


LIFE SKILLS INVENTORY INDEPENDENT LIVING SKILLS ASSESSMENT TOOL

INSTRUCTIONS

This assessment tool will help determine the student's independent living skills and transition needs as they pertain to independent living, education and training, career and employment, and interpersonal skills.

In order to accurately complete the Independent Living Skills (ILS) assessment, please involve the student, the parent, the teacher, and any other persons knowledgeable about the skills of the student.

 Scoring should be based on the lowest level of completion.

The level of attainment for each youth completing this assessment is the lowest level where they satisfactorily complete the required number of questions. The student may be highly competent in some areas, but have limited basic knowledge in others. Having basic knowledge in each area is important for long term success, and plan development should be focused on filling gaps in student knowledge.

 Time frames for completion

Students should be assessed between ages 15-18. Once you have completed ILS on student you do not need to repeat the assessment. All further reporting will be based on the annual goals (AGs) and post-school goals (PSGs) of the student, and their skill level will be indicated by the progress achieved on AGs and PSGs (progress monitoring).

COVER SHEET

STUDENT NAME		DATE OF BIRTH			
PERSON(S) INVOLVED IN ILS ASSESSMENT AND DATE OF ASSESSMENT		DATE			
	CATEGORY	DATE SKILL ATTAINED			
		BASIC	INT.	ADV.	EXCEL
A	Money Management/Consumer Awareness				
B	Food Management				
C	Personal Appearance and Hygiene				
D	Health				
E	Housekeeping				
F	Housing				
G	Transportation				
H	Educational Planning				
I	Job Seeking Skills				
J	Job Maintenance Skills				
K	Emergency and Safety Skills				
L	Knowledge of Community Resources				
M	Interpersonal Skills				
N	Legal Skills				

Category A: Money Management and Consumer Awareness
Basic – MUST know 4 of 6 to advance to the next level of accomplishment:
<input type="checkbox"/> Knows values of coins and currency. <input type="checkbox"/> Uses “Next Dollar” strategy to make purchases <input type="checkbox"/> Can make a transaction at a local business/store and count change. <input type="checkbox"/> Has an understanding of the difference between “luxuries” and “necessities” in food, transportation, clothing, and housing. <input type="checkbox"/> Understands the difference between “sale price” and “regular price”. <input type="checkbox"/> Can identify one way to save money on purchases.
Intermediate – MUST know 4 of 6 to advance to the next level of accomplishment:
<input type="checkbox"/> Can open a checking or savings account. <input type="checkbox"/> Can write checks/make withdrawals and make deposits. <input type="checkbox"/> Can record banking transactions (either checking or savings). <input type="checkbox"/> Can budget allowance to last for a week. (Shows some understanding of the concept of saving.) <input type="checkbox"/> Understands the difference between gross wage and take home pay. <input type="checkbox"/> Can use a calculator to add, subtract, divide, and multiply.
Advanced – MUST know 4 of 6 to advance to the next level of accomplishment:
<input type="checkbox"/> With assistance can make out monthly budget covering regular expenses for independent living. <input type="checkbox"/> Shows some “sales resistance” to “something for nothing” advertising and “low weekly payment” credit plans. <input type="checkbox"/> Can read monthly bank statements, compare balances, make adjustments as necessary (deduct service charges, check fees, adjust for differences in the balance). <input type="checkbox"/> Can comparison shop using unit pricing information. Knows difference between store brand (generic) and name brand. <input type="checkbox"/> Understands the responsibility of filing tax forms. Knows the information that is required for filling taxes and knows where to go to get assistance in filing taxes. <input type="checkbox"/> Knows how to clip and use coupons.
Exceptional – MUST know at least 3 to be rated as exceptional:
<input type="checkbox"/> Budgets for unanticipated emergencies, seasonal bills, etc. <input type="checkbox"/> Understands buying on credit, loans, interest, and late payment penalties. <input type="checkbox"/> Understands payroll deductions, taxes, FICA, insurance. <input type="checkbox"/> Can complete a short tax form. <input type="checkbox"/> Can balance a checkbook. <input type="checkbox"/> Has regular savings program.
Category B: Food Management
Basic – MUST know at least 5 of 6:
<input type="checkbox"/> Washes hands before eating and preparing food. <input type="checkbox"/> Can feed self with some assistance. <input type="checkbox"/> Can order in a cafeteria or fast food restaurant. <input type="checkbox"/> Can describe food pyramid (“My Food Plate”) and foods that contribute to a healthy life style. <input type="checkbox"/> Knows name and use of cooking utensils. <input type="checkbox"/> Can use acceptable table manners
Intermediate – MUST be able to do 6 of 8: (continued on next page)
<input type="checkbox"/> Can order a meal from the menu in a restaurant. <input type="checkbox"/> Demonstrates basic measurement skills for cooking: ¼, ½, ¾, 1 TSP, 1 TBSP, etc. <input type="checkbox"/> Can feed self independently <input type="checkbox"/> Can fix a breakfast for one <input type="checkbox"/> Can fix a lunch for one <input type="checkbox"/> Can fix dinner for one <input type="checkbox"/> Can make out a grocery shopping list

