

Discovery Fidelity Scale*

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Griffin-Hammis Associates, Inc.
The Center for Social Capital



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The Purpose

The Florida Developmental Disabilities Council, Inc., awarded a project to the Center for Social Capital to research and improve Discovery practice. Discovery is a process of assisting someone to find better employment by learning his or her activities, tasks performed, interests, conditions of employment, skills, personal attributes and support needs. Discovery is an alternative to traditional employment assessments and evaluations. By design and purpose, persons with disabilities cannot fail Discovery.

This project included developing a Discovery Fidelity Scale of recommended practices to encourage Discovery implementation in a thorough and consistent manner. The development of this fidelity scale relied significantly on 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, Customized Employment, and Supported Employment. In addition to the exemplary Discovery teachings of these two organizations, this project incorporated the perspectives of Florida practitioners of Discovery to create a scalable method to determine fidelity practice to Discovery. As of this writing, November 2017, the Discovery Fidelity Scale has just completed Phase Two, expert review and comment, of a Delphi-process shepherded by Tim Riesen PhD, Utah State University. Field implementation of the Discovery Fidelity Scale will begin December 2017 in Southern and Central California, with the support of the State of California and the State Council on Developmental Disabilities and Providers of Discovery Services.

Professionals administering the Discovery Fidelity Scale (DFS) must be trained and authorized to ensure reliable and valid implementation. All administrators of the DFS should have professional working knowledge of Customized Employment and Supported Employment and how a customized approach to employment is different from a competitive approach. The DFS is a tool that ensures Discovery services will be implemented with consistent integrity and quality. Delivering Discovery with valid and reliable fidelity demonstrates adherence to its key processes, high quality, and timeliness, increasing the likelihood of a good stable job for the employment seeker.

Development of the Discovery Scale

The Center for Social Capital completed research and reviews of all available documents, books, literature, and published works about Discovery, used in the context of delivering Customized Employment services. With few exceptions the Discovery writings were consistent, included detailed components of Discovery, and how this customized approach differs from a competitive market-based approach that matches employment seekers to available job openings. Following an analysis of written information, we conducted field research that included:

-) Extensive interviews, emails, and phone conversations with national Discovery leaders
-) Five Focus Group meetings
-) Fifteen individual interviews with Discovery Stakeholders
-) A Likert Scale Survey on selected Discovery practices, and
-) Five individual Case Studies with Discovery participants
-) Expert opinion and comment via Delphi-research process (Phase One and Two completed)
-) Initial Implementation of DFS in Southern and Central California (Begins December 2017)

The field research began with interviews, emails, phone conversations, and face-to-face interviews with Michael Callahan, Cary Griffin, Ellen Condon, Patty Cassidy, and Beth Keeton, all associated with Mark Gold and Associates or Griffin Hammis Associates, and well known for their writing and teaching Discovery, Customized Employment, and Supported Employment throughout the United States and other countries. Prior to the development of this fidelity scale, the results of this field

research were completed between January and May 2016 as earlier deliverables for the Florida Developmental Disabilities Council, Inc.

Within the State of Florida, we completed five Focus Groups, attended by 61 Florida Vocational Rehabilitation (VR) Counselors, Educators, Administrative Officials, Providers, and other Discovery practitioners. The Focus Groups were held in Tampa, Orlando, Jacksonville, Ft. Lauderdale, and Ft. Myers. In these Focus Groups we learned firsthand about Discovery implementation, thoughts about Discovery, and what could improve its implementation.

In addition to the focus groups, we conducted 15 detailed personal interviews with 15 Discovery stakeholders. The Center for Social Capital developed a Likert Scale Survey of Discovery implementation questions based on the results of the Stakeholder Interviews and Focus Groups. Thirty people knowledgeable about Discovery answered the survey questions. Persons with disabilities themselves and their families, all participants in Discovery, participated in five case studies. Participation in the Focus Groups, the Likert Survey, interviews and case studies was excellent, with active participation in the focus groups, responsiveness to the survey questions and individual interviews. Thanks to the participants we produced detailed information and analysis of this research information for the Florida Developmental Disabilities Council, Inc.

