

**STEPS**



**TO**

**INDEPENDENCE**

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# Introduction

STEPS To Independence is a guidebook that provides an opportunity for individuals with an intellectual disability to determine how prepared they are for semi-independent living. It provides a holistic tool to prepare someone for semi-independent living by identifying current skills, determining skill areas for improvement (where more learning can happen) and next steps to focus on.

STEPS To Independence presents a series of items in seven different life skill areas. By doing so, STEPS To Independence recognizes which areas an individual is doing well in and in which areas there is room for improvement. STEPS To Independence builds confidence and self-esteem by identifying and reinforcing the skill areas that have been mastered by an individual and provides a framework for focus in areas that need to be worked on and where more learning can happen.

STEPS To Independence identifies current skills for semi-independent living and determines areas for improvement, using a holistic guide that provides a perspective on readiness. It helps to distinguish if more coaching and learning needs to happen in specific areas prior to the transition to semi-independent living taking place, and if someone is well on their way to semi-independent living.

### Please Note:

As living independently requires that all aspects of daily living be explored, there are parts of this guide that delves into particularly personal information. This is not intended to be intrusive but rather to look at all areas/aspects of life that need to be considered when moving out. For each component, there is the option of passing the component by indicating N/A (Not Applicable) for that item and stating the reason (i.e. "I am uncomfortable with that component and do not wish to answer at this time."). The components are optional and depend on the comfort level of the person.

# Instructions

The STEPS To Independence guidebook takes about one hour to finish and can be completed over more than one sitting. It can be completed by the person moving out, or by any member of their network (family, community worker, teacher, friend, etc.).

The guidebook includes an area at the beginning that captures relevant demographic information, if someone other than the individual with the intellectual disability is completing it. As previously mentioned, the guidebook captures areas of strength and opportunities for improvement in life skills that prepare an individual with an intellectual disability for semi-independent living. The seven life skill areas covered in this guidebook (and the number of items in each area) are as follows:

1. Health and Medical Skills — 34 items
2. Domestic and Household Skills — 97 items
3. Self-Care Skills — 38 items
4. Financial and Budget Skills — 29 items
5. Community Skills — 49 items
6. Interpersonal and Social Skills — 48 items
7. Academic and Employment Skills — 26 items

After each item in the guidebook assign a score (from 1 to 4) within life skill area based on the following legend:

1. The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
2. The person requires the presence of someone to provide occasional verbal prompting to complete the task.
3. The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
4. The person does not require any direct supervision or any prompting to complete the task.

At the end of each life skill area there is a Sub Total section that summarizes the scores for that specific area of life skills. This provides a general indication for the level of independence that the individual is currently experiencing in that particular life skill area.

For example:

Total Number of Questions 32

Number of 1's scored 5

Number of 2's scored 7

Number of 3's scored 7

Number of 4's scored 12

Number of Not Applicable (N/A) scored 1

## INTRODUCTION

At the end of the guide there is a Scoring Sheet that summarizes the scores for each of the seven life skill areas in the guidebook. Once again, this summary provides a “quick look” at how prepared the individual is in each life skill area required for semi-independent living. If the highest score is N/A then this would indicate a need for further exploration in the life skill area.

Finally, in the summary section to the STEPS To Independence guidebook, there is a section that indicates what a majority of 1's, 2's, 3's, and 4's means for the individual in terms of readiness to live independently with supports. If the majority of scores are 1's or 2's in a particular life skill area, then this may indicate that the person needs more support to live semi-independently (in that particular area). If the majority of scores are 3's or 4's in a particular life skill area, then this would indicate that the person needs less support (in this particular area) to live semi-independently. If the majority of scores are N/A in a particular area then this might indicate a need for further exploration (to see why so many parts of a life skill area were deemed N/A). For example: Perhaps the individual does not feel that this life skill area applies to them, or they are not comfortable responding to those particular statements. Perhaps an individual knows how to complete a skill but is not motivated, for whatever reason, to do so. There is a “Comments” box at the end of each section where the person completing the guidebook can add or indicate anything that they feel is relevant to the section they just completed.