<input type="checkbox"/> Can follow the instructions for preparing canned or frozen foods
Advanced – MUST know 6 out of 8:
<input type="checkbox"/> Stores perishable items under refrigeration. <input type="checkbox"/> Can use cooking utensils effectively and safely (knives, grater, can opener, potato peeler, egg beater, etc.) <input type="checkbox"/> Can use kitchen appliances effectively and safely <input type="checkbox"/> Recognizes signs of spoilage in food. <input type="checkbox"/> Can plan weekly menu of nutritious meals <input type="checkbox"/> Can shop for a week’s menu and stay within food budget. <input type="checkbox"/> Can set the table properly <input type="checkbox"/> Can carry out a grocery shopping trip (selecting items on the shopping list and paying the cashier)
Exceptional – MUST know at least 3:
<input type="checkbox"/> Prepares recipes from a cookbook <input type="checkbox"/> Can adjust recipes to feed more or less people than called for in the recipes <input type="checkbox"/> Understands how to use dates on food packages to prevent spoilage <input type="checkbox"/> Prepares and eats a balanced diet <input type="checkbox"/> Understands and can use unit pricing to comparison shop.
Category C: Personal Appearance and Hygiene
Basic – MUST be able to do 6 of 7:
<input type="checkbox"/> Can dress self (including undergarments, socks, and tied shoes) in a reasonably acceptable fashion. <input type="checkbox"/> Can use bathroom with some assistance/prompting <input type="checkbox"/> Can bathe self <input type="checkbox"/> Knows how to use soap, shampoo, deodorant, shaving cream, other common personal products appropriate to sex <input type="checkbox"/> Brushes teeth regularly <input type="checkbox"/> Identifies when nose needs to be wiped and/or blown <input type="checkbox"/> Uses deodorant regularly
Intermediate – MUST be able to do 4 of 5:
<input type="checkbox"/> Can use bathroom independently. <input type="checkbox"/> Showers or bathes regularly. <input type="checkbox"/> Keeps hair clean and neat. <input type="checkbox"/> Cares for nails by using clippers or file appropriately <input type="checkbox"/> Dresses in reasonably clean clothing.
Advanced – MUST be able to do 5 of 7:
<input type="checkbox"/> Can read clothing labels and determine which clothes are to be dry cleaned, hand washed, and machine-washed. <input type="checkbox"/> Can sort and machine-wash clothes at a Laundromat using appropriate temperatures, amounts of soap, bleach, etc. <input type="checkbox"/> Can dry clothes in a dryer using appropriate settings. <input type="checkbox"/> Knows the cost of and can budget money for special hair and nail care (i.e. hair dyes, braiding, manicures, etc.) <input type="checkbox"/> Can iron clothes <input type="checkbox"/> Can sew on buttons and make minor clothing repairs <input type="checkbox"/> Knows where to go if something needs to be fixed on clothes
Exceptional – MUST know at least 2:
<input type="checkbox"/> Can hand wash items following the instructions on the label <input type="checkbox"/> Knows appropriate clothing to wear for almost all occasions <input type="checkbox"/> Knows approximate cost of dry cleaning and can arrange for dry cleaning
Category D: Health
Basic – MUST know 6 of 7: (continued on next page)
<input type="checkbox"/> Can open childproof container <input type="checkbox"/> Knows not to take someone else’s medication <input type="checkbox"/> Knows that drugs, alcohol, and tobacco may be harmful to your health <input type="checkbox"/> Knows parts of the body and sexual functioning

<input type="checkbox"/> Knows how pregnancy occurs <input type="checkbox"/> Knows when doesn't feel well/feels sick <input type="checkbox"/> Knows how and where to get emergency health care
Intermediate – MUST know 3 of 4:
<input type="checkbox"/> Can recognize and describe symptoms of colds, flu, and other common health problems <input type="checkbox"/> Knows what to do for a minor cut, a minor burn, a splinter <input type="checkbox"/> Understands the risks of pregnancy and sexually transmitted diseases <input type="checkbox"/> Understands the risks of drug and alcohol abuse
Advanced – MUST know 9 of 13:
<input type="checkbox"/> Can take own temperature using an oral thermometer <input type="checkbox"/> Can nurse self through cold or flu <input type="checkbox"/> Recognizes/makes correct use of “over the counter” drugs for pain, stomach upset, diarrhea, fever, cold/allergy <input type="checkbox"/> Can call a doctor or dentist and schedule an appointment <input type="checkbox"/> Can read prescription label correctly and follow the instructions <input type="checkbox"/> Can take medication without supervision <input type="checkbox"/> Knows how to dispose of drugs in a safe manner <input type="checkbox"/> Knows how to use what is included in a First Aid Kit <input type="checkbox"/> Knows how to obtain a copy of personal immunization records and medical history <input type="checkbox"/> Knows methods of birth control and how to obtain birth control devices <input type="checkbox"/> Knows how to prevent the spread of sexually transmitted diseases <input type="checkbox"/> Has selected a doctor, dentist or clinic for regular health care <input type="checkbox"/> Understands the importance of medical insurance
Exceptional – MUST know at least 2:
<input type="checkbox"/> Is conscious of diet, exercise, good eating habits, and other preventative health measures <input type="checkbox"/> Can determine when to go to an emergency room or when to make an appointment with the family doctor or clinic <input type="checkbox"/> Has obtained medical insurance
Category E: Housekeeping
Basic – MUST know 4 of 5:
<input type="checkbox"/> Can wash dishes adequately using soap and hot water <input type="checkbox"/> Can change a light bulb <input type="checkbox"/> Can make a bed <input type="checkbox"/> Knows how to dispose of garbage <input type="checkbox"/> Identifies when room needs cleaning; i.e. vacuuming, dusting, sweeping, moping, etc.
Intermediate – MUST know 3 of 5:
<input type="checkbox"/> Can use vacuum cleaner properly and change bags/empty dirt <input type="checkbox"/> Can change bed linens <input type="checkbox"/> Knows how to prevent sinks and toilets from clogging <input type="checkbox"/> Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet, clean bathtub and sink <input type="checkbox"/> Knows appropriate cleaning products to use for different cleaning jobs
Advanced – MUST know 5 of 7:
<input type="checkbox"/> Knows how to stop toilet from running <input type="checkbox"/> Knows how to use a plunger to unstop a toilet or sink <input type="checkbox"/> Can defrost the refrigerator, if necessary <input type="checkbox"/> Can clean a stove <input type="checkbox"/> Knows how to conserve energy and water <input type="checkbox"/> Perform routine house-cleaning to maintain the home in a reasonably clean state <input type="checkbox"/> Uses drawers and closets appropriately for storage
Exceptional – MUST know at least 3: (continued on next page)

