



State of Connecticut Department of Developmental Services

DDS

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Deliverable Documents for CE Services:

PART 1: Discovery

1. CE Discovery Report
2. CE Plan Development Summary
3. Visual Resume *Substitutions may be allowed on a case by case basis

Job Discovery

The CE Discovery Report is used by the CE Certified Provider Staff member to facilitate the Discovery process. The Discovery process is a qualitative approach to information gathering about the job-seeker, through observation, informational interview with family and friends, community support as well as participation in recreational and community activities with the job-seeker, and job exploration activities. This report begins with data collection and then ends with a narrative summary. A Discovery Activities Log is at the end of the report for the Discovery facilitator to record their time gathering information for this report.

The CE Plan Development Summary is prepared following completion of all Discovery observations and activities and prior to the Discovery Team meeting where it is to be reviewed and agreed to by the job-seeker and Service Delivery Team. The Discovery Team meeting is facilitated by the CE provider staff who was most involved in the Discovery process with the job-seeker. Case managers, personal support team members, family, friends, and other individuals of personal or professional relationship with the job-seeker may also attend with permission from the job-seeker to offer additional input to the job-seeker's job search plan and how they can be of support.

A Visual Resume is developed for each job-seeker during the Customized Employment process. The Visual Resume is used to present the job-seeker to a potential employer to highlight the job-seeker: their relevant interests, education, employment and volunteer experience, potential contributions to the business, and a specific list of tasks the job-seeker has to offer.

An example of potential substitutions includes: art portfolio, existing resume, etc.