The STEPS To Independence guidebook is the first step to prepare someone for semi-independent living by identifying current skills, determining skill areas for improvement (where more learning can happen) and next steps to focus on. If an individual does not score 4 on a particular skill/skill area, this does not mean or define that they are not ready or able to live independently with supports. People live independently with supports, without having mastered each life skill area perfectly, all the time. It simply means that this is a skill/skill area where more learning and exploration can happen. The guidebook is not an assessment tool, it is a conversation starter, a guide to exploration. A person's score is meant to help the conversation, guide discussions, and exploration of semi-independent living skills. The guidebook is meant to be an individualized tool for people and each person's score will mean something personally to them.



Name of person considering semi-independent living:

Contact Information (i.e. full address, e-mail, home phone/mobile phone)

Date of birth:          /          /  
                        Yr        Mo        Day

Gender:          Male                  Female                  Unknown

Who was involved in completing the guide:

Contact Information (i.e. full address, e-mail, home phone/mobile phone)

Current living situation:

**Local Service Agency:**

If you are working with a local service agency in relation to completing this tool, planning services or receiving advice on your journey to more independent living. Indicate this below.

Agency Name:

Agency Address:

My Key Contact at this agency\*: Name:

Position:

Contact Info:

\* If you have any questions about using this tool, or wish to provide feedback on this tool, this is the person you should contact first. If you are not connected with an agency and wish to discuss MCSS funded services please contact your local Developmental Services Ontario Office (<http://dsontario.ca>). For feedback on this tool, you can submit feedback at <http://connectability.ca/feedback/>



# Health and Medical Skills

Health and medical skills are the ability to maintain your own health/well-being by preventing and treating illness. Health is a state of complete physical, mental, and social well-being and not just the absence of illness or disease. Physical health means good body health, which is healthy because of regular physical activity (exercise), good nutrition, and adequate rest. Mental health is a state of well-being where an individual realizes his or her own abilities, can cope with the normal stresses of life, and is able to make a contribution to his or her community. The following life skill area looks at the health and medical skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer). For example: “Can self-administer medication.” can also be stated as: “You take your medication/pills on your own/by yourself.”
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: When explaining “Can read a pill bottle” you may say provide an actual pill bottle and ask the individual to read it/if they can read it.
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Health and Medical Skills section print pages 7 - 20.



## 1 Can self-administer medication.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 2 Can attend medical appointment independently.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 3 Can open safety lock on medication bottles.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 4 Know not to take someone else's medication.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Can read medication label on a pill bottle.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Can follow the instructions on a pill bottle/medication label.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 7 Know that drugs are harmful to health.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Know that alcohol is harmful to health.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 Know how to call 911 to get emergency healthcare.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 10 Know the parts of the body and sexual functioning.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Can describe the symptoms of cold, flu, and other common health problems.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Know what to do for a minor cut.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 13 Know what to do for a minor burn.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 14 Know what to do for a splinter/sliver.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 15 Can take own temperature using a thermometer.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 16 Can take care of self through a cold or flu.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 17 Know the correct use of “over the counter” drugs for pain, stomach upset, diarrhea, fever or cold/allergy.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 18 Can read a prescription label correctly and follow the directions.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Know how to dispose of prescription drugs safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Know how to use what is included in a First Aid kit.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Know methods of birth control and how to obtain birth control devices.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Know how to prevent the spread of sexually transmitted diseases.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Understand the risks of pregnancy.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Understand the risks of sexually transmitted diseases.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 25 Understand the risks of drug and alcohol abuse.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Can make own doctor appointments.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 27 Can attend medical appointment independently.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 28 Can make own dental appointments.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 29 Know the importance of attending medical appointments and do so regularly.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 30 Know how to obtain a copy of personal immunization records and medical history.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 31 Know the components of a healthy diet.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 32 Understand good eating habits.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 33 Know the importance of daily exercise.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# 34 Know when to go to the emergency room if needed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Domestic and Household Skills

Domestic and Household skills are the ability to manage and maintain the upkeep of your home. The following life skill area looks at the domestic and household skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer. For example: “Can stop toilets from clogging.” can also be stated as: “You know what to do if your toilet gets plugged/overflows.” (or “What would you do if...”).
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: When explaining “Know how to conserve water” you may say: “Would you leave the tap running while washing the dishes” or “If one of your taps kept dripping, what would you do?”
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Domestic and Household Skills section print pages 21 – 55.



