

EVALUATION ELEMENT

A. SKILLS DEMONSTRATED IN DAILY LIFE

These questions address the consumer's level of skill in tasks necessary for daily living. The response options for each question represent increasing skill. Select the level that best matches the behavior most often displayed by the consumer during the past 6 months, not the highest level he or she has demonstrated. If two adjacent answers apply, and they describe patterns that have been observed equally often, choose the higher level of performance. Do not adjust for age or other factors that might affect skill development. Behaviors during previous periods should not be considered.

When a question mentions **familiar settings**, it refers to a residence, school, day program, work site or other settings the consumer frequents on a routine basis. All other situations are considered to be **unfamiliar**. The term **assistance** refers to help given to a consumer who is performing a task mostly on his / her own, and **supervision** applies to situations in which a consumer performs a task independently, but someone must check to make sure it is done correctly. A **reminder** is a prompt given to a consumer who knows how to perform a task, but may forget to do so.

Please use the best informant available for each question. It is important that the person(s) providing information for this section be sufficiently knowledgeable about the relevant aspect of the consumer's life to provide an accurate and unbiased picture. In most cases, this will be someone who has directly observed the consumer's daily behavior for at least one week within the preceding six months.

If you are unable to provide a response to a question, please explain why.

If for any reason the question is not appropriate for the consumer, record *Question Does Not Apply (N)*.

If a knowledgeable person is not available to provide information, record *Current Information Not Available (Q)*.

These questions are written to be understood and answered by service coordinators. Do not read them to consumers, family members, or caregivers verbatim. Instead, use your own words to request the information that you need to answer the question.

1. **USING HANDS**

- 1 = Does not use either hand
- 2 = Grasps objects with one hand
- 3 = Grasps objects with both hands
- 4 = Uses fingers of one hand to manipulate objects
- 5 = Uses fingers of both hands to manipulate objects

N = Question does not apply
Q = Current information not available

Examples of Coding Using Hands

Example 1: The consumer is able to “rake” or “move” objects closer to him/her but is unable to pick up the object: rate 1, does not use either hand.

Example 2: The consumer is able to “grab onto” an object and pick it up but is not able to turn it over or to place it in a particular place or orientation: rate 2 (or 3), grasps objects with one (both) hand(s)

Example 3: The consumer is able to button buttons or tie shoes. Uses fingers of both hands to manipulate objects: rate 5

Example 4: Consumer has Cornelia de Lange Syndrome, with no use of arms or hands: rate 1 (not N; question applies to all consumers)



Note: Do not use rating N for Using Hands. Question applies to all consumers.

2. **WALKING**

- 1 = Cannot walk
- 2 = Walks with support
- 3 = Walks alone at least ten (10) feet, but is unsteady
- 4 = Walks alone at least twenty (20) feet, but is unsteady
- 5 = Walks alone at least twenty (20) feet with good balance

N = Question does not apply
Q = Current information not available

Examples of Coding Walking

Example 1: Consumer is able to translocate to Day Training Activity Center (further than 20 feet), using a walker: rate 2, walks with support.

Example 2: Consumer is able to walk more than 20 feet but is unable to negotiate curbs or stairs: rate 4, is unsteady

Example 3: Consumer is able to scoot from location to location within residence but cannot support weight on legs: rate 1 (not N; question applies to all consumers)

Example 4: Consumer uses wheelchair to translocate from place to place independently: rate 1 (not N; question applies to all consumers)

3. USING A WHEELCHAIR

- 1 = Sits in manual or motorized wheelchair, but cannot move it
- 2 = Uses manual or motorized wheelchair, but needs assistance
- 3 = Uses manual or motorized wheelchair independently, but has difficulty steering
- 4 = Uses manual or motorized wheelchair independently and smoothly in some situations
- 5 = Uses manual or motorized wheelchair independently and smoothly in nearly all situations

N = Question does not apply

Q = Current information not available

Examples of Coding Using a Wheelchair

Example 1: Consumer able to direct chair smoothly but cannot unlock wheels without assistance: rate 1

Example 2: Consumer does not use chair but is able to move about campus on gurney, independently: rate 5

Example 3: Consumer walks with support or better: rate N, does not use wheelchair

Example 4: Consumer uses wheelchair only to attend clinics or in other special situations but not for daily translocation: rate N, does not use wheelchair

4. TAKING PRESCRIPTION MEDICATION

- 1 = Requires assistance to take medication
- 2 = Takes medication with supervision
- 3 = Takes medication when reminded
- 4 = Usually takes medication without reminders
- 5 = Always takes medication without reminders

