



## **FAMILIES FIRST FACILITATORS DISCOVERY SPECIALIST TECHNICAL ASSISTANCE**

Following your attendance at the *Discovery and Profile* training, the Discovery Specialist (DS) and Families First Facilitator (FFF) will meet for weekly Technical Assistance (TA) through completion of the profile for the first three clients referred for services. This is an opportunity to clarify any questions you may have about the discovery process and confirm that your work is aligned with the model.

Together, the DS and FFF will:

1. Set up the dates and times for your TA meetings.
2. Establish a timeframe in which written documents will be exchanged to ensure adequate time to review and provide initial feedback to facilitate the conversation (brief notes, questions to prompt the discussion, initial edits, etc.).
3. Determine who will send calendar invitations/reminders for appointments and due dates.

DS responsibilities:

1. Provide your discovery notes and the profile draft to your partner by the agreed upon timeframe.
2. Review the FFF's notes and comments prior to your scheduled meeting time.
3. Be clear about what activities have been completed to date and what questions you have.
4. Describe activity logistics including client specific circumstances.
5. Actively participate in brainstorming opportunities.
6. Incorporate TA recommendations discussed in the meeting into the next draft of the profile.
7. Communicate honestly about any concerns regarding the direction that has been provided.

FFF responsibilities:

1. Schedule/set aside time to review presented material prior to TA conversation.
  - a. Provide written comments and initial edits prior to your appointment time to assist with conversation.
  - b. Refer to training materials and manual sections for guidance and support.
2. Provide a copy of the submitted material with your comments to the DS prior to your TA conversation.
  - a. Determine a timeframe for return of material with your partner.
3. Confirm TA goals (what you want to accomplish by the end of the meeting) at the beginning of each conversation, i.e., confirm priority areas of discussion and process for follow-up if you don't cover everything.
4. Review material with the DS. Provide feedback and brainstorm recommendations for next steps.
5. Establish goals and targeted activities to be completed by next appointment.
6. Focus on the description of activities and assurance that Discovery activities are developing a picture of "who is this person." Less on 'word-smithing' until Part III is ready to be shared with the job seeker.
7. Guide and support the DS with activities that will fill in the blanks on the Profile and minimize repetitive activities. 'What activities will show us what we need to know?'
8. If the DS is struggling to get time with the client, brainstorm engagement options and support the DS in communicating their challenge to the Family Support Team members.

Your signature below indicates your understanding of and commitment to meeting the expectations described above. Failure to complete the required technical assistance appointments may result in your ineligibility to continue as a Discovery Specialist.

Discovery Specialist: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facilitator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_