

Residence at South College Drive

Independent Living Skills Assessment

Questionnaires & assessments should be emailed to RCSJ ACT Licensed Social Worker, Vanessa Wallace rscd@rcsj.edu

The Life Skills Inventory

Independent Living Skills Assessment Tool, developed by the Washington State Department of Social and Health Services, is used by licensed social workers in the RCSJ ACT program to assess an applicant's level of independence. This evaluation helps determine eligibility for referral to the Housing Authority of Gloucester County.

The assessment is a checklist covering 15 categories: money management, food management, personal hygiene, health, housekeeping, housing, transportation, education, job seeking and maintenance, emergency and safety skills, community resources, interpersonal skills, legal issues, and service animal- pet care.

This should be completed by the applicant

Category A: MONEY MANAGEMENT AND CONSUMER AWARENESS 1. Check all that apply	
	Can make a transaction at a local store and count change.
	Has an understanding of the difference between "luxuries" and "necessities" in food, transportation, clothing, housing.
	Understands the difference between "sale price" and "regular price".
	Can identify one way to save money on purchases.
2. Che	ck all that apply
	Can open a checking or savings account.
	Can write checks/make withdrawals and make deposits.
	Can record banking transactions (either checking or savings).
	Can budget allowance to last for a week. (Shows some understanding of the concept of saving).
	Understands the difference between gross wage and take-home pay.
	Can use a calculator to add, subtract, divide and multiply.
3. Che	ek all that apply
	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.
	Can read monthly bank statements, compare balances, make adjustments as necessary (deduct service charges,
	check fees, adjust for differences in the balance).
	Can comparison shop using unit pricing information.
	Understands the responsibility of filing tax forms. Knows the information that is required for filing taxes and knows
	where to go to get assistance in filing taxes.
	Knows how to clip and use coupons.

4.	Che	ck all that apply
		Budgets for unanticipated emergencies, seasonal bills, etc.
		Understands buying on credit, loans, interest, and late payment penalties.
		Understands buying on creati, toalis, increas, and rate payment penantes.
		Can complete a short tax form.
		Can balance a checkbook.
-		Has regular savings program.
Ca	teg	ory B: FOOD MANAGEMENT
1.	Ch	eck all that apply
		Washes hands before eating and preparing food.
		Can order in a cafeteria or fast food restaurant.
		Can describe food pyramid and foods that contribute to a healthy life style.
		Knows name and use of cooking utensils.
2.	Ch	eck all that apply
		Can order a meal from the menu in a restaurant
		Can fix a breakfast for one
		Can fix a lunch for one
		Can fix a dinner for one
		Can make out a grocery shopping list
		Can use cooking utensils effectively and safely (knives, grater, can opener, potato peeler, egg
	_	beater, etc.)
		Can use kitchen appliances effectively and safely
-		Can use acceptable table manners
3.		eck all that apply
		Stores perishable items under refrigeration.
		Recognizes signs of spoilage in food. Can follow the instructions for preparing canned or frozen foods.
		Can follow the instructions for preparing canned or frozen foods. Can plan weekly menu of nutritious meals.
		Can shop for a week's menu and stay within a food budget.
		Can set the table properly.
		Can carry out a grocery-shopping trip (selecting items on the shopping list and paying the cashier).
4.	Ch	eck all that apply
		Prepares recipes from a cookbook.
		Can adjust recipes to feed more or less people than called for in the recipes.
		Understands how to use dates on food packages to prevent spoilage.
		Prepares and eats a balanced diet.
		Understands and can use unit pricing to comparison shop.
Ca	itego	ory C: PERSONAL APPEARANCE AND HYGEINE
	1.	Check all that apply
		Can dress self (including underwear, socks, and tied shoes) in a reasonably acceptable fashion.
		Can bathe self.
		Knows how to use soap, shampoo, deodorant, shaving cream, other common personal products
	-	appropriate to sex.