<input type="checkbox"/> Knows what repairs a landlord should perform <input type="checkbox"/> Can do minor household repairs <input type="checkbox"/> Is able to contact the landlord and request repairs <input type="checkbox"/> Can change a fuse or reset a circuit breaker <input type="checkbox"/> Can measure a window for shades or curtains <input type="checkbox"/> Knows how to get rid of and avoid roaches, ants, mice, etc.
Category F: Housing
Basic – MUST know 2 of 3:
<input type="checkbox"/> Understands the concept of renting <input type="checkbox"/> Knows how to access emergency shelter <input type="checkbox"/> Understands concept of household bills
Intermediate – MUST know 3 of 4:
<input type="checkbox"/> Can read want ads for vacancies <input type="checkbox"/> Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference, etc.) <input type="checkbox"/> Can calculate the costs associated with different types of housing <input type="checkbox"/> Can describe pros and cons of choosing a roommate
Advanced – MUST know 6 of 9:
<input type="checkbox"/> Can identify type of housing that is within budget and meets current housing needs <input type="checkbox"/> Can calculate “startup” costs (utility deposits, connection fees, security deposit, first month’s rent, purchase of furniture and all other household items) <input type="checkbox"/> Can complete a rental application <input type="checkbox"/> Can ask the landlord about the available apartment to determine if it meets their needs <input type="checkbox"/> Knows to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and the neighborhood <input type="checkbox"/> Shows some concern for the rights of other residents with regard to property and noise <input type="checkbox"/> Understands the consequences if the rights of other residents are not respected <input type="checkbox"/> Understands the implication of the security deposit <input type="checkbox"/> Knows the role of a landlord
Exceptional – MUST know at least 2:
<input type="checkbox"/> Demonstrates the ability to get along with other residents and the landlord <input type="checkbox"/> Knows how to get help if there is a conflict with the landlord <input type="checkbox"/> Can access emergency assistance for utilities
Category G: Transportation
Basic – MUST know 4 of 7:
<input type="checkbox"/> Can ride a bicycle safely <input type="checkbox"/> Can walk over 6 blocks using appropriate judgment regarding safety practices; i.e. crosswalks, pedestrian travel <input type="checkbox"/> Understands and uses seat belts <input type="checkbox"/> Familiar with any form of public transportation available <input type="checkbox"/> Knows the nearest public bus stop to your home <input type="checkbox"/> Knows amount of money required for bus or taxi fare <input type="checkbox"/> Knows the nearest town with bus services
Intermediate – MUST know 3 of 5:
<input type="checkbox"/> Aware of consequences of driving without a license and insurance. <input type="checkbox"/> Has successfully completed a Driver’s Ed class. <input type="checkbox"/> Knows how to call a taxi and provide information needed. Knows the approximate cost of taking a taxi. <input type="checkbox"/> If given instructions, can make public transportation journey involving several transfers <input type="checkbox"/> Can give directions.
Advanced – MUST know 4 of 5: (continued on next page)
<input type="checkbox"/> Can arrange routine transportation to work or school.

<ul style="list-style-type: none"> <input type="checkbox"/> Know what is required to get a driver's license. <input type="checkbox"/> Has driver's permit. <input type="checkbox"/> Can fix a bicycle. <input type="checkbox"/> Can read a map.
Exceptional – MUST know at least 2:
<ul style="list-style-type: none"> <input type="checkbox"/> Knows how to do basic car maintenance. <input type="checkbox"/> Can estimate cost of owning and operating a car for a month/year including tags and insurance. <input type="checkbox"/> Has a driver's license.
Category H: Educational Planning
Basic – MUST know 3 of 4:
<ul style="list-style-type: none"> <input type="checkbox"/> Has a realistic view of his/her chances for completing high school. <input type="checkbox"/> If high school graduation is not realistic, understands what a GED is and how to obtain one. <input type="checkbox"/> Can name one or more post-high school options for furthering education (trade school, community college, etc.) <input type="checkbox"/> Uses technology for learning
Intermediate – MUST know 3 of 4:
<ul style="list-style-type: none"> <input type="checkbox"/> Can fill out forms to enroll in an educational program. <input type="checkbox"/> Has a general idea of what education is needed for the job he/she wants. <input type="checkbox"/> Can discuss educational/vocational plans with teachers/counselor. <input type="checkbox"/> Is aware of educational resources available in the community.
Advanced – MUST know 4 of 6:
<ul style="list-style-type: none"> <input type="checkbox"/> Knows how to obtain school transcripts. <input type="checkbox"/> Is aware of current educational credits and standing. <input type="checkbox"/> Has an appropriate educational plan for the job selected. <input type="checkbox"/> Understands educational/skill requirements for the job selected. <input type="checkbox"/> Is aware of the cost of higher education/vocational training <input type="checkbox"/> Knows the difference between a loan and a grant
Exceptional – MUST know at least 3:
<ul style="list-style-type: none"> <input type="checkbox"/> "Shops around" to find the best educational resources. <input type="checkbox"/> Knows where to find and how to access adult education or vocational training in the community. <input type="checkbox"/> Knows how to obtain financial aid/scholarships for additional education. <input type="checkbox"/> Understand future prospects and probable living standards relative to levels of education and specialized skills. <input type="checkbox"/> Is able to identify the connection between course work and vocational goals.
Category I: Job Seeking Skills
Basic – MUST know 4 of 6:
<ul style="list-style-type: none"> <input type="checkbox"/> Has reasonable idea of the types of jobs available to him/her. <input type="checkbox"/> Knows what the minimum wage is. <input type="checkbox"/> Knows what it means to work <input type="checkbox"/> Knows what it means to evaluate interests, abilities and skills <input type="checkbox"/> Can identify personal, educational or work goals <input type="checkbox"/> Use a variety of methods; job shadows, unpaid work experience, internship, community job placement, etc. to explore career options.
Intermediate – MUST know 7 of 9: (continued on next page)
<ul style="list-style-type: none"> <input type="checkbox"/> Use a variety of resources, including electronic media to explore career information and options. <input type="checkbox"/> Can fill out a standard job application form <input type="checkbox"/> Can read the want ads and find appropriate leads <input type="checkbox"/> Can link own interests, abilities and skills to a job <input type="checkbox"/> Reads job description and knows if meets job requirements <input type="checkbox"/> Can complete a mock interview giving appropriate answers to potential questions. <input type="checkbox"/> Can make appointment for a job interview

