



CLIENT ASSESSMENT FOR HOUSING SUPPORTS

Completed by:

Date:

	BASIC		INTERMEDIATE		ADVANCED	
	<i>Task Completion</i>	<i>Level of Assistance</i>	<i>Task Completion</i>	<i>Level of Assistance</i>	<i>Task Completion</i>	<i>Level of Assistance</i>
Money Management						
Meal Preparation						
Health Management						
Housekeeping						
Housing						
Transportation						
Safety Skills						
Knowledge of Community Resources						
Legal Issues						
Technology Use						
Leisure/Recreation						
Task Completion:	0: Independent; living without supervision or concern from others.					
	1: Living without supervision but others have concerns about safety or managing tasks/responsibilities.					
	2: Requires a little assistance or supervision from others (5-24% of the time).					
	3: Requires moderate assistance or supervision from others (25-75% of the time).					
	4: Requires extensive assistance or supervision from others more than 75% of the time).					
Level of Assistance:	V: Verbal Prompt. Should be a question; do not tell them what to do.					
	G: Gestural Cue. Point or mime, but do not provide any verbal instruction					
	D: Direct Verbal Cue. A direct statement that tells them what to do; if necessary, tell, point and/or touch the item.					
	P: Physical Assistance. Assessor must do the part of the task for them.					
	C: Cannot Do. Requires step-by-step verbal and/or physical assistance.					

MONEY

	Percentage Correct	Cueing Level	Items
Basic			Knows values of coins and currency.
			Can make a transaction at a local business/store and count change.
			Has an understanding of the difference between "luxuries" and "necessities" in food, transportation, clothing, and housing.
			Understands the difference between "sale price" and "regular price".
			Can identify one way to save money on purchases
Intermediate			Can open and manage a checking or savings account.
			Can write checks/make withdrawals, make deposits and balance accounts
			Can record banking transactions (either checking or savings).
			Can create and follow a weekly budget
			Can use a calculator to add, subtract, divide, and multiply.
Advanced			With assistance can make out monthly budget covering regular expenses for independent living.
			Shows some "sales resistance" to "something for nothing" advertising and "low weekly payment" credit plans; understands buying on credit, loans, interest, and late payment penalties.
			Can comparison shop using unit pricing information; knows difference between generic and name brand, and how to clip and use coupons
			Understands the responsibility of filing tax forms; can complete a short tax form or knows where to go to get assistance in filing
			Budgets for unanticipated emergencies, seasonal bills, etc.

FOOD AND MEAL PREP

	Percentage Correct	Cueing Level	Items
Basic			Washes hands before eating and preparing food.
			Can order in restaurant.
			Can describe food pyramid ("My Food Plate") and foods that contribute to a healthy life style.
			Can use acceptable table manners
			Knows name and use of cooking utensils.

Intermediate			Demonstrates basic measurement skills for cooking
			Can fix a cold simple meal for one
			Can fix a warm simple meal for one
			Can use kitchen appliances and cooking utensils effectively and safely
			Can make out a grocery shopping list
Advanced			Stores perishable items under refrigeration, understands how to use dates on food packages to prevent spoilage and recognizes signs of spoilage in food.
			Can plan and shop for weekly menu of nutritious meals and stay within budget
			Prepares recipes from a cookbook
			Prepares and eats a balanced diet
			Can fix warm, multi-course dinner for one

HEALTH MANAGEMENT

	Percentage Correct	Cueing Level	Items
Basic			Can open childproof container
			Knows not to take someone else's medication
			Understands the risks of drug and alcohol abuse
			Knows when doesn't feel well/feels sick
			Knows how and where to get emergency health care
Intermediate			Can recognize and describe symptoms of colds, flu, and other common health problems
			Knows what to do for a minor cut, a minor burn, a splinter
			Can take own temperature using an oral thermometer
			Recognizes/makes correct use of "over the counter" drugs for pain, stomach upset, diarrhea, fever, cold/allergy
			Can read prescription label correctly and follow the instructions
Advanced			Can nurse self through cold or flu
			Has selected a doctor, dentist or clinic for regular health care, and can call to schedule an appointment
			Can fill pill sleeve and take medication without supervision
			Is conscious of diet, exercise, good eating habits, and other preventative health measures
			Can determine when to go to an emergency room or when to make an appointment with the family doctor or clinic

HOUSEKEEPING

	Percentage Correct	Cueing Level	Items
Basic			Can wash dishes adequately using soap and hot water
			Can change a light bulb

			Can make a bed
			Knows how to dispose of garbage
			Identifies when room needs cleaning; (e.g. vacuuming, dusting, sweeping, mopping)
Intermediate			Can use vacuum cleaner properly
			Can change bed linens
			Knows how to prevent sinks and toilets from clogging
			Can safely and effectively clean home (e.g. sweep, vacuum, wash windows, dust, clean bathroom)
			Knows how/when to and can wash/dry clothing
Advanced			Can do minor household repairs
			Understands when and how to contact the landlord and request repairs
			Can perform minor household maintenance tasks (e.g. use a plunger, reset circuit breaker)
			Knows how to get rid of and avoid roaches, ants, mice, etc.
			Can manage appliance maintenance (e.g. defrost fridge, clean oven)

HOUSING

	Percentage Correct	Cueing Level	Items
Basic			Understands concept of household bills
			Understands the concept of renting
			Can read want ads for vacancies
Intermediate			Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference, etc.)
			Can calculate the costs associated with different types of housing
			Can identify type of housing that is within budget and meets current housing needs
			Understands the implication of the security deposit
			Can calculate “startup” costs (utility deposits, connection fees, security deposit, first month’s rent, purchase of furniture and all other household items)
Advanced			Can complete a rental application
			Understands the consequences if the rights of other residents are not respected
			Knows to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and the neighborhood
			Knows the role of a landlord and how to get help if there is a conflict with the landlord

