Capturing discovery through the use of a Profile Document

Positive paper for persons with significant complexities

Course Manuals

Observation Strategies within Activity

- Try to remember what you see
- Take notes afterwards
- Offer the individual the "lead", subtly
- Use an "asking" conversational style
- Let the individual speak
- Wait for the person, allow periods of silence
- Notice small things while you participate
Features of task observation:

- Description of Specific Task
- Motivation/interest indicated
- Supports offered/used
- General Performance: Pace, correctness, consistency, stamina
- Connections
- Concerns/challenges

Strategies for Reviewing Records

- Get to know the person first
- Look for the positive aspects of records
- Be skeptical of the record rather than the individual
- Look for possible solutions to complexities
- Follow up with interview of individuals who seem hopeful in their writing

The “Who” of Discovery

- The person of concern
- Their family and loved ones
- Close and trusted friends
- Neighbors with good relationships
- Professionals who care
  - Counselors
  - Teachers
  - Case managers
  - Service providers
The “Where” of Discovery

• Home/Living Context: Discovery starts where relationships start - where we live
• Neighborhood
• Local Community
• Ethnic group/peer group
• School
• One-stop center
• Church
• Places where the person is “most who they are”

The “What” of Discovery:
Identifying the best aspects of the person

• Routines
• Relationships
• Responsibilities
• Challenges
• Associations
• Friendships
• Shops and Services
• Tasks
• Solutions
• Connections
• Education
• Location
• Life performance
• Community inventory

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What is a Profile?

- A Profile is a descriptive picture of a person with a disability developed through the process of discovery.
- A Profile involves:
  - a) positive and useful information,
  - b) a format that delineates the information
  - c) an optimistic, narrative report
- A Profile provides an opportunity to see possibilities for the individual.

What is a Profile?

- The Profile document provides an alternative format to the traditional evaluation reports that test and compare persons with complexities to general standards and to others.
- The Profile document allows service providers and funding agencies to see possibilities for the individual.

What is a Profile?

- A Profile is a document that represents the best and most meaningful aspects of a person's life.
- A Profile is the foundation -- the information source -- for all person-centered, person-directed plans.
- A Profile is a work-in-progress during the transition years of school and in adult services outside employment.
- A Profile is not a plan, but rather the discovery component of any effective plan.
Why do a Profile?

- To account for all relevant aspects of the job seeker's life, including the complexity of their disability.
- To capture the array of skills that are used in job development efforts.
- To collect the job seeker's conditions, interests and potential contributions for employment.

Why do a Profile?

- To describe the job seeker in a manner which prepares the job developer to effectively negotiate personalized job descriptions with employers.
- To provide the foundation for employment planning by "putting together the puzzle pieces" in a manner so that the job seeker can be understood by all who participate in the planning process.

Profile Formats for Capturing Information

- Verbal Approaches
- Visual Approaches
- Written Approaches
Verbal Approaches

- **Structured Conversations**
  Uses follow-up conversations with the contributors to discovery by facilitator with detailed notes

- **Oral History Gatherings**
  Uses an informal gathering of the contributors to discovery in which each person shares information, led by facilitator who takes detailed notes

- **Discovery Meetings**
  Uses a formal meeting format that follows Part III of the Profile as an outline and formal notes are kept

Visual Approaches

- **Scrapbooks**
  This informal strategy uses pictures in a scrapbook format to follow profile outline

- **Graphic Representations**
  This requires a skilled graphics person to capture the discussion of a verbal strategy

- **Portfolios**
  This approach uses the portfolio binder and PowerPoint to address info on the person more formally than a scrapbook

- **Visual Resumes**
  This approach blends the written format of Profile Part II with PowerPoint blending photos and bulleted descriptive narrative

Collecting and organizing information

- **Formal discovery notes**
- **Photos**
- **Informal descriptive notes**
- **Interview responses**
- **“Typical person” inventories**
- **Examples of individual performance**
- **Clippings, trophies, certificates, memorabilia**
Collecting and organizing information

It makes writing easier if information is collected during discovery and organized in a folder or other device that allows an array of documents and other items to be added to as they occur.

When the facilitator begins to write the profile, this information source can be used to address the specifics of the form to tell the person's story.

Focus of Parts of the Profile

- Part I: Developing identification information necessary to get started
- Part II: Describing the individual across an array of life domains
- Part III: Summarizing the information discovered during Part II as a preparation for the customized plan

Using the Profile Forms

The profile format is basically an outline of a set of categories that, taken together, provide sufficient information for the development of a customized plan for employment.

The profile is divided into three parts: I. The Profile Intake Summary; II. The Discovery Profile; and, III. The Plan Preparation Summary. We recommend that the profile be developed in sequence with Part I to be completed following the initial discovery meeting, Part II completed during discovery and Part III completed following the conclusion of discovery.
The structure of the Profile Form

- Parts of the Profile
- Categories of the profile
- Sub-categories of the profile
- Sensitive/private information – who will that be shared with
- Using the sample profile to develop your document
- Using the profile guide to help target necessary information

Developing the Profile Documents

The Profile consists of three distinct parts that are developed as different times during discovery:

- Part I: The Interview Intake Form
- Part II: The Discovery Profile
- Part III: The Plan Preparation Summary

Each Part plays a unique role in capturing the information of discovery.

Part I: The Intake Interview Form

This form is filled in during or just following Steps 1 – 4 of the Steps to Discovery. The information contained in this component is factual and can be obtained through interviews with the job seeker and family and/or by scanning existing documentation. This is general information written in a typical professional style. Read the sample and guide for Part I for more information.
Profile Part I

Participant’s Name: _____________________________ Date: ________________
Person Completing Profile: _______________________ Project Year: __________

1. Participant’s Identification Information
   a. Date of birth: ___/___/___
   b. Address: ___________________________________________________________
   c. Phone: ___________________ Cell: ___________________ Other: __________
   d. Marital status:  _____ Single _____Married ____________________________
   e. Current family status with Department of Public Assistance: ____________
   f. Additional agencies involved with the participant: _________________________
   g. Additional agencies involved with the family: _____________________________

Profile Part I

2. Residential/Domestic Information
   a. Family
      Spouse/significant other: _______________________________________________
      Length of relationship: _______________________________________________
      Current Employment: _________________________________________________
      Family members sharing home: _________________________________________

   Name  Age  Relationship to individual  Lives with you  Is your legal responsibility
   ____________________________  ____________________________  ____________________________
   ____________________________  ____________________________  ____________________________
   ____________________________  ____________________________  ____________________________
   ____________________________  ____________________________  ____________________________

   Additional Residential/Domestic Information:
   • Extended family in local area
   • Residential history
   • Description of neighborhood
   • Location of neighborhood in community
   • Identify the transportation used by the participant and family
   • List the general commercial (shopping, industry, or services) areas near home

Marc Gold & Associates
4101 Gautier-Vancleave Rd. #102
Gautier, MS 39553
(228) 497-6999
Profile Part I

3. Education and Specialized Training History:

a. List Highest to lowest level of education:

<table>
<thead>
<tr>
<th>School</th>
<th>Date</th>
<th>Degree or Accomplishment</th>
<th>Reason if Not Completed</th>
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b. Identify any vocational classes, internships, special trainings:

<table>
<thead>
<tr>
<th>Class or Internship</th>
<th>Date</th>
<th>Location</th>
<th>Special Skills Developed</th>
<th>Interesting</th>
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Profile Part I

4. Work History (list from most recent)

<table>
<thead>
<tr>
<th>Company</th>
<th>Dates</th>
<th>Job Title</th>
<th>Pay</th>
<th>Reason for Leaving</th>
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Questions?