

Community Site Assessment Worksheet - Front

NAME: Carol

DATE: May 30, 2003

Pre-instruction or Post-instruction? (circle)
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JOB SITE: School Office

JOB COACH/STAFF: Ben

Goal?	JOB RESPONSIBILITIES (TASKS)	PASS	EMERGE - note limits	FAIL	If E or F, Note visual structure or teaching strategy to be used
	Copying: inputs access code on keypad	X			Needed written list of instructions
	Sets number of copies	X			
	Sets single-sided or double-sided	X			
	Sets collate or staple functions as noted	X			Needed written list of instructions
	Retrieves copies and original	X			
	Returns to box of person requesting copies	X			Needed written list of instructions

PASS = no prompt necessary / independent EMERGE = with assistance FAIL = completes no part of the task

From GOALS, Identify specific skills that will be taught in the classroom to assist skill development, use of structure and generalization.

Skill:

Structure:

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Goal?	Area of Note	PASS	EMERGE - note limits	FAIL	If E or F, Note visual structure or teaching strategy to be used
	Vocational Behaviors				
	On Task Ability: Stays on task with coach in close proximity	X			difficult when distracted by others in work area, had her work in a smaller area with the door closed to limit the majority of distractions
X	Communication Carol will use her script of topics for break time discussion to prevent discussion of embarrassing/inappropriate topics.		High		Carol used a list of topics to talk about on break time with other coworkers, did much better at the end of the 12 week period than at the beginning. May have been successful with further time.
	Communicates the need for help when machine copy machine is jammed	X			given a written list accompanied with pictures of the individuals to go to when machine becomes jammed
X	Interpersonal Skills Carol will use her written list and visual cues in the copy room to only interact with office staff during the scheduled break time.		High		Used a social story that was reviewed everyday before work that Carol could talk to people during break time, did much better at the end of the 12 week period than at the beginning. May have been successful with further time.
	Independent Functioning Carol will follow list with no more than 3 prompts by coach to the list for each 1½ hour session.	X			Followed the written list
	Environmental Factors				
	Can work when others are nearby (within 15 feet)	X			Needs to work at a time of day when there are fewer people in office, to reduce other off task behaviors and interpersonal issues as well. 9:50-11:20, with door to copy room closed., Note to "Close door"

Identify Environmental Factors in this site: Small office cluster of 4 rooms, with copier in its own small room with the other office supplies. Overhead Florescent lighting, with a comfortable temperature. Lots of traffic during the day with obvious slow periods. Staff of 4 people who are all very friendly. The main noises come from the copier and the constant ringing of the phone. This office is also located next to the cafeteria and the smells of food are pervasive. In the main area, it is open glass so that people can see out and others can see in. This is not the case in the copy room, which has no windows. The copy room does get a little warmer when the door is closed.

From GOALS, Identify specific skills that will be taught in the classroom to assist skill development, use of structure and generalization.

Skill:

Structure:
