

BASIC INFORMATION

Individual Name	Counselor Name
Provider Name	Employment Specialist Name
Total Billable Hours for this activity	

Please Note: Only direct service to the individual is considered billable. Direct service is time spent with the individual or on behalf of the individual. Attempt to contact the individual, transportation time to meet the individual, etc. are not considered billable.

ACTIVITY

Clearly describe the discovery activity that was conducted with or for the job seeker on this day to get to know them better.

Date of Activity	Exact time activity took place
Activity Description	

RESULTS

Clearly state what was discovered about the individual during the activity that will aid in developing a vocational goal and achieving competitive integrated employment.

What was learned

Other important information

NEXT STEPS

This section is used to keep the discovery process on track. Provide detailed information about what your next discovery activities will be and why you chose the activity.

What else would you like to discover?

What do you plan to do to achieve this discovery?

When and where will the next activity take place?

Submit to the counselor by the 5th of the month, or within 5 days of the last Discovery Activity.

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