The first and second stages of the Delphi-process to improve the scale via 34 experts' opinions has been completed. This Discovery Fidelity Scale, November 2017, has benefited greatly from suggested changes that will likely and significantly increase its reliability and validity. On-site training on how to implement the Discovery Fidelity Scale begins December 7, 2017 in San Diego, California.

Limitations

The fidelity tenets contained in the scale may account for successful implementation of Discovery in Florida, California, and in all other States. Field-testing to ensure the key tenets and scaled items have acceptable reliability and validity as indicators of Discovery success, have not been

completed as of November 2017. States and providers of Discovery Services that practice Discovery with Adequate, Good, or Exemplary fidelity to this scale will likely achieve stable employment of citizens with significant disabilities at livable wages. Further implementation research will determine the reliability and validity of the Discovery Fidelity Scale.

Introduction to Discovery

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

Discovery is the initial step in a customized approach to employment of someone with significant challenges to employment. Discovery takes between 24-60 hours over 5-9 weeks to complete. Discovery is an alternative to a traditional assessment or evaluation to determine employability. 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 a customized rather than a competitive approach to employment. The Discovery process helps reveal significant information about the job seeker to be used during Job Development following Discovery. A competitive approach to employment places citizens with disabilities in available job openings, while this customized approach to employment is based on a discovery of thorough information about the job seeker coupled with highly individualized employment strategies that include employer negotiation. Discovery helps those who assist the job seeker learn much more about him or her, leading to excellent job matches in the best possible working conditions. It is likely that persons with significant disabilities utilizing Discovery will be in good jobs that provide at or near living wages and a career of continuous employment.

The key practices and processes within Discovery are in themselves useful, meaningful, positive, and improve many human service activities, both employment and non-employment related. For example, teachers found home visits, a key process within Discovery, are useful in getting to know the students better. Adult service providers found Discovery a worthy employment-focused version of Person-centered Planning. Educators found Discovery useful for gathering more comprehensive information about students, determining future coursework, and future education or training needs. VR Counselors found that paying for Discovery, even if isolated from Supported or Customized Employment, yielded desired information. While these examples are useful, they are not examples of implementing Discovery with fidelity. Implementing Discovery with fidelity ensures the Job Development phase of Customized or Supported Employment and actual employment immediately follows Discovery. Discovery performed with valid and reliable fidelity makes it likely that most persons with significant disabilities become employed doing work they like, making a good income. As Cary Griffin of Griffin Hammis Associates said, “Discovery is the fastest way to a good job.”

Discovery is not a Stand-alone Service

Discovery, the initial step within Supported and Customized Employment, should not be delivered as a stand-alone service, and should be included in a referral for Supported or 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 personnel. Before Discovery and Supported and/or Customized Employment Supports begin, the Employment Specialist completes all necessary paperwork, demographic information, and secures funding authorizations separate from the Discovery process.

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. After completing Discovery, Job Development begins immediately, followed by Job Site Training (which often includes systematic instruction), and Ongoing Support and Follow-along services. Ongoing

Support and Follow-along is not just checking on someone a couple times a month to see if he or she is working satisfactorily. Ongoing Support and Follow-along services deliver the same services *on an as needed basis* that were delivered during the Discovery, job development, and systematic instructions phases. Ensuring someone with significant challenges to employment continues to work in a good job at good wages may require additional jobsite training, position modifications, and maybe a different employer.

Discovery is an Alternative to Assessments and Evaluations

Implementing Discovery with fidelity means Discovery is used as an alternative to evaluating someone to determine feasibility for employment and to determine a particular kind of work for the employment seeker. Discovery does not result in a prediction of what sort of job should be sought based on the person's identified work skills. Discovery is a superior description of a job seeker to better determine how to proceed with the next step, Job Development. Discovery is never used to see what the person can and cannot do before deciding whether to authorize more services. Discovery assumes employability with needed supports and is not to be used to determine whether someone is employable or not. The presumption is that no one should be excluded from the opportunity to be employed. Discovery is a descriptive and thorough employment-focused approach to determining more about someone's life in order for them to be working in a good job.

