

Skills Assessment

Client Name _____ Date _____

Completed by _____ Job Title _____

In each category, circle the number that most accurately describes the client

I. Health

Unable to indicate change in health . 0

Can indicate change in health, but does not seek treatment 1

Is able to indicate change in health but not severity 2

Has essential skills but has demonstrated a consistent unwillingness to take reasonable responsibility for health 3

Knows how to obtain treatment with minimal help from staff 4

Manages own health care needs 5

Comments _____

II. Emergencies

Unable to recognize and respond to emergency situations 0

Does not recognize danger but will follow cues from staff 1

Recognizes danger but needs help to respond appropriately 2

Has essential skills, but may choose not to take necessary action to ensure safety 3

Identifies an emergency, can call 911 and take some steps toward getting help. May overreact in non-emergencies 4

Distinguishes emergencies from non-emergencies and responds appropriately 5

Comments _____

III. Weather

Unable to recognize and respond to adverse weather conditions	0
Does not react to adverse weather but will follow cues from others	1
Recognizes threatening weather conditions but needs help deciding what action to take	2
Has ability to understand and respond appropriately but may choose not to	3
Responds to obvious adverse weather conditions and may take steps to be safe	4
Can independently take reasonable steps to seek safety in a variety of weather conditions	5

Comments _____

IV. Personal Safety in the Community

Needs constant supervision to maintain safety in the community	0
Can maintain safety while using scheduled transportation provider	1
Can maintain safety in the community with limits on time and distance	2
Has skills, but independent community access is restricted due to previous unsafe actions in the community	3
Unlimited community access with planned support	4
Unlimited community access	5

Comments _____

V. Fire Safety

- Is unable to recognize or respond to fire, smoke, or alarms 0
- Can be prompted to act appropriately in case of fire 1
- Recognizes smoke or fire but is unable to seek personal safety 2
- Has demonstrated fire safety skills but may take unnecessary risks 3
- Will seek personal safety but may not alert others 4
- Can take appropriate steps to maximize safety and alert others 5

Comments _____

VI. Food Preparation

- Unable to participate in food preparation 0
- Able to participate in food preparation but unable to use any appliances even with supervision 1
- Able to participate in food preparation and safely use appliances with direct supervision 2
- Can safely prepare food using specific appliances with staff near kitchen but not directly supervising. List: _____ 3

- Can safely prepare food independently using specific appliances. List: _____ 4

- Can safely prepare food using all appliances independently 5

Comments _____

VII. Household and Hygiene Products

Must have direct supervision with all household and hygiene products	0
May have access to minimum number of products for daily use while most products are secured	1
May have access to products used daily and to products for specific tasks with occasional supervision	2
Understands how to use most products but has repeatedly demonstrated poor judgment	3
Needs assistance with a few specific household and hygiene products	4
Uses household and hygiene products without restrictions	5

Comments _____

VIII. Water Safety

Must have staff supervision within reach in or around a body of water	0
Requires visual supervision by staff in or around a body of water	1
Able to maintain safety in specified area with lifeguard and intermittent staff supervision	2
Understands water safety but repeatedly demonstrates poor judgment	3
Needs occasional review of water safety to maintain independence	4
Maintains safety in or around a body of water	5

Comments _____

IX. Money Skills

Carrying Money

Does not attach value to money. May destroy or throw it away.	0
Knows money has value but cannot determine cost or change.	1
Able to carry and spend money but makes poor decisions.	2
Knows money has value but handles it casually. May give it away.	3
Can carry money for a specific purpose and use it correctly.	4
Keeps track of a changing supply of spending money with reasonable accuracy.	5

Paying Bills

Does not realize that there are bills.	0
Knows about bills but does not know how to make sure they get paid.	1
Will sign checks to pay the bills when assisted.	2
Has essential skills but has demonstrated a consistent unwillingness to take reasonable responsibility for bills.	3
Will fill out a check for a specific bill but needs help to pay on time.	4
Pays bills without assistance and with reasonable accuracy.	5

Banking

Does not understand what a bank is for.	0
Knows that a bank can dispense money but cannot prepare and complete any transactions.	1
With accompaniment, will present prepared documents to the teller and receive funds and receipts.	2

- Has essential skills but has demonstrated a consistent inability to manage banking tasks responsibly. 3
- With prior assistance to make sure checks and necessary forms are in order, will approach teller independently and complete transactions. 4
- Can complete simple banking tasks independently with reasonable accuracy. 5

Accounting

- Does not understand how checks and checkbooks are used. 0
- Knows that checks are like cash but cannot carry out the process. 1
- Can write checks but not update the register. May or may not be able to safely carry the checkbook. 2
- Has the essential skills but has demonstrated an inability to handle a bank account with reasonable responsibility. 3
- Can write checks and enter amounts in the register with assistance with math. Needs help with balancing the statement. Knows to keep the checkbook safe. 4
- Can write checks, keep up the register, and secure and balance the checkbook independently. 5

Comments: _____

Money Skills Total Points _____ Divided by 4 = _____ Money Skills Score

Score indicates:

- 0 Total assistance needed 3 Has skills but chooses not to use them
- 1 Assistance needed in most areas 4 Minimal assistance needed
- 2 Assistance needed in some areas 5 Independent in most areas

I.	II.	III.	IV.	V.	VI.	VII.	VIII.	IX.