## 1 Can wash dishes well using soap and hot water.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 2 Can change a light bulb.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 3 Can make a bed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 4 Can throw out the garbage.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Can use vacuum cleaner properly.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Can change vacuum cleaner bags.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 7 Can change the bed sheets.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Know how to stop sinks from clogging.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 Know how to stop toilets from clogging.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 10 Know how to use a plunger to unclog a toilet or sink.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Know how to sweep the floor.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Know how to mop the floor.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 13 Know how to dust the furniture.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 14 Know how to polish the furniture.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 15 Know how to clean a toilet.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 16 Know how to clean the bathtub.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 17 Know how to clean a sink.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 18 Know the right cleaning products to use for different cleaning jobs.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Know how to defrost a refrigerator.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Know how to clean a stove.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Know how to conserve energy.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Know how to conserve water.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Know how to use drawers and closets appropriately for storage.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Know what repairs a landlord should perform.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 25 Know how to contact the landlord and request repairs.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Know how to do minor repairs in home.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 27 Know the qualities of a good roommate.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 28 Know how to show concern for the rights of other residents when it comes to property and noise.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 29 Know there are consequences if the rights of other housemates are not respected.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 30 Know how to get along with other individuals/house mates.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 31 Know how to use the phone.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 32 Know how to text.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 33 Know the job/role of the police.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 34 Know the job/role of the ambulance.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 35 Know the job/role of the fire department.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 36 Know how to contact the police, ambulance, and fire department by phone

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 37 Know when injured.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 38 Know when medical help is needed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 39 Know how to lock and unlock doors and windows.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 40 Know how to lock the door when leaving the house.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 41 Know how to use a key to get into the house.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 42 Know not to let strangers into the house.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 43 Know not to smoke in bed (if smokes).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 44 Know the proper way to dispose of smoking material (if smokes).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 45 Know how to check smoke alarm.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 46 Know how to replace the battery in smoke alarm.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 47 Know not to overuse extension cords.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 48 Know how to use a fire extinguisher.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 49 Know that use of an appliance in the wrong way can cause a fire.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 50 Know to leave the house in case of fire.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 51 Know to let someone know if leaving home because of a fire.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 52 Know different ways to put out a fire.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 53 Know what to do if smells a gas leak.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 54 Know how to access emergency assistance for utilities.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 55 Know how to properly store cleaning materials.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 56 Know how to safely use stove surface elements.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 57 Know how to use a microwave.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 58 Know how to use a toaster.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 59 Know how to use a kettle.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 60 Know how to stay away from dangerously hot stuff.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 61 Know the poison symbol of cleaning products.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 62 Know not to eat or drink cleaning products.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 63 Know how to get help if eats/drinks cleaning products.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 64 Know not to put flammable products near heat sources or flames

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 65 Know the meaning of the explosive label on products.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 66 Know not to puncture or compress these products or put them near a heat source.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 67 Know to wash hands before eating.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 68 Know to wash hands before preparing food.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 69 Know the four food groups.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 70 Know which foods are healthy.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 71 Know the name of different cooking utensils (i.e. ladle, spatula, wooden spoon, etc.).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 72 Know how to use a knife to spread butter.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 73 Know how to use a knife to cut food safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 74 Know how to use a knife to chop vegetables safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 75 Know how to use a kitchen knife safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 76 Know how to use a grater safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 77 Know how to use a can opener safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 78 Know how to use a fork/whisk to beat eggs safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 79 Know how to use a potato peeler safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 80 Know how to make breakfast safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 81 Know how to make lunch safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 82 Know how to make dinner safely.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 83 Know good table manners.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 84 Know how to set the table properly.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 85 Know how to properly store foods that can spoil in the fridge.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 86 Know when food has spoiled.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 87 Know how to cook frozen food.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 88 Know how to cook canned food.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 89 Know how to make out a grocery shopping list.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 90 Know how to plan a week of healthy meals.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 91 Know how to shop for a week's menu and stay within a food budget.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 92 Know how to go grocery shopping on my own.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 93 Know how to keep a clean house.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 94 Know how to make healthy meals.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 95 Know how to make meals on a budget.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 96 Know how to clean up after making a meal.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# 97 Know how to keep a kitchen clean.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Self-care Skills

