

Basic Information Form

NAME: John Doe

SOCIAL SECURITY NUMBER ***-**-****

The Basic Information Form should accompany the Job Site Assessment Form(s) and the Authorization and Invoice for payment of the Supplemental Evaluation. Please address the following items:

1. Job Interests

What are the areas of interest that may be related to possible employment in the individual's community? (Example: hobbies, likes, dislikes, skills, what motivates, etc.)
John likes to hold paper. He also enjoys music and movies.

How were the job interests determined? Who provided the information necessary to answer this question? John's circle of support provided the information.

2. Transportation

How will the individual get to work? Transportation would be provided by his residential staff/provider.

What, if any, special training/assistance will be needed in this area?

3. Residential Setting

Does the individual require paid support staff or have family support in the home setting?
Yes

What is the philosophy of paid support staff or family members regarding the individual's work goal? What level of support will the staff or family members provide?
They all support John with his employment goals. His support group will play a major part of his motivation to continue working and provide him with long term job coaching.

What issues related to support staff or family member support, if any, will affect employment? (For example, scheduling due to transportation or staff issues, location of work place, time of work shift, etc.)
None at this time

4. Scheduling

What factors are to be considered regarding the individual's work schedule? (For example, work hours, individual's choice regarding scheduling, medication issues, etc.)

John can only work for short periods of time because he loses interest very quickly. No more than one hour at a time would be recommended.

5. Disincentives

What are the disincentives to working in the community?

(For example, Social Security benefits, family or staff issues, other activities, etc.)

John needs his social security benefits to pay for his daily living necessities and does not want to lose his benefits.

6. Communication

What is the level of communication skill?

John can communicate verbally but has difficulty pronouncing complete words. For someone who is unfamiliar, it is difficult to understand him. However, he is receiving speech therapy to improve his skills.

What, if any, adaptations are needed to assist in communication on the job?

Continued speech therapy and a job coach to assist with communication is recommended.

7. Medication

What are the effects of any medications taken on performing job duties?

None at this time

8. Potential Barriers on the Job

A. Behavioral

John is very friendly and affectionate. He tends to hug strangers and smother people with affection when it is inappropriate. He also tends to stand too close to people and gets offended when he is asked to step away and give them space.

B. Medical

C. Physical

D. Mental Health

John has profound mental retardation. He has a very short attention span and cannot remain at a single task for long periods of time. He demonstrates the ability to stay on task for 5-10 minutes without prompts.

9. Individual Specific Supports

A. Behavioral Supports/Adaptations Needed

A job coach would be required to train and assist John in understanding the appropriate behaviors at a work place. Also, verbal and physical prompting will be needed for this to be reinforced.

B. Medical/Physical Supports/Adaptations Needed

C. Mental Health Supports/Adaptations Needed

John would benefit from OT services to work on maintaining a longer attention span.

D. Work Place Supports/Adaptations Needed

A trained job coach can help John work on staying on task and interested in his work for longer periods of time.

10. Job Coaching Needs

What level of job coaching is expected in order to achieve acceptable and appropriate employment? Intensive job coaching is recommended for John to maintain successful long-term employment.

11. Summary and Recommendations

John is a very friendly and cooperative person. He easily follows instructions and learns very quickly with minimal assistance. It is a challenge for John to remain on task because he loses interest very quickly. John sometimes changes his mind about wanting to work. Based on observation, it seems that John will work longer if he is really happy with his environment and enjoys the people around him. John has excellent motor skills and can perform a task with various steps. It is recommended that John pursue a job that is flexible with his hours of work and can allow him to work less than two hours at a time. John will look into places like Hastings, which he enjoys and can stay at for a while without getting bored or losing interest. If John is given intensive job coaching, provided with a supportive environment, and a varied task, he might be able to succeed in employment.

Name of Person Completing Form

Dated Signed/Submitted

Job Title