

Community Based Assessment Topics and Questions to Address for the Narrative Report

1. Identification Information:

Please enter text in the text fields or select an option from the drop-down menus where applicable.

- a. Name:
- b. Date of birth:
- c. Address:
- d. Telephone #: Cellular#:
- e. Marital Status:
- f. Current Occupation:
- g. Emergency Contact Person: Contact #:

2. Residential Information:

- a. Family (Parent/guardian, spouse, children, siblings):

Name of Family Member:

Relationship:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

b. Names, ages, relationships and employment of persons living in the same home/residence:

1.

2.

3.

4.

5.

6.

A. Residential History and Domestic Information:

Enter text in the text fields. Please describe in detail using complete statements.

Current Living Situation:

Describe the consumer's current living situation. How long has the person lived at the current location? Does the consumer plan to remain at this location when he/she gets a job? Is there anything potentially putting this living arrangement at risk?

Family/Friends Proximity and support:

Describe the consumer's proximity to friends and family members and the amount of contact the consumer has with them. Describe the extent to which friends and/or family members would be willing to support the consumer find and keep a job (connections, transportation etc.)

Financial Status:

Describe the consumer's current financial status. Does the consumer have a source of income? If the consumer receives benefits, explain how he/she or family members have been given information regarding how work with impact the benefits in order to make an informed decision.

Children / Childcare Issues:

Does the consumer have children living at home? What impact, if any, will childcare issues have on work in terms of proximity and work hours?

Information About Neighborhood:

Describe the neighborhood in which the consumer lives. Describe the proximity of businesses (if any) to the consumer. Describe the general availability of services and supports to the consumer. Are there support or safety issues in the neighborhood that may impact the consumer in terms of work of work hours?

B. Educational History (most relevant for those 25 and under):

Highest Grade Completed:

What is the highest grade completed by the consumer? If the consumer did not graduate high school, note the circumstances or reason for leaving school.

Vocational or Technical training:

Describe any vocational or technical trade training that the consumer had in school. Include any paid, supported or volunteer community based experiences that the consumer had. Describe any academic or vocational instructional strategies that were effective with the consumer. Based on this training and experience, what was learned about the consumer's skills, interests, abilities and support needs? What relevance does this have to possible job matches and potential job supports?

C. Present Level of Functioning:

Domestic Skills and Level of Support:

Describe the consumer's ability and willingness to perform routine and non-routine activities in their current living situation such as cleaning, laundry, cooking and personal hygiene. Are there activities that the consumer enjoys more than others? Describe the extent to which these activities are expected of the consumer by others and those that are self-initiated by the consumer. What environmental modifications or support strategies are in place (if any) to assist the consumer to perform activities? What implications do these modifications or support strategies have for job matches or support strategies for the consumer or the employer?

Functional Reading Ability:

Describe the consumer's reading ability in functional terms (not grade level). Give examples of the consumer's reading comprehension as it may relate to the performance of a job. (i.e. "Joe is able to read and comprehend information in an article in a newspaper...." or "Mary is able to learn and comprehend two to three syllable words through sight recognition and rehearsal and would be able to read and learn the names of products on a store shelf") Describe the format for written material that affords the consumer the greatest level of comprehension (i.e. L bulleted format, paragraph, short sentences, photos) What types of assistance or supports have been helpful to the consumer? Describe what information you obtained to reach this conclusion.

Functional Math Ability:

Describe the consumer's math ability in functional terms (not grade level), including telling time. Describe (if any) any support strategies that are used to assist the consumer with mathematical functions. Explain the relevance of this information for potential job matches or support strategies for the consumer or the employer.

Time Management:

Describe the consumer's ability to manage their own time and the relevance of this to potential job matches and/or supports to the consumer or the employer. Describe any factors (if any) that would impact the consumer's ability to manage their own time. To what extent is the consumer able to arrive on time without assistance? Describe support strategies used (if any) that assist the person to be on time. Is there a time of day that the consumer performs better than others? Should certain times be avoided? Are there times during the day or the week that the consumer is most interested in "protecting" because they have other commitments or interests?