Self-care skills are about the actions and attitudes which contribute to the maintenance of a person's own well-being and personal health. Self-care is learned, purposeful, and continuous. Self-care includes all health decisions people make for themselves to get and stay physically and mentally fit. Self-care includes exercising, eating well, good hygiene, and avoiding health hazards (such as smoking and drinking) to prevent bad health. The following life skill area looks at the self-care skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer). For example: “Know how to use soap.” can also be stated as: “When do you use soap/how do you use soap.”
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: When explaining “Know how to dress properly for the weather” you may say: “What clothing would you wear in the summer, winter, fall, spring (give me some examples of the clothing you would wear in each season)?”
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Self-care Skills section print pages 56 – 70.





## 1 Know how to dress myself.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 2 Know to take a shower/bath every day.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 3 Know how to use soap.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 4 Know how to use shampoo.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Know how to use deodorant.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Know how to use shaving cream (if male).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 7 Know how to use menstrual products (if female).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Know how to brush teeth.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 Know how to keep hair clean.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 10 Know how to keep hair neat.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Know how to put on make-up (female).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Know how to shave (male/female).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 13 Know how to dress in clean clothing every day.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 14 Know the appropriate clothing to wear for different occasions.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 15 Know how to dress properly for different weather.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 16 Know how to read clothing labels and determine which clothes need to be dry cleaned.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 17 Know how to read clothing labels and determine which clothes need to be hand washed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 18 Know how to read clothing labels and determine which clothes need to be machine washed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Know how to sort clothes so that they can be machine washed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Know how to wash clothes in the correct water temperature.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Know how to wash clothes using the correct amount of soap.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Know how to wash clothes using the correct amount of bleach.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Know how to dry clothes in a dryer using the correct settings.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Know the cost of special hair care.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 25 Know the cost of special nail care.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Know how to budget money for special hair care.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 27 Know how to budget money for special nail care.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 28 Know how to iron clothes.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 29 Know how to hand-wash clothes.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 30 Know how to use time well.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



### **31 Know how to use an alarm clock to wake up in the morning.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

### **32 Know how to use a calendar or appointment book to keep track of things that need to be done.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

### **33 Know to regularly get enough sleep.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 34 Know to regularly eat healthy meals.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 35 Know to regularly exercise.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 36 Know to engage in hobbies that are enjoyed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 37 Know to attend a day program that is enjoyed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 38 Know to have a job that is enjoyed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Financial and Budget Skills

Financial and budget skills are about the ability to understand how money works in the world; how someone manages to earn or make it, how that person manages it, how he/she invests it (turn it into more) and how that person donates it to help others. More specifically, it refers to the set of skills and knowledge that allows an individual to make informed and effective decisions with all of their money/resources. The following life skill area looks at the financial and budget skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer). For example: “Know the value of coins and currency.” can also be stated as: “Tell me some of the different kinds of coins and paper money bills that are around.”
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: When explaining “Comparative Shopping” you may say: “If there was bread on sale for \$3.00 and another brand on sale for \$1.00, which one would you buy?”
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Financial and Budget Skills section print pages 71 – 82.



## 1 Know the value of coins and currency.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 2 Know how to make a transaction at a local store.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 3 Know the difference between “wants” and “needs” when buying things.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 4 Know the difference between “sale price” and “regular” price.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Know how to open a chequing or savings account.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Know how to write cheques.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 7 Know how to make withdrawals and make deposits.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Know how to budget my money to last for a week.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 With assistance, know how to make out a monthly budget covering regular expenses for independent living.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 10 Know how to read monthly bank statements.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Know how to compare prices when shopping.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Know how to budget money for emergencies.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 13 Understand buying on credit, loans, interest, and late payment penalties.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 14 Understand loans.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 15 Know how to make, and count change.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 16 Have own savings/chequing account.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 17 Have money saved.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 18 Know how to use own money to help others.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Know how to pay bills independently.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Know how to pay bills on time.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Know how to maintain a budget and spending on a monthly basis.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Understand electronic banking, including direct deposit.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Know how to cash cheques.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Know how to balance chequing account.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 25 Understand how credit cards work.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Understand how to use a debit card.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 27 Know how to go to the bank independently.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 28 Have a job that helps pay bills.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 29 Know how to use online banking.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Community Skills

