



## Individual Abilities Assessment Worksheet

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT/GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**(+) CAN PERFORM**

**(NA) NOT APPLICABLE**

**(/) NEEDS IMPROVEMENT**

**(-) NOT ASSESSED**

**(X) CANNOT PERFORM**

1. \_\_\_\_\_ **RECOGNIZE PERSONAL INFORMATION**
2. \_\_\_\_\_ **PROVIDE PERSONAL INFORMATION**
3. \_\_\_\_\_ **PROVIDE AN EMERGENCY CONTACT PERSON**
4. \_\_\_\_\_ **VERBALIZE GOALS**
5. \_\_\_\_\_ **PERFORM ACTIVITIES COOPERATIVELY**
6. \_\_\_\_\_ **CONTROL TEMPER**
7. \_\_\_\_\_ **ACCEPT CHANGE IN ROUTINE**
8. \_\_\_\_\_ **SHARE PROPERTY WITH OTHERS**
9. \_\_\_\_\_ **RESPECT OTHERS' PROPERTY**
10. \_\_\_\_\_ **IGNORE OFFENSIVE BEHAVIOR BY OTHERS**
11. \_\_\_\_\_ **USE POLITE LANGUAGE**
12. \_\_\_\_\_ **LISTEN WITHOUT INTERRUPTING**
13. \_\_\_\_\_ **ASK AND ANSWER QUESTIONS**
14. \_\_\_\_\_ **IDENTIFY PERSONS BY NAME**
15. \_\_\_\_\_ **RESPECT OTHER'S PRIVACY**
16. \_\_\_\_\_ **RESPOND TO VERBAL GREETING**
17. \_\_\_\_\_ **SPEAK AT APPROPRIATE DISTANCE**
18. \_\_\_\_\_ **CHOOSES TO MAINTAIN EYE CONTACT WHILE TALKING**
19. \_\_\_\_\_ **IDENTIFY OWN SEX**
20. \_\_\_\_\_ **USE CORRECT RESTROOMS**
21. \_\_\_\_\_ **NAME CITY IN WHICH HE / SHE LIVES**
22. \_\_\_\_\_ **NAME COUNTY IN WHICH HE / SHE LIVES**
23. \_\_\_\_\_ **NAME STATE IN WHICH HE / SHE LIVES**
24. \_\_\_\_\_ **NAME COUNTRY IN WHICH HE / SHE LIVES**
25. \_\_\_\_\_ **TELL WHERE ONE REGISTERS TO VOTE**
26. \_\_\_\_\_ **TELL WHAT HAPPENS WHEN HE / SHE VOTES**

(+) Can Perform    (NA) Not Applicable    (/) Needs Improvement  
(-) Not Assessed    (X) Cannot Perform

