DHS-RS-347-4/98

SITUATIONAL ASSESSMENT FORM

Consumer Name: _____ Date: _____

Employment Specialist: _____ Hours:_____

Location of Assessment: _____ Type of Job: _____

I. Referral Reason:

_____
_____
_____
_____

II. Description of Job and Employment Setting:

_____
_____
_____
_____

III. Evaluation:

DIRECTIONS: Record an "X" in the appropriate space that best describes the consumers abilities, behaviors, characteristics, or activities. Record "NO" if the situation was not observed. Record "NA" if the section does not apply. In the comment section, describe the behavior, characteristic, or activity when appropriate. When applicable, include the frequency of its occurrence and the environment it occurs. (Include the antecedent, consequences, location, people, etc.).

1. Strength, Lifting and Carrying
   _____ less than 10 lbs. _____ 10-29 lbs. _____ 30-40 lbs. _____ more than 40 lbs.

Comments: _____
_____
_____

2. Ability to Grip and Hold Objects
   _____ Small, light objects _____ Small, heavy objects _____ Large, light objects
   _____ Large, heavy objects _____ Needs assistance when holding objects

Explain grip strength by using examples: _____
_____
_____

3. Endurance
   _____ Less than 2 hours _____ 2-3 hours _____ 3-4 hours _____ More than 4 hours

Comments: _____
_____
_____

4. Physical Mobility
   _____ Sit/Stand in One Area _____ Fair Ambulation _____ Stairs/Minor Obstacles
   _____ Physical Abilities _____ Mobility assistance is needed (describe below, wheelchair, walker, etc.)

Comments: _____
_____
_____

5. Independent Work Rate (no prompts)

_____ Slow pace _____ Steady/average pace
_____ Above average/sometimes fast pace _____ Continual fast pace
Comments: _____
_____
_____

6. General Appearance
_____ Unkept/poor hygiene _____ Unkept/clean _____ Neat/clean but clothing unmatched
_____ Neat/clean and clothing matched _____ Wears appropriate work place attire (shoes, boots, etc.)
Comments: _____
_____
_____

7. Communication
_____ Uses sounds/gestures _____ Uses key words/signs _____ Does not speak clearly
_____ Communicates clearly _____ Uses a communication device _____ Intelligible to strangers
Comments: _____
_____
_____

8. Social Interactions
_____ Polite, responses appropriate _____ Initiates social interactions
_____ Initiates social interactions infrequently _____ Rarely interacts appropriately
Comments: _____
_____
_____

9. Ability to handle stress
_____ Shows no sign of stress or fatigue _____ Shows some sign of fatigue _____ Shows stress or fatigue frequently
Comments: _____
_____
_____

10. Observations during breaks
_____ Operates vending machine without assistance _____ Takes breaks and returns to work on time
_____ Interacts appropriately during break

Comments: _____
_____
_____

11. Correspondence
_____ Reads simple words _____ Reads sentences _____ Reads and understands written material
_____ Writes simple words _____ Writes complete sentences _____ Types and is able to use a computer

Comments: _____
_____
_____

12. Attention to Task/Perseverance
_____ Frequent prompts, cues and supports required _____ Intermittent prompts required
_____ Infrequent prompts/low supervision _____ No prompts required

Comments: _____
_____
_____

13. Independent Sequencing of Job Duties
_____ Unable to perform tasks in sequence _____ Performs 2-3 tasks in sequence

_____ Performs 4-6 tasks in sequence _____ Performs 7 or more tasks in sequence

Comments: _____
_____
_____

14. Initiative/Motivation
_____ Always seeks work _____ Sometimes volunteers _____ Waits for directions _____ Avoids next task

Comments: _____
_____
_____

15. Adapting to Change
_____ Change easily _____ Rigid routine required _____ Some difficulty _____ Great difficulty

Comments: _____
_____
_____

16. Reinforcement Needs
_____ Frequent required _____ Daily _____ Weekly _____ Reinforcements available at work site
Describe the type and amount of reinforcement needed: _____
_____
_____

17. Interest (Observed) in Working in this Environment/Job
_____ Very _____ Some w/reservations _____ Unsure _____ Not interested

Comments: _____
_____
_____

18. Discrimination Skills of Work Supplies
_____ Not capable _____ Has difficulty/needs cues _____ Distinguishes between work supplies

Comments: _____
_____
_____

19. Time Awareness
_____ Unaware of time and clock function _____ Identifies breaks/lunch _____ Tells time to the hour
_____ Returns to work after break/lunch_____ Tells time in hours/minutes

Comments: _____
_____
_____

20. Handling Criticism/Stress
_____ Resistive/argumentative _____ Withdraws into silence
_____ Accepts criticism/does not change _____ Accepts criticism/attempts to improve
If this varies, indicate with whom, male or female, co-worker and/or supervisor etc..
Comments: _____
_____
_____

21. Orienting to the Environment
_____ Small Area Only _____ One Room _____ Several Rooms
_____ Building Wide _____ Building and Grounds

Comments: _____
_____
_____

22. Travel Skills
_____ Requires bus/cab training _____ Street crossing abilities (difficulty crossing street)
_____ Able to make own travel arrangements _____ Uses bus/cab independently (with or w/out transfers)
Comments: _____
_____
_____

23. Behaviors that are not typical or acceptable of the workplace
_____ None _____ few _____ Many
If so, describe behavior and the time of day and who may be close to him/her at the time.
Comments: _____
_____
_____

24. Asking for Assistance
_____ Peers _____ Co-workers _____ Acquaintances _____ Persons in authority _____ Does not ask
Comments: _____
_____
_____

IV. Summary/Recommendations:

1. Functional Limitations in Performing the Job Duties
_____ Many _____ Some _____ None _____ Can be improved with accommodations or training
Explain: _____
_____
_____
_____
_____

2. Recommendation for Job Restructuring or Accommodations
Explain: _____
_____
_____
_____
_____

3. Recommended Services/Supports that May be Needed to Perform Job Duties

_____ Clothing/uniform _____ Transportation _____ Medication (monitoring) _____ Financial Planning
_____ Assistive device/accommodations _____ Tools/equipment _____ Job coaching _____ Other
Explain: _____
_____
_____
_____
_____
_____
_____