<input type="checkbox"/> Knows appropriate clothing to wear for the interview <input type="checkbox"/> Understands difference between part-time and full-time
Advanced – MUST know 6 of 8:
<input type="checkbox"/> Can write a resume <input type="checkbox"/> Has a completed job application/fact sheet to take on a job interview <input type="checkbox"/> Knows to prepare for a job interview <input type="checkbox"/> Can complete a job interview <input type="checkbox"/> Knows the function of and can contact the public employment agency <input type="checkbox"/> Identifies personal, social, or status needs met through work; i.e. respect, role within community <input type="checkbox"/> Can identify ads placed by private employment agencies <input type="checkbox"/> Can contact temporary employment services
Exceptional – MUST know at least 2:
<input type="checkbox"/> Has a resume <input type="checkbox"/> Can follow up an interview with a letter <input type="checkbox"/> Is able to maturely weigh the advantages of one job over another <input type="checkbox"/> Understands legal discrimination and where to seek help if discriminated against illegally
Category J: Job Maintenance Skills
Basic – MUST know 5 of 6:
<input type="checkbox"/> Dresses for work appropriately <input type="checkbox"/> Reports to work on time <input type="checkbox"/> Knows job responsibilities and how to complete job tasks <input type="checkbox"/> Knows to contact employer when not able to go to work <input type="checkbox"/> Works at an acceptable pace/work-completion rate <input type="checkbox"/> Recognizes if needs job task accommodations
Intermediate – MUST know 6 of 7:
<input type="checkbox"/> Knows that recommendations influence future job placement and employment <input type="checkbox"/> Knows how to read a paystub <input type="checkbox"/> Knows appropriate way to talk to supervisor <input type="checkbox"/> Knows what behaviors will get a person fired immediately <input type="checkbox"/> Knows how to ask for job task accommodations if needed <input type="checkbox"/> Describe how employment is necessary to obtain economic independence <input type="checkbox"/> Knows how to ask for help when needed
Advanced – MUST know 4 of 5:
<input type="checkbox"/> Knows if eligible for sick time, vacation time, or personal time <input type="checkbox"/> Knows what a grievance procedure is <input type="checkbox"/> Knows what to do to get a raise <input type="checkbox"/> Knows where and when not to talk with co-workers <input type="checkbox"/> Has a plan for handling anger when angry at supervisor, co-workers, or customers
Exceptional – MUST know at least 3:
<input type="checkbox"/> State whether identified jobs are commensurate with abilities, interests, physical and psychological needs. <input type="checkbox"/> Can implement anger management/conflict resolution plan <input type="checkbox"/> Knows how to use company grievance procedure to resolve disagreements <input type="checkbox"/> Knows companies “unwritten policies” and can function within them <input type="checkbox"/> Knows how to ask for raise <input type="checkbox"/> Knows what to do to be eligible for promotion <input type="checkbox"/> Knows legal rights as an employee
Category K: Emergency and Safety Skills
Basic – MUST know 7 of 8: (continued on next page)
<input type="checkbox"/> Knows functions of police, ambulance and fire department. Can reach each by calling appropriate number.