Community skills means the abilities needed to function independently in the community. In the following section they include telephone skills, pedestrian skills, use of public transportation and awareness of community resources. The following life skill area looks at the community skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer. For example: “Know to recognize the correct use of crosswalks.” can also be stated as: How would you cross the street at a crosswalk?”
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: When explaining “Know to approach TTC personnel, store owners, or other officials for help in an emergency” you may say: “If you were lost while travelling out in the community, what would you do?”
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Community Skills section print pages 83 – 101.



## **1 Know to look both ways before crossing the street.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **2 Know to cross the street at a crosswalk or light.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **3 Know to recognize the correct use of crosswalks.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 4 Know to wait until cars have stopped before stepping off the curb.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Know to point and wait for traffic to stop before stepping off the curb at a crosswalk.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Know to walk between the white lines of the crosswalk.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 7 Know how to get across the street before traffic starts again.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Know to cross the street on a green street light.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 Know to stop at a red street light.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 10 Know to cross on the white “walking man” symbol.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Know to stop on the red “hand” symbol.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Know to walk on the sidewalk, not the road.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## **13 Know when there is no sidewalk, walk on the side of the road that faces traffic.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **14 Know how to travel on the TTC independently.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **15 Know how to approach TTC personnel, store owners, or other officials for help in an emergency.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## **16 Know to carry personal identification when out in the community.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **17 Know how to communicate verbally with the TTC staff if needed.**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **18 Know the forms of public transportation available, (i.e. bus, subway, streetcar).**

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Know the amount of money required for bus fare.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Know what the nearest public bus stop is to home.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Know what the approximate cost of taking a taxi to a desired location.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Given instructions, can make public transportation journeys involving several transfers.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Know how to arrange transportation to work or school/day program.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Know how to get emergency information by phone (for assistance).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 25 Know who to contact if injured or sick while out in community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Know where the nearest supermarket or shopping area is.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 27 Know how to access emergency food and shelter.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 28 Know how to access a crisis/help line if help is needed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 29 Know where the nearest laundromat is located.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 30 Know where personal bank is located.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 31 Know where the nearest post office/mailbox is.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 32 Know how to use a post office/mailbox.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 33 Know where the nearest library is.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 34 Know how to get a library card.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 35 Know how to use a library card.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 36 Know where mental health counseling is available in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 37 Know where consumer counseling is available in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 38 Know where community health clinics are available in community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 39 Know where public recreation centres are in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 40 Enjoy participating in community activities.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 41 Know where the Food Banks are in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 42 Know where to attend their place of worship in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 43 Know where to participate in community groups based on personal interests.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 44 Know their rights.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 45 Know their responsibilities.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 46 Know how to keep safe while out in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 47 Know how to keep safe when walking in the community at night.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 48 Know about volunteering in the community if would like to.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# 49 Know how to get connected to the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Interpersonal and Social Skills

Interpersonal and social skills mean any skill that helps when interacting or dealing with and communicating with others. These are the skills used by a person to properly interact with others. Social rules and relations are created, communicated, and changed in verbal and non-verbal ways. The following life skill area looks at the interpersonal and social skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer). For example: “Able to respect someone's personal space.” can also be stated as: “When you are around other people, you know to respect boundaries and not get too physically close to them..”
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: For “Want to live independently” you may say: “Would you like to live on your own (or with a roommate) in an apartment?”
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Interpersonal and Social Skills section print pages 102 – 119.



## **1** Able to respond to introductions.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **2** Able to answer simple questions.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## **3** Able to identify one friend.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 4 Able to look others in the eye and shake hands if the other person offers.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Able to make “small talk” (face to face).

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Able to communicate with at least one person weekly.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 7 Able to make introductions.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Able to approach others to introduce self.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 Able to respect other people's "personal space".