- 27.\_\_\_\_\_ USE TISSUE TO CLEAN NOSE
- 28.\_\_\_\_\_ BRUSH TEETH
- 29.\_\_\_\_\_ WASH FACE
- 30.\_\_\_\_\_ WASH HANDS
- 31.\_\_\_\_\_ COMB HAIR
- 32.\_\_\_\_\_ SHAMPOO HAIR
- 33.\_\_\_\_\_ SHAVE INDEPENDENTLY
- 34.\_\_\_\_\_ USE PROPER FEMININE HYGIENE PRODUCTS
- 35.\_\_\_\_\_ USE DEODORANT
- 36.\_\_\_\_\_ CARE FOR NAILS
- 37.\_\_\_\_\_ MAINTAINS A WELL GROOMED APPERANCE & PROPER HYGIENE
- 38.\_\_\_\_\_ KNOW WHERE TO PURCHASE GROOMING AIDS
- 39.\_\_\_\_\_ USE RESTROOM W/OUT SOILING CLOTHES
- 40.\_\_\_\_\_ USE RESTROOM INDEPENDENTLY WHILE AT WORK
- 41.\_\_\_\_\_ WEAR APPROPRIATE CLOTHING
- 42.\_\_\_\_\_ WEAR CLEAN CLOTHING
- 43.\_\_\_\_\_ WEAR PROPER SIZE CLOTHING
- 44.\_\_\_\_\_ PUT ON ACCESSORIES INDEPENDENTLY
- 45.\_\_\_\_\_ LOOK BOTH WAYS WHEN CROSSING STREET
- 46.\_\_\_\_\_ DISCRIMINATE BETWEEN RED AND GREEN
- 47.\_\_\_\_\_ WALK IN A SAFE PLACE ON THE SHOULDER OR SIDEWALK
- 48.\_\_\_\_\_ HANDLE MINOR MEDICAL NEEDS
- 49.\_\_\_\_\_ NAME TWO PLACES FOR MEDICAL TREATMENT
- 50.\_\_\_\_\_ TAKE MEDICATION INDEPENDENTLY
- 51.\_\_\_\_\_ VERBALIZE TREATMENT OF A COLD
- 52.\_\_\_\_\_ READ WRITTEN PHONE NUMBER
- 53.\_\_\_\_\_ DIAL PHONE NUMBER CORRECTLY
- 54.\_\_\_\_\_ ANSWER TELEPHONE CORRECTLY
- 55.\_\_\_\_\_ RECITE HIS / HER OWN PHONE NUMBER(S)
- 56.\_\_\_\_\_ RECOGNIZE BUSY SIGNAL
- 57.\_\_\_\_\_ NAME REASONS FOR CALLING 911 OR EMERGENCY PERSONNEL
- 58.\_\_\_\_\_ STAND IN LUNCH LINE IN A ORDERLY MANNER
- 59.\_\_\_\_\_ PLACE PROPER UTENSILS ON HIS / HER PLATE
- 60.\_\_\_\_\_ USE UTENSILS PROPERLY
- 61.\_\_\_\_\_ USE NAPKINS PROPERLY
- 62.\_\_\_\_\_ SUSCEPTIBLE TO CHOKING
- 63.\_\_\_\_\_ EAT WITHIN ALOTED AMOUNT OF TIME
- 64.\_\_\_\_\_ PLACE FOOD TRAY IN THE APPROPRIATE PLACE WHEN FINISHED
- 65.\_\_\_\_\_ ORDER HIS / HER OWN SNACK AT LUNCH AND BREAK
- 66.\_\_\_\_\_ PUT AWAY OWN TRASH AFTER LUNCH AND BREAK
- 67.\_\_\_\_\_ STAY ON A TASK FOR AN HOUR AND A HALF
- 68.\_\_\_\_\_ STAY ON TASK FOR ONE HOUR
- 69.\_\_\_\_\_ STAY ON TASK FOR 45 MINUTES
- 70.\_\_\_\_\_ STAY ON TASK FOR 30 MINTUES
- 71.\_\_\_\_\_ STAY ON TASK FOR 15 MINUTES
- 72.\_\_\_\_\_ FOLLOW INSTRUCTIONS
- 73.\_\_\_\_\_ ENGAGE IN OPTIONAL RECREATIONAL ACTIVITIES
- 74.\_\_\_\_\_ PARTICIPATE IN GROUP ACTIVITIES