	Brushes teeth regularly.
2.	Check all that apply
	Showers or bathes regularly.
	Keeps hair clean and neat.
	Dresses in reasonably clean clothing.
3.	Check all that apply
	Can read clothing labels and determine which clothes are to be dry cleaned, hand washed, and machine-washed.
	Can sort and machine-wash clothes at a Laundromat using appropriate temperatures, amounts of soap, bleach, etc.
	Can dry clothes in a dryer using appropriate settings.
	Knows the cost of and can budget money for special hair and nail care (i.e., permanents, braiding, manicures, etc.).
	Can iron clothes.
	Can sew on buttons and make minor clothing repairs.
4.	Check all that apply
	Can hand wash items following the instructions on the label.
	Knows appropriate clothing to wear for almost all occasions.
	Knows approximate cost of dry cleaning and can arrange for dry cleaning.
atego	bry D: HEALTH
1.	Check all that apply
	Can open childproof container.
	Knows not to take someone else's medication.
	Knows that drugs, alcohol, and tobacco may be harmful to your health.
	Knows parts of the body and sexual functioning.
	Knows how pregnancy occurs.
	Knows how and where to get emergency health care.
2.	Check all that apply
	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.
	Understands the risks of pregnancy and sexually transmitted diseases.
	Understands the risks of drug and alcohol abuse.
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3.	Check all that apply
<u>3.</u>	
_	Check all that apply
	Check all that apply Can take own temperature using an oral thermometer.
	Check all that apply Can take own temperature using an oral thermometer. Can nurse self through cold or flu. Recognizes/makes correct use of "over the counter" drugs for pain, stomach upset, diarrhea, fever, cold/allergy.
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	Understands the importance of medical insurance.
4.	Check all that apply
	Is conscious of diet, exercise, good eating habits, and other preventative health measures.
	Can determine when to go to an emergency room and when to make an appointment with the
	family doctor or clinic.
	Has obtained medical insurance.
itego	ry E: HOUSEKEEPING
1.	Check all that apply
	Can wash dishes adequately using soap and hot water.
	Can change a light bulb.
	Can make a bed.
	Knows how to dispose of garbage.
2.	Check all that apply
	Can use vacuum cleaner properly and change bags.
	Can change bed linen.
	Knows how to prevent sinks and toilets from clogging.
	Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust,
	polish furniture, clean
	toilet, clean bathtub and sink.
	Knows appropriate cleaning products to use for different cleaning jobs.
3.	Check all that apply
	Knows how to stop a toilet from running.
	Knows how to use a plunger to unstop a toilet or sink.
	Can defrost the refrigerator, if necessary.
	Can clean a stove.
	Knows how to conserve energy and water.
	Perform routine house-cleaning to maintain the home in a reasonably clean state.
	Uses drawers and closets appropriately for storage.
4.	Check all that apply
	Knows what repairs a landlord should perform.
	Can do minor household repairs.
	Is able to contact the landlord and request repairs.
	Can change a fuse or reset a circuit breaker.
	Can measure a window for shades or curtains.
	Knows how to get rid of and avoid roaches, ants, mice, etc.
itego	ry F: HOUSING
1.	Check all that apply
	Understands the concept of renting.
	Knows how to access emergency shelter.
2.	Check all that apply
	Can read want ads for vacancies.
	Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference
	etc.).
	Can calculate the costs associated with different types of housing.
	Can describe pros and cons of choosing a roommate.

3.	Check all that apply
	Can identify type of housing that is within budget and meets current housing needs.
	Can calculate "start up" costs (Utility deposits, connection fees, security deposit, first month's
	rent, purchase of
	furniture and all other household items).
	Can complete a rental application.
	Can ask the landlord about the available apartment to determine if it meets their needs.
	Knows to inspect the apartment to make sure appliances work and that the landlord has
	supplied accurate
	information about the apartment and the neighborhood.
	Shows some concern for the rights of other residents with regard to property and noise.
	Understands the consequences if the rights of other residents are not respected.
	Understands the implication of the security deposit.
	Knows the role of a landlord.
4.	Check all that apply
	Demonstrates the ability to get along with other residents and the landlord.
	Knows how to get help if there is a conflict with the landlord.
	Can access emergency assistance for utilities.
Catego	ory G: TRANSPORTATION
1.	Check all that apply
	Can ride a bicycle safely.
	Understands and uses seat belts.
	Familiar with any form of public transportation available.
	Knows the nearest public bus stop to your home.
	Knows amount of money required for bus fare.
	Knows the nearest town with bus services.
2.	Check all that apply
	Aware of consequences of driving without a license and insurance.
	Has successfully completed a Driver's Ed class.
	Knows how to call a taxi and provide information needed. Knows the approximate cost of
	taking a taxi.
	If given instructions, can make public transportation journey involving several transfers.
	Knows requirements for foster parent reimbursement for providing transportation.
	Can give directions.
3.	Check all that apply
	Can arrange routine transportation to work or school.
	Knows what is required to get a driver's license.
	Has driver's permit.
	Can fix a bicycle.
	Can read a map.
4.	Check all that apply
	Knows how to do basic car maintenance.
	Can estimate cost of owning and operating a car for a month/year including tabs and insurance.
	Has a driver's license.
Catego	ory H: EDUCATIONAL PLANNING