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 10 Able to be aware of boundary issues.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Able to not be harmful to others.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Able to ask for help if needed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 13 Able to explain feelings.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 14 Able to be aware of relationships that may be hurtful or dangerous.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 15 Want to live independently.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 16 Able to not be afraid to be alone at night.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 17 Able to be aware of own strengths/good character traits.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 18 Able to be aware of areas of own life in which help is needed.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Able to accept invitations from others to be involved in social activities.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Able to make own arrangements with peers for social activities.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Able to be aware of the qualities of a good roommate.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Able to get along with other individuals/house mates.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Able to show concern for the rights of other residents when it comes to property and noise.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Able to be aware there are consequences if the rights of other housemates are not respected.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 25 Able to say “no” to a peer that is trying to encourage wrongdoing

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Able to develop a realistic plan with appropriate steps identified to achieve goals.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 27 Able to carry out plans with some help.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 28 Know the best outcome if a goal is achieved.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 29 Know the worst outcome if a goal is not achieved.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 30 Able to describe the relationship between actions and consequences.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 31 Able to avoid hurtful or dangerous relationships.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 32 Able to say it when angry or have other strong feelings.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 33 Able to “talk out” problems.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 34 Able to close a relationship or say goodbye in a healthy way.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 35 Able to call someone if arrested or the victim of a crime.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 36 Understand generally what actions are against the law.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 37 Understand rights as a citizen.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 38 Understand responsibilities as a citizen.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 39 Know the qualities of a good friend.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 40 Know it is important to have healthy friendships and relationships.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 41 Understand intimacy and boundaries in a relationship.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 42 Recognize and avoid abusive and dangerous relationships.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 43 Able to define sexual abstinence.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 44 Know to be respectful of others.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 45 Can identify sexually transmitted diseases and how to prevent them.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 46 Can identify ways of preventing pregnancy.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 47 Can define safe sex practices.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 48 Able to define a healthy friendship

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Academic and Employment Skills

Academic and employment skills. Some examples of academic and employment skills are; communication, teamwork, planning and time management, initiative, self-awareness, flexibility, number and computer literacy, confidence, and problem solving skills. The following life skill area looks at the academic and employment skills that would be an asset when living independently with supports.

When completing this section of the guidebook you may find the following “tips” helpful:

- If you don't feel comfortable with a component/statement, skip it.
- If you require clarification on a component/statement, ask someone you trust for help.
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try rephrasing the statement (or stating it several different ways) so that the meaning may be clearer). For example: “Able to read.” can also be stated as: “What do you like to read?”
- If you are completing the guidebook with someone that needs a component/statement to be clarified, try providing examples of what you mean so that the meaning may be clearer. For example: When explaining “Know where and when not to talk with co-workers/schoolmates.
- ” you may say: “If you were in a meeting at work and your boss was speaking, would you begin speaking with your co-workers?”
- Take your time completing the guidebook. Try not to rush through completing the guidebook—there are no time limitations. You can complete it at your own pace, in your own time, take a break whenever you want and come back to it whenever you want.
- Complete the guidebook on your own as much as possible. This will help to make sure that your answers are your own and that the results are truly meaningful to you.

\* If you would like to print the Academic and Employment Skills section print pages 120 –130.





## 1 Able to read.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 2 Able to print/write.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 3 Able to add and subtract.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 4 Able to tell time.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 5 Able to use a calendar or day timer.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 6 Able to use a computer.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 7 Able to fill out forms to participate in school.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 8 Able to fill out forms to get a job.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 9 Have graduated from school.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 10 Have a job that I enjoy.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 11 Dress for school/work appropriately.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 12 Wake up for work/school independently.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 13 Make own lunch to take to work/school.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 14 Report to work/school on time.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 15 Know job/school responsibilities and how to complete job/school tasks.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 16 Know to contact employer/teacher when not able to go to work.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 17 Know how to read a pay stub.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 18 Know the appropriate way to talk to supervisor/teacher.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 19 Know which behaviours will get a person fired/expelled immediately.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 20 Know how to ask for help with a problem on the job/at school.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 21 Know where and when not to talk with co-workers/schoolmates.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



## 22 Know how to handle anger when angry at supervisor/ teacher, or customers/schoolmates.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 23 Know where to find information about job training.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 24 Know where to find financial resources for school.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.