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- 75.\_\_\_\_\_ ENGAGE IN CONVERSATION DURING ACTIVITES
- 76.\_\_\_\_\_ IGNORE DISTRACTIONS WHILE WORKING
- 77.\_\_\_\_\_ BEGIN WORK ON TIME
- 78.\_\_\_\_\_ CALL BEFORE 8:00 AM IF NOT COMING TO WORK
- 79.\_\_\_\_\_ ASK FOR HELP WHEN NEEDED
- 80.\_\_\_\_\_ REMAIN IN WORK AREA
- 81.\_\_\_\_\_ WORK INDEPENDENTLY
- 82.\_\_\_\_\_ REFRAIN FROM UNNECESSARY TALKING ON THE JOB
- 83.\_\_\_\_\_ ACCEPT SUPERVISORS' CRITICISM
- 84.\_\_\_\_\_ BE COOPERATIVE W/OTHERS CO-WORKERS
- 85.\_\_\_\_\_ COMMUNICATE WITH SUPERVISORS
- 86.\_\_\_\_\_ INTERACT W/CO-WORKERS/SUPERVISORS
- 87.\_\_\_\_\_ REFRAIN FROM HORSEPLAYING
- 88.\_\_\_\_\_ REPORT BACK TO WORK ON TIME AFTER BREAKS AND LUNCH
- 89.\_\_\_\_\_ REFRAIN FROM UNNECESSARY PHYSICAL CONTACT (AFFECTION)
- 90.\_\_\_\_\_ SPEAK AT APPROPRIATE SPEED
- 91.\_\_\_\_\_ SPEAK AT APPROPRIATE VOLUME
- 92.\_\_\_\_\_ SPEAK CLEARLY
- 93.\_\_\_\_\_ SPEAK IN WHOLE SENTENCES
- 94.\_\_\_\_\_ VERBALIZE TREATMENT OF A MINOR CUT
- 95.\_\_\_\_\_ CARRY A PERSONAL ID (IF POSSIBLE)
- 96.\_\_\_\_\_ IDENTIFY SOCIAL SECURITY CARD
- 97.\_\_\_\_\_ IDENTIFY MEDICAL CARD AND TELL THE USE OF IT
- 98.\_\_\_\_\_ ABLE TO GET DRINK FROM MACHINE
- 99.\_\_\_\_\_ ABLE TO GET SNACK FROM MACHINE
- 100.\_\_\_\_\_ IDENTIFY MISTAKES
- 101.\_\_\_\_\_ FOLLOW RULES
- 102.\_\_\_\_\_ USE SIMPLE HAND TOOLS
- 103.\_\_\_\_\_ CLEAN UP OWN WORK AREA
- 104.\_\_\_\_\_ RETURN SUPPLIES TO PROPER AREA
- 105.\_\_\_\_\_ MAINTAIN ATTENTION TO TASK
- 106.\_\_\_\_\_ RESPECT AUTHORITY
- 107.\_\_\_\_\_ FILL OUT JOB APPLICATION
- 108.\_\_\_\_\_ PERFORM ADDITION
- 109.\_\_\_\_\_ PERFORM SUBTRACTION
- 110.\_\_\_\_\_ PERFORM MULTIPLICATION
- 111.\_\_\_\_\_ PRINT THE ALPHABET
- 112.\_\_\_\_\_ SIGN HIS / HER NAME
- 113.\_\_\_\_\_ PRINT HIS / HER NAME
- 114.\_\_\_\_\_ IDENTIFIY WEATHER CONDITIONS
- 115.\_\_\_\_\_ READ A THERMOMETER
- 116.\_\_\_\_\_ IDENTIFY WEATHER BY SEASON
- 117.\_\_\_\_\_ COUNT OBJECTS CORRECTLY
- 118.\_\_\_\_\_ MAKE CHANGE CORRECTLY
- 119.\_\_\_\_\_ TELL TIME CORRECTLY
- 120.\_\_\_\_\_ USE A RULER
- 121.\_\_\_\_\_ FOLLOW SIMPLE WRITTEN INSTRUCTIONS
- 122.\_\_\_\_\_ USE PUBLIC TRANSPORTATION