1.	Check all that apply
	Has a realistic view of his/her chances for completing high school.
	If high school graduation is not realistic, understands what a GED is and how to obtain one.
2.	Check all that apply
	Can fill out forms to enroll in an educational program.
	Has a general idea of what education is needed for the job he/she wants.
	Can discuss educational/vocational plans with teachers/counselor.
	Is aware of educational resources available in the community.
3.	Check all that apply
	Knows how to obtain school transcripts.
	Is aware of current educational credits and standing.
	Has an appropriate educational plan for the job selected.
	Understands educational/skill requirements for job selected.
	Is aware of the cost of higher education/vocational training.
	Knows the difference between a loan and a grant.
4.	Check all that apply
	"Shops around" to find the best educational resources.
	Knows where to find and how to access adult education or vocational training in the
	community.
	Knows how to obtain financial aid/scholarships for additional education.
	Understands future prospects and probable living standards relative to levels of education and
	specialized skills.
	Is able to identify the connection between course work and vocational goals.
Catego	ory I: JOB SEEKING SKILLS
	Check all that apply
1.	Check all that apply Has reasonable idea of the types of jobs available to him/her
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	Understands legal discrimination and where to seek help if discriminated against illegally.
Catego	ory J: JOB MAINTENANCE SKILLS
1.	Check all that apply
	Dresses for work appropriately.
	Reports to work on time.
	Knows job responsibilities and how to complete job tasks.
	Knows to contact employer when not able to go to work.
2.	Check all that apply
	Know how to read a pay stub.
	Knows appropriate way to talk to supervisor.
	Knows what behaviors will get a person fired immediately.
	Knows how to ask for help with a problem on the job.
3.	Check all that apply
	Knows if eligible for sick time, vacation time, or personal time.
	Knows what a grievance procedure is.
	Know what to do to get a raise.
	Knows where and when not to talk with co-workers.
	Has a plan for handling anger when angry at supervisor, co-workers, or customers.
4.	Check all that apply
	Can implement anger management plan in majority of cases.
	Knows how to use company grievance procedure to resolve disagreements.
	Knows companies "unwritten policies" and can function within them.
	Knows how to ask for a raise.
	Knows what to do to be eligible for promotion.
	Knows legal rights as an employee.
	ory K: EMERGENCY AND SAFETY SKILLS
1.	Check all that apply
	Knows functions of police, ambulance and fire department. Can reach each by calling the
	appropriate number.
	Is trained to evacuate the residence in case of fire.
	Knows proper way of disposing of smoking materials, if smokes.
	Knows how to lock and unlock doors and windows.
	Knows how to check smoke alarm and how to replace battery.
2.	Check all that apply
	Understands basic fire prevention (No smoking in bed, using gas stove to heat, excessive use of
	extension cords,
	frayed electrical cords, etc.).
	Knows how to use a fire extinguisher.
	Knows that improperly used appliances can cause fires.
	Can recognize the smell of a gas leak. (see next page)
	Knows what to do, and whom to call if she/he smells a gas leak.
3.	Check all that apply
	Knows the different methods for putting out different kinds of fires.
	Knows how to properly store cleaning materials. Can usually determine when professional medical help is needed.