N = Question does not apply

Q = Current information not available

Examples of Coding Taking Prescription Medication

Example 1: Consumer is able to take medication independently but is restricted from self medication: rate 1 (not N; question applies to all consumers)

Example 2: Consumer is able to take only pre measured dose and only if presented with medication and reminded: rate 2

Example 3: Consumer is able to identify medication to be taken but does not always remember schedule: rate 4

5. EATING

- 1 = Does not feed self; must be fed completely
- 2 = Eats with fingers with assistance
- 3 = Eats with fingers without assistance
- 4 = Eats with at least one utensil, with spillage
- 5 = Eats with at least one utensil, without spillage

N = Question does not apply

Q = Current information not available



NOTE: With most items, the highest level is descriptive of complete skill in the area. With this item, partial skill is described in level 5.

Complete skill would be the ability to use all implements to feed ones self completely: able to cut foods using knife and fork, transfer utensils from hand to hand, and feed self using either fork or spoon. If skill is not complete in this area, rate level 4.

Examples of Coding Eating

Example 1: Consumer has no use of arms and is fed via gastrostomy tube: rate 1 (not N, question applies to all consumers)

Example 2: Consumer is able to finger feed independently, but does not drink independently: rate 2

Example 3: Consumer uses spoon well but is in program to use knife and fork: rate 4 indicating continuing need for training resources in this area (ADL skill acquisition: use of utensils).

Example 4: Consumer has skills to use knife, fork, and spoon but due to dangerous behavior is prevented from using knife or fork, and is permitted spoon only: rate 4 indicating continuing need for training resources in this area (behavioral control)

Example 5: Consumer uses all utensils, well, and every day: rate 5, no need for additional training in this area.

6. TOILETING

- 1 = Not toilet or habit trained
- 2 = Habit trained only (toilets at preset intervals)
- 3 = Toilets when prompted
- 4 = Toilets without prompting, but needs assistance
- 5 = Toilets independently; does not require assistance

N = Question does not apply
Q = Current information not available

Examples of Coding Toileting

Example 1: Consumer is able to alert staff to need for toileting, but due to physical handicap is not able to toilet without complete assistance: rate 4

Example 2: Consumer is able to complete toileting but cannot initiate: rate 1

Example 3: Consumer is able to toilet self but forgets to flush: level 4

Example 4: Consumer is infirm, bedridden, and completely incontinent; wears diapers: rate 1 (not N; question applies to all consumers)

7. BLADDER AND BOWEL CONTROL

- 1 = No control of either bladder or bowel
- 2 = Wetting and/or soiling occur at least once a week during waking hours
- 3 = Wetting and/or soiling occur at least once a week at night
- 4 = Wetting and/or soiling occur no more than once a month
- 5 = Complete control of bladder and bowel

N = Question does not apply
Q = Current information not available



Note: Do not use N rating. Question applies to all consumers

8. PERSONAL CARE

(Brushing teeth, washing, bathing/showering, hair care, use of deodorant, and care related to gender and age, e.g., shaving and menses. If the consumer can do some of these tasks, but not all, choose the answer that most accurately reflects how much support the consumer requires.)

- 1 = Does not perform or assist with personal care activities
- 2 = Assists with personal care activities by performing helpful movements
- 3 = Performs personal care activities, but needs assistance
- 4 = Performs personal care activities independently when reminded
- 5 = Performs personal care activities independently without reminders

N = Question does not apply
Q = Current information not available

Examples of Coding Personal Care

Example 1: Consumer cannot move limbs and needs complete assistance to bathe or brush teeth: rate 1

Example 2: Consumer moves limbs when prompted to assist with bathing: rate 2

Example 3: Consumer can bathe self approximately but needs assistance to bathe completely: rate 3

Example 4: Consumer is able to bathe independently but forgets to comb hair or brush teeth: rate 4 (Most consumers in supervised living environment will be rated at level 4)

Example 5: Consumer is able to perform all self care tasks independently: rate 5

9. DRESSING

(Putting on and removing clothing and shoes, fastening zippers, velcro tabs, and buttons. If the consumer can do some of these tasks, but not all, choose the answer that most accurately describes how much support the consumer requires.)

