County-funded Individual Supported Employment assumes that a person with a developmental disability is placed in a job in a community business which best suits his/her abilities and preferences. Using a ‘place’ and ‘train’ approach, job skills and work related behaviors, including social skills training, are provided on-the-job and in collaboration with co-workers and non-workplace supports. Successful job placements assume a diminishing level of paid support over time.

**Discovery**
Discovery refers to the time prior to job development that may be needed to provide a more in-depth vocational exploration to ensure employment success. If used, the discovery process should include interviewing those who know the individual and observing the job seeker in differing settings to identify learning style, work and environmental preferences, and support strategies. This process is time limited and should take between 2-3 months. It will result in an employment profile that includes an employment goal, tasks associated with the employment goal, and a job development plan.

**Assessment**
Assessment activities should be completed in collaboration with the Division of Vocational Rehabilitation. If County funds are to be used to support assessment activities like trial work or volunteer positions, the following guidelines must be followed.
1. Assessment activities must occur within the service level outlined in each person’s Individual Work Plan. If assessment activities have the potential of exhausting available service hours, a Funding Request must be approved prior to beginning County-funded assessment services.
2. Assessments must comply with all Department of Labor rules and timelines.
3. The agency must assure that the job seeker understands and agrees with the rationale for an assessment. The agency must further assure the job seeker isn’t misled to believe that the assessment is a job or that the assessment will lead to employment at the assessment site.

**Job Preparation**
Job preparation services are those supports needed to assist the job seeker and their circle of support with the development of practices and behaviors that are conducive to going to work. These may include: travel training, interview skill development, developing a work appropriate appearance, and guidance with self-advocacy.