

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

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

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

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

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

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

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

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

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

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

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

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