- 1 = Does not dress self
- 2 = Assists with dressing by performing helpful movements
- 3 = Dresses self, but needs assistance
- 4 = Dresses self independently, but needs reminders to complete
- 5 = Dresses self independently without reminders

N = Question does not apply
Q = Current information not available

Examples of Coding Dressing

Example 1: Consumer is able to choose clothing but cannot move limbs and needs complete assistance to dress: rate 1; does not dress self

Example 2: Consumer moves limbs when prompted to assist with dressing / bathing: rate 2

Example 3: Consumer able to dress independently but needs assistance to zip or button: rate 3

10. SAFETY AWARENESS

(Following safety rules and avoiding hazardous situations. The phrase “all settings” includes both familiar and unfamiliar situations.)

1 = Requires constant supervision during waking hours to prevent injury/harm in all settings

2 = Requires someone nearby during waking hours to prevent injury/harm in all settings

3 = Requires constant supervision to prevent injury/harm in unfamiliar settings only

4 = Requires someone nearby to avoid injury/harm in unfamiliar settings only

5 = Does not require supervision to prevent injury/harm

N = Question does not apply

Q = Current information not available

Examples of Coding Safety Awareness

Example 1: Consumer is not able to go to day programming without supervision: rate 1

Example 2: Consumer recognizes street (vs. sidewalk) but does not stop before crossing: rate 1

Example 3: Consumer looks for traffic before crossing street on campus but does not look for traffic in community setting: rate 3

Example 4: Consumer is aware of traffic hazards in familiar and unfamiliar settings but due to behavior problems requires close, proximate supervision at all times: rate 2

11. FOCUSING ON TASKS AND ACTIVITIES

(Visual or other kinds of direct attention to tasks requiring cognitive activity and response; TV watching not included. If the consumer shows different levels of skill in different situations, choose the answer that describes what the consumer does most frequently.)

- 1 = Focuses on a preferred task or activity for less than 1 minute
- 2 = Focuses on a preferred task or activity for between 1 and 5 minutes
- 3 = Focuses on a preferred task or activity for between 5 and 15 minutes
- 4 = Focuses on a preferred task or activity for between 15 and 30 minutes
- 5 = Focuses on a preferred task or activity for more than 30 minutes

N = Question does not apply

Q = Current information not available

12. VERBAL COMMUNICATION

(Use of words to ask for something or to indicate needs.)

- 1 = Does not use words to communicate
- 2 = Uses words to communicate,
but speech is not easily understood by strangers
- 3 = Uses simple statements of one or two words (e.g. "I go" or "Give me")
- 4 = Uses sentences of three words or more and has a limited vocabulary
(30 words or less)
- 5 = Uses sentences of three words or more and
has a vocabulary of more than 30 words

N = Question does not apply

Q = Current information not available



Note: Do not use N rating. Question applies to all consumers.

If the consumer does not use words to communicate (level 1), answer question 13. If the consumer does use words to communicate (levels 2 through 5), record *Question Does Not Apply (N)* and skip to question 14.

13. NONVERBAL COMMUNICATION

(Communication through means other than words, including the use of specialized devices that allow or facilitate communication.)

- 1 = Does not use signals, gestures, or signs to communicate
- 2 = Communicates through movement, smiling, making eye contact, etc
- 3 = Communicates through simple gestures such as pointing, shaking head, or leading by the hand
- 4 = Uses signs/gestures and facial expressions to communicate, but does not understand those of other people
- 5 = Uses and understands signs/gestures and facial expressions in communication

N = Question does not apply

Q = Current information not available

14. SOCIAL INTERACTION

(Two-way communication with others using either verbal or nonverbal cues. The interaction may involve either peers, family members, or staff. If the consumer shows different levels of skill in different situations, choose the answer that describes what the consumer does most frequently.)

- 1 = Does not engage in interaction with others
- 2 = Does not initiate interaction with others
- 3 = Initiates interactions with others
- 4 = Initiates and maintains interactions in familiar situations/settings
- 5 = Initiates and maintains interactions in familiar and unfamiliar situations/settings

N = Question does not apply

Q = Current information not available

B. CHALLENGING BEHAVIORS

These questions capture the frequency and/or intensity of challenging behaviors. The response options for each question represent decreasing levels of challenging behaviors. Select the level that best matches the behavior most often displayed by the consumer during the past 12 months. Do not adjust for age or other factors that might affect these behaviors. Behaviors during previous periods should not be considered.

In the questions below, the term **never** indicates that a behavior does not occur or that occurs so rarely that it is not possible to quantify it. **Injury** refers to harm to oneself or another that requires either first aid or treatment by a licensed medical care provider.

Please use the best informant available for each question. It is important that the person(s) providing information for this section be sufficiently knowledgeable about the consumer's behavior to provide an accurate and unbiased picture. In most cases, this will be someone who has directly observed the consumer's daily behavior for at least 2 of the preceding 12 months.