<ul style="list-style-type: none"> <input type="checkbox"/> Is trained to evacuate the residence in case of a fire. <input type="checkbox"/> Knows how to lock and unlock doors and windows <input type="checkbox"/> Knows how to check smoke alarm and how to replace battery <input type="checkbox"/> Recognizes danger <input type="checkbox"/> Recognize when lost <input type="checkbox"/> Seeks help from appropriate person when lost <input type="checkbox"/> Carry ID, emergency money, and valuables safely
Intermediate – MUST know 7 of 9:
<ul style="list-style-type: none"> <input type="checkbox"/> Refuses advances from strangers <input type="checkbox"/> Avoids animals unaccompanied by persons <input type="checkbox"/> Avoids touching animals without owner’s approval <input type="checkbox"/> Avoids environmental dangers; i.e. construction sites, wiring, etc. <input type="checkbox"/> Reads and follows warning signs in community; i.e. no trespassing, danger, etc. <input type="checkbox"/> Understands basic fire prevention <input type="checkbox"/> Knows how to use fire extinguisher <input type="checkbox"/> Can recognize the smell of gas leak <input type="checkbox"/> Knows what to do and whom to call if she/he smells a gas leak
Advanced – MUST know 2 of 3:
<ul style="list-style-type: none"> <input type="checkbox"/> Knows the different methods for putting out different kinds of fires <input type="checkbox"/> Knows how to properly store cleaning materials <input type="checkbox"/> Determine type of service needed when accessing support services.
Exceptional – MUST know 2 of 3:
<ul style="list-style-type: none"> <input type="checkbox"/> Determine community agency needed; i.e. police, fire, water works; and follows instructions given by police/fire department <input type="checkbox"/> Has completed First Aid training <input type="checkbox"/> Has completed CPR training
Category L: Knowledge of Community Resources
Basic – MUST know 5 of 6:
<ul style="list-style-type: none"> <input type="checkbox"/> Knows how to get emergency information by telephone <input type="checkbox"/> Knows whom to contact if injured or sick <input type="checkbox"/> Knows where nearest supermarket or shopping district is located <input type="checkbox"/> Knows how to access emergency food and shelter <input type="checkbox"/> Knows how to access crisis line <input type="checkbox"/> Participates in community recreation/leisure activities in community setting (local recreation center)
Intermediate – MUST know 7 of 9:
<ul style="list-style-type: none"> <input type="checkbox"/> Knows where nearest Laundromat is located <input type="checkbox"/> Knows where personal bank is located <input type="checkbox"/> Can use the phonebook to obtain information <input type="checkbox"/> Knows location of nearest post office and how to use it <input type="checkbox"/> Knows where library is located <input type="checkbox"/> Has obtained a library card <input type="checkbox"/> Uses public services in the community <input type="checkbox"/> Participates in preferred activities (church, volunteer, etc.) <input type="checkbox"/> Can walk over 6 blocks using appropriate judgment regarding safety practices; i.e. crosswalks, pedestrian travel, hot/cold, etc.
Advanced – MUST know 3 of 5: (continued on next page)
<ul style="list-style-type: none"> <input type="checkbox"/> Knows whom to contact if utilities disconnected, or heat goes out <input type="checkbox"/> Knows where and how to register for selective services <input type="checkbox"/> Knows where the nearest state employment office is located