Medication Management (If Relevant):

If the consumer takes medication, describe the extent to which the consumer is able to self manage taking medication or the supports that are in place to assist the consumer to take medication. To what extent does the consumer perceive the value of taking the medication? Does the medication affect the consumer more at certain times than others? What implications does this information have for potential job matches or potential job supports?

Social Interaction:

Describe the extent to which the consumer is interested in and successful with interacting with other people and the implication this has for a potential job match or potential job supports. How important is social contact with others to the consumer? Are there barriers to the consumer having the social contact they prefer? Have strategies been used successfully to assist the person to engage in social interaction with others?

Communication:

Describe the extent to which the consumer is able to and willing to express needs, ask questions and communicate with others and the implications this has for potential job matches and potential job supports. Does the consumer require assistance with communication? How would the consumer's communication style (if relevant) need to be communicated to future employer?

Community Mobility and Navigation:

What mode of transportation typically used to get around? To what extent is this consumer able to travel to locations such as a job without assistance? If the consumer needs assistance to travel, is there reliable assistance available. What potential impact (if any) does this information have on travel distance to work or potential work hours?

Behavior Challenges (If Applicable):

Describe in detail any behaviors that have been labeled as challenging. What specifically occurs when the consumer engages in this behavior? What typically happens before this behavior occurs? What happens after the behavior occurs? Are there specific supports strategies that have proven to be effective for helping the consumer reduce or avoid the behavior? Are there strategies that should be avoided? Should certain environments be avoided? What implications does this information have for potential job matches or potential supports for the consumer of the employer?

D. Learning and Performance Characteristics:

Environment:

Describe the types of physical environments (indoor or outdoor) in which the consumer is the most comfortable and functions the best and the relevance of this information to potential job matches or support strategies for the consumer or the employer. Are there specific concerns about any potential physical environment? Are there specific physical environments that should be avoided because of potential health or behavioral problems?

Describe the types of cultural environments in which the consumer is the most comfortable and functions the best and the relevance of this information to potential job matches or support strategies for the consumer or the employer? Describe the consumer's preferences (if any) for the volume of coworkers (crowded, sparse) Describe the overall pace of the environment in which the consumer is most likely to be comfortable of function the best. Are there any specific cultural environments the should be avoided?

Pace of Work:

Describe the pace and consistency of work that would best suits the consumer. Would by benefit from fast Paced job? Slow? Would they perform better with consistent predictable activities, varied duties of a combination of both? Describe what information you obtained to reach this conclusion.

How the Person Learns New Tasks:

Describe the most effective way to teach the consumer a new task. Describe the sequence of steps or strategies that work the best. (i.e., demonstrate first, have the consumer try) What type of task monitoring or supervision seems to fit the consumer's preferences, tolerances and ability to respond? Described what information you obtained to reach this conclusion.

E. Work and Life Experience:

Describe briefly the consumer's chronological life experiences (i.e., school, marriage, moving) keeping in mind the impact these may have on occupational choices, work interest and support issues.

Other than educational experiences, describe the consumers work history in detail. Describe the job duties, hours and circumstances for the consumer leaving the job. Based on what is currently known about the consumer, did the jobs appear to be a good match for the consumer? Why or why no? Based on these work experiences, what has been learned about the consumer's skills, interests and potential support needs for new employment?

F. Preferences:

Work Preferences:

Describe the types of work (if any) in which the Consumer would like to engage. Explain steps taken to help the consumer to make an informed decision about work. Does the consumer's family have a strong interest in him/her working in a particular job? If the consumer is interested in a job for which he/she may not be qualified, what tasks within that job or related tasks is the consumer able to perform?

Hobbies/Leisure:

Describe the types of leisure activities in which the consumer likes to engage; keeping in mind the potential for discovering potential job matches and identifying passions and interests as part of the consumer's assets and contributions.

G. Summary and Recommendations:

Provide a summary of the consumer's employability. Document the justification for Supported Employment. What are the recommended types of jobs? What is the recommended level of support needed to assist the consumer to obtain and maintain long-term, competitive, integrated employment?

H. Signature of Vendor and Date: