

Discovery vs. JRT vs. Milestone 1

Discovery



- PURPOSE: Developing a vocational goal and identifying support needs
- ACTIVITIES:
 - Vocational testing
 - Job shadow
 - Situational assessment
 - Work Experience
 - Career exploration
 - Informational Interviews
 - Dealing with disclosure
 - Home visits
 - Mock interviews
 - Assessing resume/application skills
 - Coordinating discovery and setup
 - Communicating with others regarding these activities
- DOCUMENTATION: *Monthly Progress Summary* and *Discovery Profile*
 - At the conclusion of Discovery, if job placement or milestone activities will be pursued, the *Job Development & Placement Plan* should be completed.
- Team meetings should occur as often as necessary to address the needs of the participant. For recommendations, see the *Discovery Touch Points* reference document

Job Readiness Training (JRT)



- PURPOSE: Overcoming specific barriers to employment if there is an identified need/ongoing issue
- TRAINING AREAS:
 - Work behaviors
 - Timeliness
 - Appropriate dress & hygiene
 - Productivity
 - Soft skills
 - Social Skills
 - Communication skills
- DOCUMENTATION: *Monthly Progress Summary* and *JRT Plan*
 - Should not be included in the *Discovery Profile*
- Can be provided when the need arises
- Conducted on a 1:1 staff to participant ratio
- Before beginning JRT, a meeting with the participant, provider, and VRC should take place to discuss the plan and how it will be implemented
- Participant, VR, and provider may work together to set the goals and targeted timeline
- A meeting with the participant, EC, and VRC is advisable at the halfway mark to discuss progress
- May be provided by a CRP or another entity appropriate for the training needs of the participant

Milestone 1



- PURPOSE: Getting and keeping a job
- ACTIVITIES:
 - Specific resume preparation
 - Looking for job openings
 - Assisting with job applications
 - Furthering interview skills
 - Contacting businesses on behalf of the participant
 - Helping with orientation - badge or paperwork
 - Arranging for reasonable accommodations
- DOCUMENTATION: *Monthly Progress Summary* and *Milestone Payment Verification*
 - *Notice of Job Offer (NOJO)* submitted and approved prior to billing for Milestone 1