<input type="checkbox"/> Can obtain a copy of birth certificate and a duplicate social security card <input type="checkbox"/> Has awareness of “specialized” resources: mental health counseling, consumer counseling, clinics, student aid offices, tenant groups, animal control, public recreation, etc.
Exceptional – MUST know at least 2:
<input type="checkbox"/> Knows who elected representatives are and how to contact them <input type="checkbox"/> Knows what the Better Business Bureau does and how to contact it <input type="checkbox"/> Is registered to vote
Category M: Interpersonal Skills
Basic – MUST know 7 of 8:
<input type="checkbox"/> Can respond to introductions and answer simple questions <input type="checkbox"/> Can identify one friend <input type="checkbox"/> Look others in the eye and shakes hands if other person offers <input type="checkbox"/> Can make “small talk” (face to face) <input type="checkbox"/> Communicates with at least one person weekly <input type="checkbox"/> Knows how to ask for help <input type="checkbox"/> Can describe “good” and “wrong” behaviors (knows right from wrong) <input type="checkbox"/> Interacts with community members; i.e. cashier at store, bank teller, waiter/waitress
Intermediate – MUST know 5 of 7:
<input type="checkbox"/> Can make introductions, including approaching others to introduce self <input type="checkbox"/> Is aware of boundary issues <input type="checkbox"/> Is not harmful to others <input type="checkbox"/> Avoids “wrong” or “strange” behavior(s) <input type="checkbox"/> Can ask for help <input type="checkbox"/> Can explain feelings <input type="checkbox"/> Can identify relationships that may be hurtful or dangerous
Advanced – MUST know 8 of 13:
<input type="checkbox"/> Can identify personal strengths and needs <input type="checkbox"/> Accepts invitations from others to be involved in social activities <input type="checkbox"/> Makes arrangements with peers for social activities <input type="checkbox"/> Knows where to get help if unable to resolve interpersonal conflicts alone <input type="checkbox"/> Has some ability to resolve conflicts with others <input type="checkbox"/> Refrains from physical violence as a means of solving interpersonal conflict <input type="checkbox"/> Has practiced how to say “no” to a peer who is trying to persuade him/her to do something wrong <input type="checkbox"/> Can develop a realistic plan with appropriate steps identified to achieve goals <input type="checkbox"/> Can carry out plans with some assistance provided <input type="checkbox"/> Can describe the “best possible” outcome if the goal is achieved and the “worst possible” outcome if the goals is not achieved <input type="checkbox"/> Can describe the relationship between actions and consequences <input type="checkbox"/> Has “good” table manners (can use knife, fork, spoons, napkin appropriately) <input type="checkbox"/> Avoids hurtful and dangerous relationships
Exceptional – MUST know at least 3:
<input type="checkbox"/> Labels and expresses anger or other strong feelings appropriately, “talks out” problems <input type="checkbox"/> Has demonstrated the ability to say “no” to peers and/or in the community <input type="checkbox"/> Can develop and carry out a personal plan for goal achievement without supervision <input type="checkbox"/> Can anticipate, with limited input from others, what consequences might be associated with different choices <input type="checkbox"/> Know when and how to send written notes; such as “Thank you” notes <input type="checkbox"/> Can close a relationship or say “good-bye” in a healthy manner
Category N: Legal Issues
Basic – MUST know 4 of 5: (continued on next page)

<input type="checkbox"/> Has the phone number if needs to obtain legal services (arrested or victimized) <input type="checkbox"/> Understands generally what actions are against the law and what the consequences are <input type="checkbox"/> Knows legal age for buying or using alcohol or tobacco related products <input type="checkbox"/> Refrains from destruction of property; i.e. fire setting, breaking furniture <input type="checkbox"/> Refrains from stealing
Intermediate – MUST know 7 of 10:
<input type="checkbox"/> Protects self from exploitation <input type="checkbox"/> Advocates for self <input type="checkbox"/> Advocates for others <input type="checkbox"/> Knows personal rights if arrested <input type="checkbox"/> Knows legal penalty for assaults or injuries to others <input type="checkbox"/> Know what the function of a lawyer is <input type="checkbox"/> Understands the meaning of “legal age” in legal terms (what you can do, what you cannot do) <input type="checkbox"/> Knows how to read a contract <input type="checkbox"/> Has understanding of dependency and/or guardianship process <input type="checkbox"/> Knows how and where to register to vote
Advanced – MUST know 3 of 4:
<input type="checkbox"/> Knows the responsibility to register for selective services, if male <input type="checkbox"/> Aware of availability of free legal services <input type="checkbox"/> Understands the consequences of signing a contract or a lease <input type="checkbox"/> Knows the legal penalty for all of the following: buying, possessing, selling drugs or alcohol underage, trespassing, shoplifting, burglary, possession of stolen property, traffic violations
Exceptional – MUST know at least 2:
<input type="checkbox"/> Show good citizenship and an understanding of the rights and responsibilities of a citizen <input type="checkbox"/> Is registered to vote <input type="checkbox"/> Knows where to go to vote <input type="checkbox"/> Knows the difference between “felony”, “misdemeanor”, and “violation”