Essential Features of Discovery

-) An employment seeker cannot "fail" Discovery.
-) Each person is unique and has specific contributions of value in the labor market.
-) Discovery begins with engaging the employment seeker's family, friends, and community supports.
-) In Discovery, those who assist the employment seeker learn something more and understand more about the employment seeker.

-) Discovery determines what familiar and unfamiliar activities or tasks make sense to observe and potentially participate in alongside the employment seeker in order to learn more about him or her.
-) 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, about money 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.
-) Discovery assists in getting to know someone "where the person is most who she or he is," Michael Callahan.
-) Discovery does not conclude whether someone can work or not. Discovery helps determine how best to proceed to ensure employment success.
-) Discovery does not assess or evaluate the employment seeker's readiness or performance on specific work. Discovery determines the various kinds of work and the employment seeker's support needs in a manner that is more likely to result in employment success.
-) No portion of Discovery is Job Development. Job Development is the phase that immediately follows Discovery.
-) Discovery is not determining the employment seeker's motivators. Discovery is learning about this person, discovering things about him or her related to employment.
-) Concluding Discovery with a customized work experience or volunteer experience is not an acceptable next step following Discovery. Work is.
-) The reason why Job Development begins immediately after Discovery is because a paid employment outcome in a real job or self-employed business in the community is the only purpose of Discovery.

The Discovery Fidelity Scale

The promise of the Discovery Fidelity Scale is successful employment for the employment seeker, if practitioners implement the components of Discovery with the tenets described in the scale with acceptable accuracy. Adequate Authorizations, Access, Financing, and Provider Quality are critical Discovery Systems components. Home and Area 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 Area 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 just mentioned above have tenets for each particular component. Each tenet is scored by determining which of four unique scalable fidelity definitions under the tenet best matches current implementation of that tenet. Choose only one of the four fidelity descriptions for each tenet. Unacceptable, Acceptable, Good, and Exemplary should be chosen for each tenet.
-) When in doubt among the four scalable selections, the selection that has the lowest 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.

DISCOVERY FIDELITY SCALE

Fidelity Level Criteria:

+3 = Exemplary Fidelity

+2 = Good 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 (CE) or Supported Employment (SE). Discovery is financed accurately 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, SE, and CE to ensure each state used a reasonably principled analysis of individual provider’s costs to determine rates.

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 persons eligible for CE and SE.	Discovery should be authorized only for people who have the most significant challenges to community employment.	Discovery should be authorized as an alternative to traditional assessments or evaluations.	Discovery should be authorized for anyone eligible for SE and CE.	Discovery should be authorized for 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 part of CE or SE.	Discovery should be used as an assessment to determine whether someone can work.	Discovery should be authorized as part of a CE or SE referral for services.	Discovery referrals should be issued to the specific agency who will also deliver the person’s CE or SE services.	The employment specialist who provides Discovery should also provide the CE or SE 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 individual provider’s costs to determine rates for Discovery, Supported Employment, and Customized Employment.

Discovery Systems Tenet 1	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.3 Discovery is accurately financed.	Only one statewide payment rate should be used to fund Discovery.	<ul style="list-style-type: none"> ■ The Discovery payment rate should be adequate to ■ ensure Discovery services are delivered by a trained, skilled, and qualified ■ Employment Specialists. ■ 	The Discovery payment should allow increased funding when Discovery requires more hours than originally authorized.	Every provider should be paid a reasonable and individualized payment rate to cover their costs to deliver Discovery.	

Discovery Providers

Providers give everyone eligible for Supported Employment access to Discovery, Supported Employment, and Customized Employment. Every Employment Specialist is a dedicated employee, only providing integrated community employment through Supported Employment or Customized Employment. The Employment Specialist delivers all phases of Discovery, Job Development, Job Site Training (including systematic instruction), and Follow-along Supports in a high quality manner.

