

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

A. Money Management

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows values of coins/currency.										
Can make a transaction at a store and count change correctly.										
Has an understanding of the difference between “luxuries” and “necessities” in food, transportation, clothing, housing.										
Understands the difference between “sale price” & “regular price”										
Can identify at least one way to save money on purchases.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can open a checking or savings account.										
Can write checks/make withdrawals & deposits.										
Can record banking transactions .										
Can budget for a week (shows some understanding of the concept of saving).										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Understands the difference between gross wage and take home pay; and understands concepts such as FICA, Federal tax, and other payroll deductions.										
Can use a calculator to perform simple math equations.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
With assistance can make out a monthly budget covering regular expenses for independent living.										
Can read monthly bank statements, compare balances, make adjustments as necessary.										
Can comparison shop using unit pricing information.										
Can modify a budget for “unexpected” emergencies.										
Understands buying on credit, loans, interest, and late payment penalties.										
Can balance a checkbook.										
Can create a savings plan.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

B. Food Management

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Washes hands before eating and preparing food.										
Can describe food pyramid and foods that contribute to a healthy lifestyle.										
Can order in a cafeteria or fast food restaurant.										
Knows name and use of cooking utensils.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can order a meal from the menu in a restaurant.										
Can fix a breakfast, lunch, and dinner for one.										
Can make out a grocery shopping list.										
Can use cooking utensils effectively and safely.										
Can use kitchen appliances effectively and safely.										

Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows appropriate storage place for different food items.										
Recognizes signs of spoilage in food, and can use dates on food packages to prevent spoilage.										
Can follow the instructions for preparing canned or frozen foods.										
Can plan a weekly menu of nutritious meals.										
Can shop for a week's menu and stay within food budget.										
Can set the table properly.										
Can carry out a grocery shopping trip on their own.										
Can prepare a meal using a recipe and can adjust recipe for more/less people										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

C. Personal Appearance and Hygiene

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Showers or bathes regularly with minimal reminders.										
Knows how to use and cost of shampoo, soap, deodorant, shaving cream, other common personal products appropriate to their gender.										
Brushes teeth regularly.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Keeps hair neat and clean and trimmed.										
Dresses in clean clothing and in reasonably acceptable fashion.										
Can sort laundry into loads based on color & fabric.										
Can read clothing labels to determine which clothes are to be dry-cleaned, hand washed, and machine-washed.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows and can use appropriate stain removal techniques for different types of stains.										
Can wash clothes using appropriate temperatures, amounts of soap, bleach etc.										

Advanced Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can dry clothes in dryer using appropriate settings.										
Knows the cost of and can budget money for special hair/nail care.										
Can iron clothes if needed.										
Knows appropriate clothing to wear for all occasions.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

D. Housekeeping

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can wash dishes adequately using soap and hot water.										
Can change a light bulb.										
Can make a bed.										
Knows how to dispose of garbage.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can use vacuum cleaner properly and change bags.										
Can change bed-linen.										
Knows how to prevent sinks and toilets from clogging.										
Knows how to sweep floors, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet/tub/sink.										
Knows appropriate cleaning products to use for different cleaning jobs.										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can defrost a refrigerator, if necessary.										
Can clean a stove.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to stop toilet from running.										
Knows how to use a plunger to unstop a toilet or sink.										
Can perform routine house-cleaning to maintain the home in a reasonably clean state without assistance.										
Can change a fuse or reset a circuit breaker.										
Knows how to conserve energy and water.										
Know show to get rid or and avoid roaches, ants, mice, etc.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

E. Housing

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Understands concept of renting.										
Knows how to access emergency shelter.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can read want ads for vacancies.										
Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference, etc.)										
Can calculate the costs associated with different types of housing & identify type of housing that is within budget and meets current housing needs.										
Can describe pros/cons of choosing a roommate.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can calculate “start-up” costs (utility deposits, connection fees, security deposit, 1 st months rent, purchase of furniture, etc.)										
Can complete a rental application.										