4.	Check all that apply
	Has completed First Aid training.
	Has completed CPR training.
Catego	ory L: KNOWLEDGE OF COMMUNITY RESOURCES
1.	Check all that apply
	Knows how to get emergency information by telephone.
	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.
2.	Check all that apply
	Knows where nearest Laundromat is located.
	Knows where personal bank is located.
	Can use the yellow pages to obtain information.
	Knows location of nearest CSO.
	Knows location of nearest post office and how to use it.
3.	Check all that apply
	Knows whom to contact if utilities disconnected, or heat goes out.
	Knows where and how to register for selective service.
	Knows where the nearest state employment office is located.
	Can obtain a copy of birth certificate and a duplicate social security card.
	Has awareness of "specialized" resources: mental health counseling, consumer counseling, VD clinics, student aid
	offices, tenant groups, animal control, public recreation, etc.
4.	check all that apply
	Knows who elected representatives are and how to contact them.
	Has obtained a library card.
	Knows what the Better Business Bureau does and how to contact it.
Catego	ory M: INTERPERSONAL SKILLS
1.	Check all that apply
	Can respond to introductions and answer simple questions.
	Can identify one friend.
	Look others in the eye and shakes hands if other person offers.
	Can make "small talk" (face to face).
	Communicates with at least one person weekly.
2.	Check all that apply
	Can make introductions, including approaching others to introduce self.
	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.
3.	Check all that apply
	Can identify personal strengths and needs (with assistance if necessary).
	Accepts invitations from others to be involved in social activities.

	Make arrangements with peers for social activities.
	Knows where to get help if unable to resolve interpersonal conflicts alone.
	Has some ability to resolve conflicts with others.
	Refrains from physical violence as a means of solving interpersonal conflict.
	Has practiced how to say "no" to a peer who is trying to persuade him/her to do something wrong.
	Can develop a realistic plan with appropriate steps identified to achieve goals.
	Can carry out plans with some assistance provided.
	Can describe the "best possible" outcome if the goal is achieved and the "worst possible" outcome if the goal is not
	achieved.
	Can describe the relationship between actions and consequences.
	Has "good" table manners (can use knife, fork, spoons, napkin appropriately).
	Avoids hurtful or dangerous relationships.
4.	Check all that apply
	Labels and expresses anger or other strong feelings appropriately, "talks out" problems.
	Has demonstrated the ability to say "no" to peers.
	Can develop and carry out a personal plan for goal achievement without supervision.
	Can anticipate, with limited input from others, what consequences might be associated with different choices.
	Knows when and how to send written thank-you notes.
	Can close a relationship or say "good bye" in a healthy manner.
	bry N: LEGAL ISSUES
Curry	
1.	Check all that apply
1.	Check all that apply Has the phone number of someone to call if arrested or victimized.
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	Traffic violations
4.	Check all that apply
	Show good citizenship and an understanding of the rights and responsibilities of a citizen.
	Is registered to vote.
	Knows where to go to vote.
	Knows the difference between "felony", "misdemeanor", and "violation".
	bry O: SERVICE ANIMAL - PET CARE (IF APPLICABLE)
Carego	
1.	Check all that apply
	Are you able to prepare and provide food and water for your pet/service animal regularly?
	Do you have any challenges opening pet food containers, measuring portions, or refilling water bowls?
	Can you safely lift and carry food or water bowls to your pet's feeding area?
	Are you able to monitor your pet's eating and drinking habits to notice any changes?
2.	Check all that apply
	Are you able to brush or groom your pet as needed (e.g., brushing fur, trimming nails)?
	Do you have any difficulties bathing your pet or cleaning up after them if they have an accident?
	Are you able to maintain your pet's hygiene needs, like cleaning their ears or brushing their teeth?
	Can you clean up after your pet/service animal both indoors and outdoors?
3.	
	Are you able to take your pet/service animal for walks or provide other forms of exercise?
	Do you have any challenges managing leashes, harnesses, or mobility equipment while walking your animal?
	Can you safely transport your pet/service animal if needed, such as getting them in and out of a vehicle?
4.	Check all that apply
	Are you able to recognize when your pet/service animal may need medical attention (e.g., signs of illness or injury)?
	Can you administer medication to your pet/service animal if prescribed by a vet?
	Are you able to safely manage your pet/service animal in situations where they might become anxious or aggressive?
	Do you have an emergency plan in place for your pet/service animal if you're unable to care for them temporarily?