Discovery Systems Tenet	Scoring				Fidelity Score
	Unacceptable - 1	Acceptable + 1	Good +2	Exemplary +3	
1.4 Providers give all eligible employment seekers access to Discovery, SE and CE.	It is acceptable for Providers to make changes to the Discovery process to reduce costs if the payment rate is insufficient.	The Discovery payment rate should be sufficient to ensure Providers can deliver Discovery and cover their costs.	The Discovery payment rate should be sufficient to ensure a choice among Discovery providers.	Discovery should lead to high-quality outcomes that result in persons working 20-40 hours each week in in an integrated community job.	

Discovery Systems Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
1.5 The Employment Specialist provides all integrated employment phases.	Discovery services should be delivered by different personnel than those who provide CE or SE services.	Discovery should be delivered by personnel who are solely dedicated to providing employment services	Discovery should be delivered by the same person who delivers job development and job site training services.	Discovery services should be delivered by the same person who delivers all CE or SE services, including long-term support follow-along support.	

PART 2. DISCOVERY SERVICES FIDELITY

Home and Neighborhood Visits [during first week, of the Total 5-9 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. Attendees should include family, friends and invited others. The purpose of the meeting is to learn: (a) what is important to the employment seeker, (b) financial requirements, (c) government benefits, (d) benefits planning (e) interests, (f) daily routines, chores, activities the employment seeker participates in, (g) the skills used by the employment seeker, (h) the community places the employment seeker visits, and (i) transportation options. A conversation 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 appropriate, the Employment Specialist should see the employment seeker’s bedroom, other personal spaces, belongings, possessions, and what’s displayed. Through neighborhood and 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 neighborhood and area visits may be completed before the home visit, in conjunction with, or after the home visit. Area and neighborhood visits will customarily take two-four hours.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.1 Begins Discovery with an interview in the employment seeker’s home.	If a home visit or a visit to a mutually acceptable place in the community cannot be arranged, a meeting with the family should be held at the provider agency.	During the home visit the employment specialist should gather information about the employment seeker’s daily life.	During the home visit the employment specialist should gather information about the employment seeker’s personal connections.	During the home visit the employment specialist should capture quotes from the employment seeker and his or her family and friends.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.2 Uses a conversational style during interviews with the employment seeker, family, members, and others for information and understanding, not answers.	During the home visit the employment specialist should meet with the employment seeker and his or her family to fill out necessary forms.	During the home visit the employment specialist should gather information about the employment seeker’s chores and responsibilities.	During the home visit the employment specialist should use natural conversation to learn new information.	During the home visit the employment specialist should gather information through natural interactions with the employment seeker.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.3 Observes the employment seeker’s personal spaces during the home visit and interview.	During the home visit the employment specialist should assess the general organization and cleanliness of the home.	During the home visit the employment specialist should learn about the employment seeker’s personal spaces, his or her belongings, and how they are used.	During the home visit the employment specialist should learn the history and background behind the employment seeker’s value possessions and expressed interests.	During the home visit the employment specialist should learn about the employment seeker’s interests and preferred activities or hobbies, including how he or she spends time.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.4 The Employment Specialist becomes familiar with the employment seeker’s neighborhood and surrounding area.	The employment specialist should primarily conduct internet research as a way to learn about businesses and area landmarks near the employment seeker’s home.	The employment specialist should explore the employment seeker’s neighborhood by talking to neighbors, business owners, and members of community institutions.	The employment specialist should conduct neighborhood visits at times to meet with key people, which may include evenings and weekends.	The employment specialist should include others in the neighborhood explorations to gather different perspectives.	

Discovery Activities [3-5 activities over two weeks]