## 25 Know where to find educational training in the community.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## 26 Know what courses are needed in school to get a desired job.

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.



# Summary

- 1  The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
- 2  The person requires the presence of someone to provide occasional verbal prompting to complete the task.
- 3  The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
- 4  The person does not require any direct supervision or any prompting to complete the task.
- NA  Not applicable.

## Comments

\* A score of 4 across all skills/skill areas is not required to live independently with supports. Scoring less than 4 simply indicates an area for further discussion and exploration.



# Scoring Sheet

**Health and Medical Skills** — Total of questions = 34

1  2  3  4  NA

**Domestic and Household Skills** — Total of questions = 97

1  2  3  4  NA

**Self-Care Skills** — Total number of questions = 38

1  2  3  4  NA

**Financial and Budget Skills** — Total number of questions = 29

1  2  3  4  NA

**Community Skills** — Total number of questions = 49

1  2  3  4  NA

**Interpersonal and Social Skills** — Total number of questions = 48 items

1  2  3  4  NA

**Academic and Employment Skills** — Total number of questions = 26 items

1  2  3  4  NA

## LEGEND

- 1 The person requires the presence of someone to provide frequent verbal prompting, needs the task to be demonstrated, or needs assistance to complete the task.
  - 2 The person requires the presence of someone to provide occasional verbal prompting to complete the task.
  - 3 The person does not require the presence of someone and can complete the task using alternate methods of prompting (i.e. notes, alarm, picture symbols, etc.).
  - 4 The person does not require any direct supervision or any prompting to complete the task.
- NA Not applicable.



# Summary

## Congratulations on completing this guidebook!

Some questions that you may want to talk about on completion of the STEPS To Independence guidebook are:

- Were you surprised by the results?
- Will this help to guide your next steps? Why or why not?
- What would you like to work/improve on first?

If there were sections of the guidebook where the individual was uncomfortable, perhaps the person may be more comfortable having a conversation about the question/skill area rather than disclosing it on paper.

In the STEPS To Independence guidebook it is likely that an individual will score better in some areas versus others. What this does is demonstrate which life skill areas are more developed and which require more coaching where additional learning can take place.

Below is a breakdown of what scoring a majority of any one number in a life skill area means:

Score	What it Means
Mostly 1's	The individual requires a significant amount of supports to live independently. More learning/coaching needs to take place. Explore 20+ hours of support per week at this time.
Mostly 2's	The individual is well on their way to semi-independent living. Take a look at level 3 and alternate methods of prompting to enhance independence. Explore 10 to 20 hours of support per week at this time.
Mostly 3's	The individual is doing great; continue to move towards semi-independent living. Explore 6 to 10 hours of support per week at this time.
Mostly 4's	The individual has demonstrated independence in this skill/area. Way to go! Explore 0 to 6 hours of support per week at this time.
Mostly (N/A)	This individual needs to engage in further exploration in this skill area.

Additional to the STEPS To Independence guidebook, "Tip Sheets" are available that identify steps towards learning a skill. These tip sheets provide a guideline and key components in learning a specific skill that help with learning. In addition, "Scenarios" are available which correspond to each life skill area in the guide. These give examples of real life situations that people living independently with supports have encountered. Responses to these scenarios may reveal an alternative learning style for those who work better with role playing.



As previously stated, the STEPS To Independence guidebook is a holistic tool meant to let people know how ready they are to move to semi-independent living. It identifies areas of focus and prepares for semi-independent living. It enables skill building and can provide different viewpoints if completed by a person and others who know the person well (i.e. family, friends, community worker). It gives people a clearer sense where their skills lay and where they need support by identifying life skill areas where they need to focus and engage in more learning. STEPS To Independence is a starting point for identifying readiness for semi-independent living and will build self-esteem and confidence.

Please Note: The STEPS To Independence guidebook can be used more than once and as needed to see if there is an increase in knowledge and skills over time. In this manner the way in which scores change as opportunities for learning occur can be captured and illuminated.