. Discovery Providers

Discovery Services Fidelity

1. Home and Community Visits
2. Discovery Activities
3. Informational Interviews
4. Vocational Profile Narrative Review
5. Employment Plan

How the Discovery Fidelity Scale works:

- The eight components of Discovery Fidelity have tenets for each particular component. Each tenet is scored by determining which of four unique scalable fidelity definitions, described under the tenet, best matches current implementation of that tenet. Choose only one of the four fidelity descriptions for each tenet. Unacceptable, Acceptable, Good, or Exemplary should be chosen for each tenet.
- When in doubt among the four scalable selections, the selection that has the lower score should be checked. The Fidelity descriptions are:
 - Unacceptable (Score -1)—the most appropriate description of circumstances when compared to the other 3 options.
 - Acceptable (Score +1)—the best description of circumstances when compared to the other 3 options.
 - Good (Score +2)—the best description of circumstances because all of BOTH Acceptable and Good circumstances are present.
 - Exemplary (Score +3)—the best description of circumstances because ALL circumstances of Acceptable, Good, and Exemplary are present.
- All Scores are totaled at the end of the Scale.
- Timeliness is a critical component of the Discovery process. It is recorded at the end of the Scale.
- The word “employment specialist” is used throughout to mean the person who works 1:1 with the job seeker to ensure successful employment. Other common terms are: CE job developer, Consultative Employment Specialist, Support and Follow-along Specialist, and Vocational Specialist.

Discovery Fidelity Scale

Fidelity Level Criteria:

- +3 = Exemplary Fidelity (also meets all elements of Acceptable and Good Fidelity)
- +2 = Good Fidelity (also meets all elements of Acceptable Fidelity)
- +1 = Acceptable Fidelity
- 1 = Unacceptable Fidelity

Part 1. Discovery Systems Fidelity

Authorization and Access. Discovery is an alternative to vocational assessments and evaluations. It is the initial component of Customized Employment (CE). Financing Discovery accurately means it is paid for by State Vocational Rehabilitation and/or State Medicaid in agreement with the Centers for Medicare and Medicaid Services (CMS) employment financing and rate development guidance. This federal agency gave accurate financing guidance on Discovery and CE to ensure each state uses a “reasonably principled analysis” of provider’s costs to determine rates. Anyone eligible for Supported Employment is also eligible for Customized Employment.

Discovery Systems Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.1 Discovery is an alternative to vocational assessments and evaluations for anyone eligible for CE.	Discovery is authorized only for people who have the most significant challenges to employment from among those who are eligible for CE.	Discovery is authorized as an alternative to traditional assessments or evaluations for persons eligible for CE.	Discovery is authorized for anyone eligible for CE who wants to become employed.	Discovery authorization includes working-age students who have significant disabilities.	

Discovery Systems Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.2 Discovery is authorized as the initial process of CE.	The Discovery service is authorized separate from a CE authorization.	Discovery is authorized as the initial process of a referral for services.	Discovery is authorized to the specific agency who will also deliver all of the employment seeker's subsequent CE services.	Discovery is authorized to a specific employment specialist who provides Discovery and all subsequent CE employment services.	

Financing

Discovery is financed accurately by Vocational Rehabilitation and/or State Medicaid in agreement with the Centers for Medicare and Medicaid Services (CMS) employment financing and rate development guidance to ensure each state uses a reasonably principled analysis of provider's costs to determine rates for Discovery and Customized Employment.

Discovery Systems Tenet 1	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.3 Discovery is accurately financed by considering provider's costs to ensure access to the CE service.	A single payment rate is used to fund Discovery, without accounting for providers' costs.	The Discovery payment rate to a provider of the service is adequate to ensure employment seekers have access to Discovery services delivered by a trained, skillful, and experienced employment specialist.	The Discovery payment allows increased provider funding when Discovery requires more hours than originally authorized.	Every provider is paid a reasonable and individualized rate for their Discovery services based on their actual costs.	

Discovery Providers

Providers give everyone eligible for Supported Employment access to Discovery and Customized Employment. Every Employment Specialist is a dedicated employee, only providing integrated community employment services. If possible, the Employment Specialist delivers all phases of Discovery, CE Job Development, Consultative Employment Training (including systematic instruction as needed), and Follow-along Supports, in a complete and high-quality manner.

Discovery Systems Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.4 Providers are funded to give all eligible employment seekers access to a high quality and complete Discovery service.	Providers abbreviate or leave out some Discovery services when funding is inadequate to fully deliver Discovery that includes every component	Providers deliver high quality and complete Discovery services and are paid reasonable rates that cover their costs for these services.	The Discovery payment rate is sufficient to ensure a choice of experienced and qualified Discovery service providers.	Providers of Discovery are funded adequately to ensure the service leads to consistent employment outcomes at livable wages.	

Discovery Systems Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.5 The Employment Specialist provides all CE employment phases.	Discovery services are delivered by different personnel than people who provide other CE services.	Discovery is delivered by someone who only provides community integrated employment services.	Discovery is delivered by the same person who provides the CE job development.	Discovery services are delivered by the same person who delivers all CE services, including consultative employment training, and some provision of long-term employment support.	

Part 2. Discovery Services Fidelity

Discovery: Conversations, Observations, Activities, and Informational Interviews

1. Home and Community Visits and Conversations (during first two weeks of the 6-12 weeks Discovery process, 25-60 Total hours of Discovery services)

The Employment Specialist meets with the employment seeker (two to four hours) at his or her home if possible. When home visits are not possible, the meetings occur in mutually agreed to places other than a disability agency. Attendees should include family, friends, and invited others. The purpose of the meetings are to learn:

- a) what is important to the employment seeker,
- b) wage and other financial requirements,
- c) government benefits,
- d) benefits planning
- e) non-employment interests,
- f) daily routines, chores, activities the employment seeker participates in,
- g) the skills used by the employment seeker,
- h) the supports needed to complete tasks,
- i) how the employment seeker best learns,
- j) the community places the employment seeker may visit, and
- k) transportation options.

Conversations takes place to learn what is important to the employment seeker and to learn new information about the employment seeker, without evaluating or judging. If given permission and it is appropriate, the Employment Specialist sees the employment seeker's bedroom, other personal spaces, belongings, possessions, what's displayed, and what's important to

him or her. Through community and wider area visits, the Employment Specialist becomes familiar with area businesses, available transportation, and the employment seeker’s personal connections, relationships, and use of community places. The community visits may be completed before, in conjunction with, or after the home visits. Community visits will customarily take two-four hours. Additional information is gathered through in-person or virtual conversations with other people who are important to the employment seeker- outside of paid professionals- who were not able to participate in the home visit.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.1 Discovery begins with conversations in the job seeker’s home or a mutually acceptable place in the community.	If a home visit or a visit to a mutually acceptable place in the community cannot be arranged, a meeting is held at the provider’s office or school.	During the home visits, the employment specialist gathers information about the employment seeker’s daily life.	During the home visit, the employment specialist gathers information about the employment seeker’s family, friends, and other important relationships, beyond the people participating in the home visit.	During the home visit, the employment specialist captures meaningful quotes from the employment seeker and his or her family and friends that provide additional insight about the employment seeker.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.2 The employment specialist should learn information about the employment seeker's valued possessions and expressed interests, during visits to the employment seeker's home.	When visiting the employment seeker's home, the employment specialist assesses the employment seeker's readiness for community employment or forms opinions related to the employment seeker's personal appearance, hygiene, or living conditions within the home.	When visiting the employment seeker's home, the employment specialist learns about the employment seeker's preferred activities, hobbies, and how time is spent.	When visiting the employment seeker's home, employment specialist learns the history and background behind the employment seeker's valued possessions and expressed interests, and if applicable, and how they are used.	When visiting the employment seeker's home, the employment specialist learns about persons connected to valued possessions and expressed interests.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.3 The employment specialist learns about the employment seeker's community and surrounding area.	The employment specialist conducts internet research or drives through the area to learn about businesses and area landmarks near the employment seeker's home.	The employment specialist explores the employment seeker's community by walking or talking to neighbors, business owners, or other knowledgeable community members.	The employment specialist conducts visits at times necessary to meet with key people, including evenings and weekends.	The employment specialist identifies unique, specific small businesses within close proximity to the employment seeker's home.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.4 The Employment Specialist, and the employment seeker to the extent possible, connects with friends, family members, or other important people who were not present at the home visit to build relationships and learn more about the employment seeker.	The employment specialist interviews only professionals who support the employment seeker or includes negative commentary or limiting perceptions in the Discovery documentation.	The employment specialist talks to at least three of the employment seeker's family members, friends, or other important personal connections (not professional support) beyond those who participated in the home visit.	Through conversations with personal connections, the employment specialist gathers positive insights about the employment seeker, including who/what is important to them, what they do well, and how they are best supported.	The employment specialist and the employment seeker, to the extent possible, conduct at least one of the conversations with an important personal connection in-person at an informal community setting, such as a coffee shop.	