Advanced Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and neighborhood.										
Knows and understands the concept of a lease.										
Shows some concern for the rights of other residents with regard to property and noise and understands the consequences if the rights of others are not respected.										
Knows the role of the landlord including what repairs they should perform on the apartment should they arise.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

F. Transportation

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Familiar with any form of public transportation available.										
Knows the nearest public bus stop to your home.										
Knows amount of money required for bus fare.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to call a taxi and provide information needed, Knows approximate cost of taking taxi.										
Can plan a trip using bus system including (times, where to get on, transfers, departure location, cost, etc.)										
Can follow/give directions.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
If given instructions, can make public transportation journey involving several transfers.										
Can read a map.										
Knows what is required to get a driver’s license .										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

G. Emergency and Safety Skills

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows functions of police, ambulance, fire department and can reach by calling appropriate number.										
Knows to evacuate residence in case of fire.										
Understands basic fire prevention (properly dispose of smoking material, using gas stove to heat house etc.)										
Knows how to check smoke alarm and how to replace battery.										
Knows how to lock/unlock doors/windows.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to use a fire extinguisher.										
Knows that improperly used appliances can cause fires or electrocution.										
Can recognize the smell of a gas leak and knows what to do/whom to call if they smell a gas leak.										
Can identify at least three precautions for protecting oneself at home and in the community.										

Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows the different methods for putting out different types of fires.										
Knows how to properly store cleaning materials.										
Can determine when professional medical help is needed.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

H. Health and Wellness

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can open a childproof container.										
Knows not to take someone else’s medication.										
Understands the risks of drug (including nicotine) and alcohol abuse.										
Knows parts of the body and their function.										
Knows how pregnancy occurs.										
Knows how and where to get emergency health care.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can recognize and describe the symptoms of a cold, the flu, and other common health problems.										
Knows how to use a First Aid Kit for a minor cut, minor burn, splinter, etc.										
Understands the risks of pregnancy and sexually transmitted diseases.										
Can nurse self through a cold or the flu.										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Recognizes/makes correct use of “over the counter” drugs for pain, stomach upset, diarrhea, fever, cold, allergy, etc.										
Can make and keep appointments with health care professionals (doctor, dentist, clinician, etc.)										
Can read a prescription label correctly and follow the instructions.										
Can take medication without supervision and knows how to dispose of drugs in a safe manner.										
Knows how to obtain a copy of personal immunization records and medical history.										
Knows how to prevent the spread of sexually transmitted diseases.										
Understands the importance of sleep in relation to daily functioning.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Has selected a doctor, dentist or clinic for regular health care.										
Understands what medical insurance is and why it is important.										
Knows methods of birth control and how to obtain birth control.										
Can determine when to go to an emergency room and when to make an appointment with the family doctor or clinic.										
Has obtained medical insurance/knows how to secure and maintain medical benefits.										
Knows how to achieve optimum health through exercise and diet.										
Knows healthy methods for reducing stress and anxiety.										
Can explain to others, their mental health, physical symptoms, and treatment/services that they are receiving.										
Understands the health benefits from engaging in healthy leisure activities.										
Can explain the purpose of their medications/supplements.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

I. Educational Planning

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Has a realistic view of his/her educational goals.										
Knows what a GED is and how to obtain one (if applicable).										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can fill out forms to enroll in an educational program.										
Has a general idea of what education is needed for the job he/she wants.										
Can discuss educational/vocational plans with others.										
Is aware of educational resources available in the community.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to obtain school transcripts.										
Is aware of current educational credits and standing.										
Has an appropriate educational plan for the job selected.										

Advanced Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Understands the educational/skill requirements for the job selected.										
Is aware of the cost of higher education/vocational training.										
Knows the difference between a loan and a grant.										
Knows where to find and how to access adult education or vocational training in the community.										
Knows how to obtain financial aid/scholarships for education.										
Understands future prospects and probable living standards relative to levels of education and specialized skills.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

J. Job Seeking Skills

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Has a realistic view of his/her vocational goals.										
Knows what the minimum wage is.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can read want ads and find appropriate leads.										
Can fill out a standard job application form.										
Can complete a mock interview giving appropriate answers to potential questions.										
Can make an appointment for a job interview.										
Knows appropriate clothing to wear for the interview.										
Can write a resume.										
Knows how to prepare for a job interview.										
Can complete a job interview.										

Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows the function of and can contact the public employment agency.										
Knows the function of, and fees associated with, private employment agencies.										
Can identify ads placed by private employment agencies.										
Has a resume.										
Can follow up an interview with a letter.										
Understands and can weigh the advantages of one job over another.										
Understands what discrimination is and where to seek help if discriminated against.										
Knows the purpose of and can contact a "Temp" Agency.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

K. Job Maintenance Skills

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Dresses for work appropriately.										
Reports to work on time.										
Knows job responsibilities and how to complete job tasks.										
Knows to contact employer when not able to go to work.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows appropriate way to talk to supervisor.										
Knows what behaviors will get a person fired immediately.										
Knows how to read a pay stub.										
Knows how to ask for help with a problem on the job.										
Knows if eligible for sick time, vacation time, or personal time and if so, rate of accrual.										

Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to handle anger in an appropriate manner when angry at supervisor, co-worker, or customers.										
Knows where and when it is acceptable (and not acceptable) to chat with co-workers.										
Knows how to use company grievance procedure to report and resolve disputes/issues/concerns.										
Knows company's "unwritten policies" and can adhere to them.										
Knows what to do/how to ask for a raise.										
Knows what to do to be eligible for a promotion.										
Knows legal rights as an employee.										
Knows and can describe what supports/assistance they may need to maintain employment.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

L. Knowledge of Community Resources

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to get emergency information by the telephone.										
Knows whom to contact if injured or sick.										
Knows where the nearest supermarket or shopping district is located.										
Knows how to access emergency food and shelter.										
Knows how to access a crisis line.										
Knows location of the nearest hospital.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows where the nearest Laundromat is located.										
Knows where personal bank (or nearest local bank) is located.										
Can obtain information by using Infoline, the internet, phonebook, etc.										
Knows the location of the nearest community health care provider.										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows the location of the nearest post offices and how to use it.										
Knows the location of the nearest library and how to use the resources there (i.e. library card, computer use, taking out books or movies, etc.)										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows whom to contact if utilities are disconnected or heat goes out.										
Knows where the nearest state employment office is located.										
Can obtain a copy of his/her birth certificate or duplicate social security card.										
Has awareness of “specialized” resources: mental health counseling, Department of Social Services, credit counseling, Planned Parenthood, student aid offices, tenant groups, CLRP, animal control, public recreation, etc.										
Knows who elected representatives are and how to contact them.										
Knows what the Better Business Bureau does and how/when to contact them.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

M. Interpersonal Skills

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can respond to introductions and answer simple questions.										
Can identify one friend.										
Looks others in the eye and shakes hands if other person offers.										
Can make “small talk” face to face.										
Communicates with at least one person weekly.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can make introductions, including approaching others to introduce self.										
Is aware of what “boundaries” are.										
Is not harmful to others.										
Can ask for help.										
Can explain and express feelings.										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can identify relationships that may be hurtful or dangerous.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can identify personal strengths and needs (with assistance if necessary).										
Accepts invitations from others to be involved in social activities.										
Makes arrangements with peers for social activities.										
Knows where to get help if unable to resolve interpersonal conflicts alone.										
Has some ability to resolve conflicts with others.										
Refrains from physical violence as a means of solving interpersonal conflict.										
Has practiced how to say “no” to a peer who is trying to pressure him/her.										
Can develop a realistic plan to deal with peer pressure along with appropriate steps identified to carry out the plan.										
Can describe the relationship between actions and consequences.										
Has “good” table manners (can use a knife and fork, napkins appropriately, knows proper etiquette in restaurants, etc.)										
Avoids hurtful or dangerous relationships.										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

N. Legal Skills

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Has the phone number of someone to call if arrested or victimized.										
Understands generally what actions are against the law and what the consequences are.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows personal rights if arrested.										
Knows what the function of a lawyer is.										
Knows the legal age for buying alcohol and tobacco products.										
Understands the meaning of “legal age” (what you can and can’t do).										
Knows how to read a contract.										
Has an understanding of dependency process.										
Knows how and where to register to vote.										
Knows the responsibilities of a conservator or representative payee (if applicable).										

Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows the responsibility to register for selective service (if male).										
Aware of availability of free legal services.										
Understands the consequences of signing a contract or lease.										
Knows the legal penalty for all of the following: ⇒ Buying, selling, possessing and smoking marijuana and other drugs ⇒ Buying and drinking alcohol if under age ⇒ Trespassing ⇒ Shoplifting ⇒ Burglary ⇒ Possession of stolen property ⇒ Traffic violations										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

O. Pregnancy Prevention, Parenting & Childcare

Basic Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows resources for birth control.										
Knows locations of family planning office (Planned Parenthood, etc.).										
Know options for birth control (male and female).										
Knows options for pregnancy.										
Knows dangers of drugs, alcohol and tobacco during pregnancy.										
Knows what adequate pre-natal care is.										
Intermediate Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows where to obtain pre-natal care.										
Knows not to leave child without supervision.										
Can provide appropriate supervision for a child.										
Is comfortable being alone with a child.										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Knows how to bathe a child and change diapers.										
Knows how to access community resources for children (Early Intervention, DCF, WIC, etc.).										
Knows how to engage child in appropriate play (reading, singing, drawing, building, etc.).										
Knows the available options for regular childcare.										
Selects appropriate people to periodically baby-sit with child.										
Knows where to go for help if child is sick.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can select toys appropriate for the child's age and developmental level.										
Can discipline child without using extreme measures (hitting, screaming, withholding food or care).										
Can make arrangements for regular childcare.										
Takes child to childcare on time, picks child up from childcare on time.										
Spends "quality" time with child each day (talking, playing, listening to child, etc.).										
Knows where to go for help with parenting if needed										

Individualized Skill Building Plan and Progress Report

Name: _____

Directions: For each skill currently being worked on circle the activity utilized for skill building, put the date the activity was attempted and indicate with the appropriate number the level of assistance required to complete activity.

Levels of Assistance (LOA):

(5) Maximum: Client needs support, prompting or assistance for 75% or more of the task	(4) Moderate: 1:1 cuing, prompting/coaching or demonstrations to sustain or complete simple, repetitive activities or tasks safely and accurately <u>approximately 50% of time</u>	(3) Minimum: Needs periodic cognitive assistance (cuing and/or prompting/coaching) to correct mistakes, check for safety and/or solve problems <u>approximately 25% of time</u>
(2) Standby: able to perform new tasks with cuing/prompts & coaching; may just need “moral support” for task completion	(1) Independent: No physical or cognitive assistance needed to perform activities or tasks	(0) Unable to assess: refuses or has chosen to not actively participate in providing any evidence of skills

P. Coping Skills

	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Basic Skills										
Knows what “stress” is, can explain/define it.										
Knows what a “trigger” is.										
Knows what a “WRAP Plan” is.										
Knows what to do if symptoms become unmanageable.										
Feels good about oneself (self-esteem).										
Intermediate Skills										
Can identify stressors (personal to them).										
Can identify how their body feels/responds when stressed, anxious, etc.										
Can recognize signs/symptoms of stress.										
Can identify and give name to various emotions that they experience (stress, anxiety, anger, sadness happiness).										

Intermediate Skills (cont.)	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Can identify at least 3 coping strategies (may not yet be able to apply them, but can identify them).										
Can identify their own “triggers” that may lead to relapse.										
Can identify at least three or more supports (at least one of which must be outside of the mental health system such as a relative, friend, pastor, etc.).										
Can distinguish between a true emergency/crisis and minor problem/issue.										
Has a “WRAP” plan.										
Can identify ways to reduce or prevent stress/anxiety.										
Can describe how they feel when they are feeling well.										
Advanced Skills	Date	LOA	Date	LOA	Date	LOA	Date	LOA	Date	LOA
Is able to manage emotions properly (does not “fly off the handle” in rage or sob inconsolably in response to minor issues).										
Can assert oneself and advocate for oneself appropriately (without being too aggressive or too passive).										
Is able to talk about their feelings openly (with significant others, with natural supports, with therapist, etc).										
Can ask for advice or support from someone.										
Feels confident about their abilities to cope with difficult situations and emotions.										
Can identify barriers that may get in the way of being able to cope.										
Can identify and use appropriate coping skills and strategies.										
Can/has used their “WRAP” plan.										