TRANSPORTATION

	Percentage Correct	Cueing Level	Items
Basic			Can walk over 6 blocks using appropriate judgment regarding safety practices; i.e. crosswalks, pedestrian travel
			Understands and uses seat belts
			Familiar with any form of public transportation available
			Knows the nearest public bus stop to home
			Knows amount of money required for bus or taxi fare
Intermediate			Aware of consequences of driving without a license and insurance.
			Has successfully completed a Driver's Ed class.
			Can give directions.
			Knows how to call a taxi or ride share and provide information needed; knows the approximate cost of using service
			If given instructions, can make public transportation journey involving several transfers
Advanced			Can manage routine transportation to work or school.
			Has a driver's license.
			Knows how to do basic car maintenance.
			Can estimate cost of owning and operating a car for a month/year including tags and insurance.
			Can read a map.

SAFETY

	Percentage Correct	Cueing Level	Items
Basic			Knows functions of police, ambulance and fire department; can reach each by calling appropriate number.
			Is trained to evacuate the residence in case of a fire.
			Knows how to check smoke alarm and how to replace battery
			Recognizes dangerous situations; seeks help from appropriate person
			Knows how to safely carry ID, emergency money, and valuables
Intermediate			Refuses advances from strangers
			Avoids animals unaccompanied by persons; avoids touching animals without owner's approval
			Avoids environmental dangers; i.e. construction sites, warning signs etc.
			Understand weather warnings and safety precautions that may be needed.

			Understands basic fire prevention; knows how to use fire extinguisher
Advanced			Knows the different methods for putting out different kinds of fires
			Able to determine type of service needed when accessing emergency services (e.g. police, fire, utilities) and follow instructions given by first responders
			Has completed First Aid training
			Has completed CPR training
			Can recognize the smell of gas leak; knows what to do and whom to call if she/he smells a gas leak

COMMUNITY RESOURCES

	Percentage Correct	Cueing Level	Items
Basic			Knows whom to contact if injured or sick
			Knows where nearest supermarket or shopping district is located
			Knows how to access emergency food and shelter
			Knows how to access crisis line
			Participates in community recreation/leisure activities in community setting (local recreation center)
Intermediate			Knows where nearest Laundromat is located
			Knows where personal bank is located
			Knows location of nearest post office and how to use it
			Participates in preferred activities (church, volunteer, etc.)
			Can walk over 6 blocks using appropriate judgment regarding safety practices; i.e. crosswalks, pedestrian travel,
Advanced			Knows whom to contact if utilities disconnected or heat goes out
			Knows where the nearest state employment office is located
			Knows where and how to obtain a copy of birth certificate and a duplicate social security card
			Has awareness of "specialized" resources: mental health counseling, consumer counseling, clinics, student aid offices, tenant groups, animal control, public recreation, etc.
			Knows who elected representatives are and how to contact them

INTERPERSONAL

	Percentage Correct	Cueing Level	Items
Basic			Can respond to introductions and answer simple questions
			Able to look others in the eye and shake hands if other person offers

			Can make “small talk” (face to face)
			Knows how to ask for help
			Interacts appropriately with community members; i.e. cashier at store, bank teller, waiter/waitress
Intermediate			Is aware of boundary issues
			Is not harmful to others
			Can ask for help
			Can explain feelings
			Can identify relationships that may be hurtful or dangerous
Advanced			Can describe the relationship between actions and consequences
			Avoids hurtful and dangerous relationships
			Labels and expresses anger or other strong feelings appropriately, “talks out” problems
			Has demonstrated the ability to say “no” to peers and/or in the community
			Can develop and carry out a personal plan for goal achievement without supervision

LEGAL

	Percentage Correct	Cueing Level	Items
Basic			Knows right from wrong
			Understands generally what actions are against the law and what the consequences are
			Knows legal age for buying or using alcohol or tobacco related products
			Refrains from destruction of property; i.e. fire setting, breaking furniture
			Refrains from stealing
Intermediate			Protects self from exploitation
			Knows personal rights if arrested
			Knows what the function of a lawyer is
			Understands the meaning of “legal age” in legal terms (what you can do, what you cannot do)
			Knows how to read a contract
Advanced			Understands the consequences of signing a contract or lease
			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
			Show good citizenship and an understanding of the rights and responsibilities of a citizen
			Is registered to vote and knows where to go to vote

			Knows the difference between “felony”, “misdemeanor”, and “violation”
TECH USE			
	Percentage Correct	Cueing Level	Items
Basic			Understands computer hardware (e.g. pc/mac, modem, programs)
			Possesses basic computer skills (e.g. able to reboot, adjust the battery position, connect and disconnect the electricity, copy files to external drive)
			Can create and send individual and multiple emails
			Has Microsoft Word skills
			Able to use search engine to perform basic tasks (e.g. research, finding specific websites, downloading digital files, etc.)
Intermediate			Has Microsoft Excel skills
			Knows and can use key board shortcuts
			Able to utilize a secure password management system
			Able to ensure operating system and anti-virus software are up to date
			Know how to create and share PDFs
Advanced			Understands need and how to back up data
			Knows how to use video conferencing software
			Can create social media posts and images; understands what's appropriate to post.
			Understands computer security (e.g. virus threats, Wi-Fi, secure home network)
			Can utilize a graphic design template to create documents