2. Discovery Activities [3-5 activities over two to three weeks]

Following the Home Visit, the Employment Specialist, along with other team members invested in the job seeker’s success, identifies and schedules three to five activities, beginning with those the employment seeker is familiar with, and moving to activities or places that are related but less familiar to the employment seeker. The Employment Specialist and other team members support the employment seeker as necessary to complete these activities, observing the skills used, tasks, supports needed, adaptations used, and how the employment seeker best learns. The less familiar places are visited based on emerging vocational patterns and preferences.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.5 The Employment Specialist learns more about the employment seeker as the employment seeker completes familiar activities, assisting as necessary.	The employment specialist conducts an initial assessment or try-out at a pre-determined site to learn about the employment seeker’s skills, or uses Discovery activities to assess and identify what he or she can and cannot do.	The employment specialist observes the employment seeker actively participating in two or three unique familiar activities in non-segregated settings in his or her community or home that demonstrate multiple tasks and skills, revealing potential support needs, assisting as necessary.	The employment specialist observes the employment seeker completing more than three different familiar community activities that demonstrate his or her unique skills, interests, and support needs, including current or potential low- or high-technology, assisting as necessary.	The employment specialist identifies emerging vocational patterns, preferences, or themes based on information gathered during Discovery Activities.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.6 The Employment Specialist and others assists the employment seeker to complete novel activities in less familiar places based on vocational preferences and emerging vocational strengths, abilities, or themes.	The employment specialist uses pre-established job sampling sites or sets up appointments with businesses to determine the employment seeker's skills.	The employment specialist creates opportunities to observe the employment seeker actively participating in 2-3 novel, integrated activities related to the employment seeker's emerging vocational patterns and preferences that help form connections and expand the employment seeker's social capital.	The employment specialist uses information gathered during less familiar activities to identify new skills, preferred learning style, effective teaching strategies, opportunities for using high- and low-technology, and potential vocational strengths, abilities, or themes.	The employment specialist creates at least one opportunity at a local business for the employment seeker to participate in unfamiliar activities related to the employment seeker's skills and potential vocational strengths, abilities, or themes.	

3. Informational Interviews [3-5 interviews over two weeks)

The Employment Specialist documents the employment seeker’s vocational themes and preferences and conducts two or more informational interviews for each of the employment seeker’s vocational themes. Based on these themes, the Employment Specialist schedules appointments with businesses owners or managers to do informational interviews. Unless there were agreed upon reasons to conduct the informational interviews without the employment seeker, the employment seeker participates in the informational interviews. The informational interviews are conducted using a conversational style with open-ended questions if necessary. The employment seeker and the Employment Specialist seek advice on careers, the business, business needs, its goals, uncommon aspects of the businesses, and the work. Workplaces are described in details, depicting the business culture, and identifying jobs and tasks that match the employment seeker’s vocational themes or preferences. The information obtained during the informational interviews guides future CE Job Development.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.7 The employment specialist and the employment seeker, to the extent possible, complete informational interviews with several businesses that align with the employment seeker’s, skills, tasks, interests, and vocational themes.	The employment specialist conducts informational interviews by going to businesses with potential job openings, to see if they might agree to hire, or for the purpose of seeing if the employment seeker can do the work.	The employment specialist and employment seeker, to the extent possible, conducts three to five informational interviews in businesses, without apparent job openings, that match the employment seeker’s skills, tasks, interests, and vocational themes.	The employment specialist and employment seeker gather recommendations and feedback from business representatives during informational interviews to expand the employment seeker’s career exploration.	The employment specialist creates opportunities for the employment seeker to work on new tasks in businesses that match his or her skills, interests, or vocational themes, assisting as necessary to achieve success.	

Timeliness Score: Conversations, Observations, Activities, and Informational Interviews

Home and Neighborhood Visits, Interviews with others, Discovery Activities, and Informational Interviews completed within 12 weeks of Discovery start date, excluding weeks the process has been paused by the employment seeker.

Home & Neighborhood Timeliness	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
Home and Neighborhood Visits, Interviews with others, Discovery Activities, and Informational Interviews completed within 12 weeks of Discovery start date.	Home and Neighborhood Visits, Interviews with others, Discovery Activities, and Informational Interviews take more than 12 weeks to complete.	Home and Neighborhood Visits, Interviews with others, Discovery Activities, and Informational Interviews completed within 12 weeks of Discovery start date, excluding weeks the process has been paused by the employment seeker.	Home and Neighborhood Visits, Interviews with others, Discovery Activities, and Informational Interviews completed within 9 weeks of Discovery start date, excluding weeks the process has been paused by the employment seeker.	Home and Neighborhood Visits, Interviews with others, Discovery Activities, and Informational Interviews completed within 6 weeks of Discovery start date, excluding weeks the process has been paused by the employment seeker.	