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123. \_\_\_\_\_ LISTEN WITHOUT INTERRUPTING
124. \_\_\_\_\_ WALK TO / FROM BREAK AREA WITH NO ASSISTANCE
125. \_\_\_\_\_ EXHIBIT NON – AGGRESSIVE BEHAVIOR IN THE WORKPLACE
126. \_\_\_\_\_ MAINTAINS A GOOD SELF IMAGE
127. \_\_\_\_\_ MAINTAINS A HEALTHY LIFESTYLE
128. \_\_\_\_\_ PARTICIPATE IN EXERCISE PROGRAM
129. \_\_\_\_\_ IDENTIFY THE FOUR FOOD GROUPS BY NAME
130. \_\_\_\_\_ IDENTIFY TYPES OF FOODS EATEN AT MEALTIME
131. \_\_\_\_\_ COOKING SKILLS
132. \_\_\_\_\_ MAKE A SHOPPING LIST
133. \_\_\_\_\_ USE PROPER MEAL TIME ETIQUETTE
134. \_\_\_\_\_ DEMONSTRATE THE ABILITY TO HANDLE FOOD APPROPRIATELY
135. \_\_\_\_\_ WASHES AND RINSE DISHES
136. \_\_\_\_\_ SORTS AND PUTS AWAY UTENSILS AND DISHES
137. \_\_\_\_\_ CLEAN SINK, CLEARS AND WIPES COUNTER TOPS
138. \_\_\_\_\_ CLEANS REFRIGERATOR / FREEZER
139. \_\_\_\_\_ DEMONSTRATE PROPER USE OF THE OVEN
140. \_\_\_\_\_ DEMONSTRATE PROPER USE OF THE STOVE
141. \_\_\_\_\_ SELECTS APPROPRIATE ITEMS TO SET TABLE
142. \_\_\_\_\_ SET TABLE USING UTENSILS, DISHES AND NAPKINS
143. \_\_\_\_\_ CLEARS TABLE AFTER MEAL
144. \_\_\_\_\_ KNOWS CORRECT SIZES OF SHOES AND CLOTHING
145. \_\_\_\_\_ LAUNDRY SKILLS
146. \_\_\_\_\_ DEMONSTRATE THE ABILITY TO PERFORM HOUSEHOLD DUTIES
147. \_\_\_\_\_ FOLD & STORE LAUNDRY
148. \_\_\_\_\_ OPERATE A VACUUM CLEANER
149. \_\_\_\_\_ IRONING SKILLS
150. \_\_\_\_\_ CLEAN SINKS, MIRRORS, WALL IN BATHROOM
151. \_\_\_\_\_ GATHERING ALL APPROPRIATE CLEANING SUPPLIES
152. \_\_\_\_\_ REFILL SOAP DISPENSORS, PAPER TOWEL HOLDERS, TOILET TISSUE
153. \_\_\_\_\_ SWEEPING AND MOPPING FLOORS
154. \_\_\_\_\_ HANG CLOTHES CORRECTLY
155. \_\_\_\_\_ WASH CLOTHING / ITEMS CORRECTLY
156. \_\_\_\_\_ DRY CLOTHES CORRECTLY
157. \_\_\_\_\_ WHAT CLOTHES TO WEAR FOR THE OCCASION
158. \_\_\_\_\_ MONEY MANAGEMENT SKILLS
159. \_\_\_\_\_ SAFETY AT HOME AND IN THE COMMUNITY
160. \_\_\_\_\_ APPROP BEHAVIOR TOWARD OPPOSITE SEX
161. \_\_\_\_\_ PREVENTION / TRANSMISSION OF VENERAL HIV DISESE
162. \_\_\_\_\_ ACCEPTS INSTRUCTIONS
163. \_\_\_\_\_ INCREASE COMMUNITY AWARENESS
164. \_\_\_\_\_ THE ABILITY TO COMPUTE BALANCE OF BANK ACCOUNT
165. \_\_\_\_\_ ENDORSE CHECK
166. \_\_\_\_\_ IDENTIFY CHECK AMOUNT
167. \_\_\_\_\_ WRITE CHECKS
168. \_\_\_\_\_ RECORD CHECKS
169. \_\_\_\_\_ COMPLETE DEPOSIT SLIP
170. \_\_\_\_\_ UNDERSTANDING DIRECTIONS

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- 171. \_\_\_\_\_ RESPONDING TO COMPLAINT
- 172. \_\_\_\_\_ IDENTIFY SURVIVAL WORDS, SIGNS, AND SYMBOLS
- 173. \_\_\_\_\_ REMAIN AT WORK STATION UNTIL TIME TO GO HOME
- 174. \_\_\_\_\_ INITIATE TASK
- 175. \_\_\_\_\_ VERBALIZE FEELINGS OF FRUSTRATION AND ANXIETY IN AN APPROP MANNER
- 176. \_\_\_\_\_ REFRAIN FROM ARGUING W/CO-WORKERS AND SUPERVISORS
- 177. \_\_\_\_\_ DEMONSTRATE ABILITY TO ATTEND TO CUSTOMER'S NEEDS
- 178. \_\_\_\_\_ REFRAIN FROM DOING PERSONAL BUSINESS ON WORK TIME
- 179. \_\_\_\_\_ EMPTY TRASH WHEN NEEDED
- 180. \_\_\_\_\_ RETURN & GATHER ITEMS TO OTHER DEPARTMENTS
- 181. \_\_\_\_\_ REFRAIN FROM NAME CALLING
- 182. \_\_\_\_\_ MAKE NEEDS KNOWN
- 183. \_\_\_\_\_ TAKING APPROPRIATE ITEMS HOME
- 184. \_\_\_\_\_ REFRAIN FROM SLEEPING ON THE JOB
- 185. \_\_\_\_\_ CUSTOMER SERVICE SKILLS

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