If you are unable to provide a response to a question, please explain why.

Record *Question Does Not Apply (N)* if the consumer is too young to display a particular behavior, or if for any other reason the question is not appropriate.

If a knowledgeable person is not available to provide information, record *Current Information Not Available (Q)*.

These questions are written to be understood and answered by service coordinators. Do not read them to consumers, family members, or caregivers verbatim. Instead, use your own words to request the information that you need to answer the question.

15. DISRUPTIVE SOCIAL BEHAVIOR

(Behavior that has a negative impact on social participation in group settings at school, day program, home, or work; the impact should be severe enough to interrupt or prevent participation in activities.) Examples include screaming, spitting, uncontrolled movements.

- 1 = Disruptive behavior interferes with social participation almost every day
- 2 = Disruptive behavior interferes with social participation at least once a week, but not every day
- 3 = Disruptive behavior interferes with social participation at least once a month, but not every week
- 4 = Disruptive behavior interferes with social participation less than once a month
- 5 = Disruptive behavior never occurs

N = Question does not apply

Q = Current information not available

16. AGGRESSIVE SOCIAL BEHAVIOR

(Behavior that harms or has the potential of harming others.) Examples include hitting, kicking, biting, pushing, shoving, barging, etc.

- 1 = Physical aggression resulting in injury occurred more than one time within the past 12 months
- 2 = Physical aggression resulting in injury occurred one time within the past 12 months.
- 3 = The consumer has not caused injury within the past 12 months, but physical aggression occurs once a month or more
- 4 = The consumer has not caused injury within the past 12 months, but physical aggression occurs less than once a month
- 5 = Physical aggression never occurs

N = Question does not apply

Q = Current information not available

17. SELF-INJURIOUS BEHAVIOR

(Biting, scratching, or causing injury by putting inappropriate objects into ears, mouth, etc)

- 1 = Self-injurious behavior causes injury requiring first aid or medical care almost every day
- 2 = Self-injurious behavior causes injury requiring first aid or medical care at least once a week, but not every day
- 3 = Self-injurious behavior causes injury requiring first aid or medical care at least once a month, but not every week
- 4 = Self-injurious behavior occurs, but no apparent injury occurs
- 5 = Self-injurious behavior never occurs

N = Question does not apply
Q = Current information not available

18. DESTRUCTION OF PROPERTY

(Intentional damage to physical property belonging to self or other; value of object must be \$25 or more)

- 1 = Has caused major damage (requiring replacement and/or substantial repair of object) more than once within the past 12 months
- 2 = Has caused major damage (requiring replacement and/or substantial repair of object) once within the past 12 months
- 3 = Has caused minor damage (requiring little or no repair of object) more than once within the past 12 months
- 4 = Has caused minor damage (requiring little or no repair of object) once during the past 12 months
- 5 = Intentional destruction of property never occurs

N = Question does not apply
Q = Current information not available

19. RUNNING OR WANDERING AWAY

(Leaving premises without authorization and/or supervision in such a way that safety is endangered; do not consider intentionality or volition)

- 1 = Running/wandering away occurs or is attempted almost every day
- 2 = Running/wandering away occurs or is attempted at least once a week, but not every day
- 3 = Running/wandering away occurs or is attempted at least once a month, but not every week
- 4 = Running/wandering away occurs or is attempted less than once a month
- 5 = Running/wandering away never occurs

N = Question does not apply
Q = Current information not available

20. Emotional Outbursts
(Sustained and intense displays of negativity related to frustration, fear, or anger. Intervention refers to intervention by a staff member.)

1 = Outbursts occur at least once a week and usually require intervention

2 = Outbursts occur at least once a week, but do not typically require intervention

3 = Outbursts occur less than once a week and usually require intervention

4 = Outbursts occur less than once a week, but do not typically require intervention

5 = Emotional outbursts never occur

N = Question does not apply

Q = Current information not available

Examples of Coding Emotional Outbursts

Example 1: Consumer likes to sleep until 10 am. Workshop begins at 9 am. Consumer resists attending workshop, on a daily basis: rate 1

Example 2: Consumer likes to wear same outfit daily. Staff must intervene to ensure clean clothing. Consumer resists daily but will choose alternative outfit when counseled: rate 1

Example 3: Consumer requires periodic dentist visits. Consumer will cooperate if preferred staff escort consumer to appointment. If preferred staff are not available, outbursts may or may not result from disruption of daily routine: rate 4