Linking Discovery to Job Development:

1. Vocational Profile Narrative Review [completed in one or two weeks]

The Discovery Staging Record or Vocational Profile documents a review of information, revisiting or redoing past steps, adding additional Home or Community visits, Interviews, less familiar Discovery Activities, and additional Informational Interviews as necessary. The Vocational Profile Narrative Review includes all information to date, providing a narrative analysis all Discovery processes, and concludes with the reasoning behind the ideal conditions for the employment seeker's employment and choice of particular vocational themes.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.8 A review and analysis of all information collected to date, revisiting and including additional Discovery information as needed, to complete the Vocational Profile.	To complete the vocational profile, the employment specialist primarily recounts information provided by others or does not include evidence of substantively new information learned about the employment seeker through direct interactions or observations in inclusive settings.	The vocational profile includes an analysis of what was learned during the entire Discovery process, identifying the employment seeker's skills, interests, ideal conditions for employment, potential job tasks or vocational themes, relationships, necessary supports, including high- or low-technology, financial goals, and updated benefits/resource plan.	The information in the vocational profile is supported by evidence and meaningful examples gathered during Discovery.	The vocational profile includes additional activities, changes, and corrections to what was learned throughout the Discovery process.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.9 The Vocational Profile Narrative describes the completed Discovery process and answers the question: Who is this person?	The vocational profile documents how the employment seeker performed to determine possible jobs or includes negative or limiting commentary about the employment seeker.	The vocational profile is a descriptive narrative, written in a positive, affirming, optimistic manner.	The vocational profile narrative is supplemented with videos, pictures, or other media gathered during Discovery that highlight the employment seeker's skills, and accomplishments.	The vocational profile includes a next-steps list for subsequent Job Development.	

2. Employment Plan [completed in one or two weeks]

The Vocational Profile or Discovery Staging Record is completed with a written Employment Plan using Discovery information for the next step: Job Development. The Employment Seeker and the Employment Specialist have individual planning discussions with team members and/or conduct a formal planning meeting, to review the information gathered during Discovery, generating specific businesses to contact for CE Job Development that align with the employment seeker's identified and potential skills and vocational themes. The Employment Plan includes either extensive employment leads, generated at a final Discovery planning meeting, and/or from a list of 20 specific local businesses for each Vocational Theme. CE Job Development begins immediately following, within one to two weeks after completing the Employment Plan.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
2.10 The employment specialist, the employment seeker, and members of the employment seeker's team, hold an in-person meeting, have joint online communication meetings, or other joint communication to create an Employment Plan that contains businesses to contact for Job Development.	The employment specialist reviews the information gathered during Discovery and creates a next-steps plan, without creating an employment development plan of specific employers for the job developer to contact.	The employment specialist, the employment seeker, and members of the employment seeker's team meet to review the Vocational profile and develop an employment plan that incorporates conditions for successful employment, available resources to support job creation (PASS, VR, etc.), and specific businesses for the job developer to contact.	The employment plan includes dozens of local business contacts that relate to the employment seeker's identified and potential skills, interests, and vocational themes supplemented by marketing materials, videos, and/or representational portfolios.	The employment plan team members assist the job developer to implement the plan by facilitating introductions to identified businesses.	

Timeliness Score: Linking Discovery to Job Development

Vocational Profile Narrative Review and Employment Plan complete within 4 weeks of completing Informational Interviews, excluding weeks the process has been paused by the employment seeker.

Linking Discovery to Job Development Timeliness	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
Vocational Profile Narrative Review and Employment Plan complete within 4 weeks of completing Informational Interviews.	Vocational Profile Narrative Review and Employment Plan take more than 4 weeks to complete.	Vocational Profile Narrative Review and Employment Plan complete within 4 weeks of completing Informational Interviews, excluding weeks the process has been paused by the employment seeker.	Vocational Profile Narrative Review and Employment Plan complete within 3 weeks of completing Informational Interviews, excluding weeks the process has been paused by the employment seeker.	Vocational Profile Narrative Review and Employment Plan complete within 2 weeks of completing Informational Interviews, excluding weeks the process has been paused by the employment seeker.	

Authorized Reviewer*	
Department/Contact Information/email	
Date	
Authorization and Access Component Score	
Financing Component Score	
Discovery Providers Component Score	
Home and Neighborhood Component Score	
Discovery Activities Component Score	
Informational Interviews Component Score	
Vocational Profile Narrative Review Component Score	
Employment Plan Component Score	
Total Discovery Fidelity Score	
Previous Discovery Fidelity Score and Date (optional)	

Professionals administering the Discovery Fidelity Scale (DFS) (all rights reserved) must be trained and authorized to ensure reliable and valid implementation of the scale.