



PREP -IP Discussion Tool
(Accessing Economic and Employment Opportunities)

****Top Portion to be completed by Program Specialist****

Individuals Name		Prep-IP Date	
Gender Expression /Identity			
Discussion Attendees		Annual IP Date	

Individual's Program	<input type="radio"/> Vocational Services <input type="radio"/> Volunteer Services <input type="radio"/> Employment Services		
Guardianship	Self <input type="radio"/> Other <input type="radio"/> _____	Staffing Ratio	
Able to Regulate Water Temperature?	Yes <input type="radio"/> No <input type="radio"/>	Add on Supports?	Yes <input type="radio"/> ____ hours No <input type="radio"/>
Transportation	<i>Center for Social Change</i>	Medication Admin?	Yes <input type="radio"/> No <input type="radio"/>
Residential: Home or Agency	Home <input type="radio"/> Agency <input type="radio"/>	Unsupervised Time?	Yes <input type="radio"/> No <input type="radio"/> Amount _____

Behavior Plan
 Yes No

If yes...
Target Behaviors:

****Portion below to be completed by Staff****

My Employment/Vocational Services Information

Employed?	Yes <input type="radio"/> No <input type="radio"/> If no, check here <input type="radio"/>
Location	
Shifts	
Pay Rate (if applicable)	
Employment Specialist/Staff Name	
Tasks	
Issues/Concerns	

Additional Vocational Training Information

Days	
Transportation	
Identified Vocational Trainings	<ul style="list-style-type: none"> • • • •

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Use the bullets in designated columns below to fill in page 3...

Exploring Career/Volunteer Opportunities	Developing Job Skills
<ul style="list-style-type: none"> • Determines preferences • Identifies interests • Able to express opinions • Able to engage in presented opportunities • Motivation to seek a job 	<ul style="list-style-type: none"> • Participates in group discussions • Participates in individual instruction • Participates in training skills classes • Practices job skills independently
Seeking a Job	Obtaining a Job
<ul style="list-style-type: none"> • Reading Newspaper Classifieds • Navigating the Internet to Seek Jobs • Targeting Jobs of Interest • Identifying Descriptive Job Words • Understanding Qualifications for Position • Determining Positions Appropriate for Application • Identifying Means for Applying 	<ul style="list-style-type: none"> • Completing an Application • Scheduling an Interview • Presenting for an Interview • Engaging in an Interview • Greeting with a firm handshake • Bringing requested documents • Asking appropriate questions about the position • Answering questions posed appropriately • Following up after an Interview
Maintaining a Job	Advancing in a Job
<ul style="list-style-type: none"> • Obtains and follows schedule • Arrives on time • Is consistently prepared for work • Performs job duties as described • Follows two step directions • Responds to constructive criticism • Seeks clarification of required tasks • Appropriate work place etiquette 	<ul style="list-style-type: none"> • Recognizes opportunities for additional tasks • Seeks opportunities to develop new skills • Willingly completes newly assigned tasks • Builds a relationship with supervisors • Seeks advancement opportunities
Mobility in the Community	Other
<ul style="list-style-type: none"> • Has a driver's license • Utilizes MTA Mobility • Utilizes public transportation • Able to read bus schedules • Able to use telephone to schedule Mobility • Prepared when transportation arrives 	<ul style="list-style-type: none"> • Able to read functionally • Able to read a clock • Able to make change • Able to manage own money • Able to problem solve on the job



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Exploring Career Opportunities	
Strengths	Needs
Developing (or building upon) Job Skills	
Strengths	Needs
Seeking a Job	
Strengths	Needs
Obtaining a Job	
Strengths	Needs
Maintaining a Job	
Strengths	Needs
Advancing in a Job	
Strengths	Needs
Mobility in the Community	
Strengths	Needs



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	On the Job/Volunteer Site	At the Center
Things I like		
Things I don't like		
Things I am good at		
Things I need help with		
People I like to be with		
Things I would like to do		

Top Preferred Places of Employment
1.
2.
3.
4.
5.

WORK IN PROGRESS