Following the Home Visit, the Employment Specialist 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 unfamiliar to the employment seeker. The Employment Specialist and other team members support the employment seeker to complete these activities, observing the skills used, supports needed, adaptations used, and learning needs. Unfamiliar places are visited based on emerging vocational patterns.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.5 The Employment Specialist along with others assists the employment seeker completing familiar activities.	The employment specialist should assess the job seeker performing activities of daily living such as self help, hygiene, and eating.	<ul style="list-style-type: none"> ■ The employment specialist should observe the employment seeker ■ actively participating in two or three familiar activities in his or her community or home that demonstrate multiple tasks and skills and reveal potential support needs. 	The employment specialist observes the employment seeker completing more than three familiar community activities or familiar home activities that demonstrate his or her unique skills, interests, and support needs.	The employment specialist should analyze the information gathered during familiar community or familiar home activities to identify emerging vocational patterns and preferences.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.6 The Employment Specialist and/or others assist the employment seeker to complete several activities in unfamiliar places based on a determination of his or her vocational preferences and emerging Vocational Themes.	The employment specialist should use consistent pre-established job sampling sites to assess the employment seeker’s skills.	The employment specialist should use information gathered during home and community observations to identify skills, capacities, and potential vocational themes.	The employment specialist should gather information related to the employment seeker’s skills and support needs by observing him or her participating in activities in novel community locations.	The employment specialist should create opportunities at local businesses for the employment seeker to participate in activities related to his or her skills or emerging vocational themes.	

Informational Interviews [3-5 interviews over two weeks]

The Employment Specialist documents the employment seeker’s Vocational Themes or preferences and conducts one or two 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 an informational interview. 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. 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 is written and guides future Job Development.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.7 The Employment Specialist completes Informational Interviews with several businesses that align with the employment seeker’s Vocational Themes.	The employment specialist begins the informational interviews by visiting businesses to ask about available jobs and to inquire about the possibility of the employment seeker working there.	The employment specialist and the employment seeker should conduct three to five informational interviews in businesses, without apparent job openings, that match the employment seeker’s skills and vocational themes.	The employment specialist and the employment seeker should use recommendations and feedback gathered from business representatives during informational interviews to guide future Discovery activities.	The employment specialist should ensure the employment seeker has the opportunity to try a new task in businesses that match his or her skills or vocational themes.	

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 Area visits, Interviews, Discovery Activities, and Informational Interviews as necessary. The Vocational Profile Narrative Review includes all information to date, identifies the ideal conditions for the employment seeker’s employment and the reasons for choosing particular Vocational Themes. If additional information is required, the Employment Specialist and the employment seeker schedule additional Home or Area visits, other Interviews, other Discovery Activities or Informational Interviews, as necessary.

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.8 Review information collected to date, revisiting and/or including additional Discovery information as needed.	To complete the vocational profile, the employment specialist should complete forms by asking a series of questions and recording the employment seeker’s and family member’s responses.	The vocational profile should include an analysis of what was learned during Discovery.	The vocational profile should identify ideal conditions for employment and vocational themes, supported by evidence gathered during Discovery.	The vocational profile should include additional activities and changes learned near the end of the Discovery process.	

Discovery Services Tenet	Scoring				Fidelity Score
	Unacceptable – 1	Acceptable + 1	Good +2	Exemplary +3	
2.9 A Vocational Profile Narrative that completely describes the employment seeker’s Discovery process, one that accurately reflects the employment seeker, and answers: Who is this person?	The vocational profile should document the results of how the employment seeker performed on numerous assessments to determine possible jobs for future employment.	The vocational profile should be a narrative and descriptive document written in a positive and affirming manner.	The vocational profile should document the employment seeker’s skills, tasks, and accomplishments supported by objective descriptions, videos, and/or pictures.	The vocational profile should include a next-steps list for subsequent Job Development.	

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 next steps to obtain employment. The Employment Specialist has individual discussions with team members or conducts a formal meeting, to get ideas for specific businesses to contact for Job Development. The Employment Plan includes either employment leads, generated at a final Discovery meeting, and/or from a list of 20 specific local businesses for each Vocational Theme. Job Development begins 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 along with other members of the employment seeker’s support team creates an Employment Plan that contains businesses to contact for Job Development.	The Discovery documentation should not include detailed information on specific businesses for the job developer to contact during Job Development.	Discovery should conclude with a job development plan that includes specific business contacts related to the employment seeker’s identified skills and vocational themes.	The job development plan includes dozens of local businesses contacts that relate to the employment seeker’s vocational themes.	Discovery team members should work with the employment seeker to create and assist with the initial implementation of the job development plan.	

Authorized Reviewer* _____

Department/Contact Information _____

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.