

Name: _____

Date _____

Sections

- 1: My Personal Care
- 2: My Menu's and Groceries
- 3: My Meals
- 4: My Household Cleaning
- 5: My Home Maintenance
- 6: My Home Safety
- 7: My Community
- 8: My Personal and Financial Management

Outcomes

Accomplishment

- Non-Goal Not a goal at this time
- Assisted You required help for all of it
- Staff Initiated You required assistance to start, but finished on your own
- You Initiated You started, but needed help to complete
- Independent You completed it on your own, no help needed

Assistance

- None You are independent
- Verbal You only needed staff to talk to you about it
- Demonstrated You only needed staff to show and discuss it with you
- Physical You required hand over hand help with verbal direction

Motivation

- Voluntary You are self-motivated
- Prompted You needed encouragement from staff
- Declined You expressed no interest at this time

Section 1: My Personal Care

Medication	Accomplishment	Assistance	Motivation
Understand why to take medication			
Know prescriptions vs over the counter			
Know what medications to take			
Know when to take medication			
Know different ways to take medication			
Hygiene	Accomplishment	Assistance	Motivation
Know about hygiene			
Bath/shower independently			
Do daily hygiene (hair/teeth/etc)			
Appearance	Accomplishment	Assistance	Motivation
Wears seasonally appropriate clothing			
Put on clean clothes daily (socks/underwear)			
Aware of appearance when going out			
Takes care of assistive devices (glasses etc)			

Section 1 Comments:

Section 2: Menus and Groceries

Menu Planning	Accomplishment	Assistance	Motivation
Plan food to eat each day			
Aware of healthy eating choices			
Create a menu			
Make a grocery list			
Grocery Shopping	Accomplishment	Assistance	Motivation
Choose a store			
Get a shopping cart/basket			
Push cart through store			
Find grocery items on list			
Load groceries at checkout			
Pay cashier			
Bag groceries			
Carry groceries out and to apartment			
Put perishables away in fridge/freezer			
Put non-perishables away properly			
I can use a microwave			
I can use a timer			

Section 2 Comments:

Section 3: Meals

Meal Preparation	Accomplishment	Assistance	Motivation
Get out ingredients needed			
Get out utensils needed			
Get out small appliances needed			
Prepare cookware			
Set table			
Safe Food Handling	Accomplishment	Assistance	Motivation
Wash hands before touching food			
Use clean counter/cutting board			
Use separate utensils for raw meat			
Return perishables to fridge			
Seal opened packages			
Seal and put away leftovers			
Cooking	Accomplishment	Assistance	Motivation
Stove: Turn it on/off			
Set Temperature			
Use oven mitts			
Monitor food			
Use timer			
Microwave: Use safe dish			
Set time			
Monitor food			
Crock Pot: Turn it on/off			
Use timer			
Monitor food			

Section 3: Meals (Continued)

Cooking	Accomplishment	Assistance	Motivation
Know when food is finished cooking			
Know how to use thermometers			
Know what to do with hot dishes			
Follow a recipe			
Familiar with cooking terms:			
Fry			
Bake			
Broil			
Boiling			
Blend			
Chop			
Grate			
Stir			

Section 3 Comments:

Section 4: Household Cleaning

Purpose	Accomplishment	Assistance	Motivation
Understand why chores are done			
Do them at least once per day			
Cleaners	Accomplishment	Assistance	Motivation
Aware of what each cleaner is for			
Knows common hazard symbols			
Knows how to use cleaners properly			
Knows how to store them properly			
Wears gloves if necessary			
Cleaning Floors	Accomplishment	Assistance	Motivation
Use a broom			
Use a dustpan			
Knows where to sweep			
Plug vacuum in			
Knows how to change vacuum bag/empty			
Fill bucket with soap and hot water			
Knows how to use mop			
Knows what to do with dirty water			
Store items properly when finished			
Dusting	Accomplishment	Assistance	Motivation
Wet dust furniture (with spray)			
Dry dust furniture			
Look for cobwebs			

Section 4: Household Cleaning (Continued)

Bathroom	Accomplishment	Assistance	Motivation
Clean sink			
Clean toilet			
Clean tub/shower			
Wipe off counter			
Change dirty towels			
Take out garbage			
Clean mirror			
Kitchen	Accomplishment	Assistance	Motivation
Scrapes off dirty plate			
Prepares dishwasher			
Washes dishes			
Rinses dishes			
Air or towel dries dishes			
Put away dishes			
Wipe counters when needed			
Wipe off table after eating			
Clean off stove when cool			
Bedroom	Accomplishment	Assistance	Motivation
Makes own bed			
Changes sheets when leaving			
Floor kept tidy			

Section 4: Household Cleaning (Continued)

Laundry	Accomplishment	Assistance	Motivation
Put dirty laundry into basket			
Carry laundry to laundry room			
Know to use washer first			
Measures soap for washer			
Puts soap into washer			
Put laundry in washer			
Sets dial			
Coin operated/turns on			
Knows to put in dryer			
Puts in a dryer sheet			
Puts laundry in			
Checks lint trap			
Sets dial			
Coin operated/turns on			
Knows when to get laundry			
Carries laundry back to apartment			
Folds laundry			
Puts laundry away			
Garbage/Recycling/Compost	Accomplishment	Assistance	Motivation
Empty garbage when necessary			
Replace garbage bags			
Take garbage to dumpster			
Knows what can be recycled			
Puts items in recycle bin			
Takes recycle bin outside			
Sort items into appropriate bins			

Section 4: Household Cleaning (Continued)

Composting	Accomplishment	Assistance	Motivation
I know what goes in the compost bin			
I know when to empty the compost			

Section 4 Comments:

Section 5: Home Maintenance

Superintendent	Accomplishment	Assistance	Motivation
Knows who the superintendent is			
Aware how to contact them			
Aware of when to contact them			
Tenancy	Accomplishment	Assistance	Motivation
Aware of my responsibilities			
Aware of my rights			
General Upkeep	Accomplishment	Assistance	Motivation
Replaces empty toilet/paper towel roll			
Knows how to use air conditioner			
Able to change a light bulb			
Able to notice if something was broken			
Puts things away when not in use			
Open and close windows when necessary			
Open and close balcony doors when needed			

Section 5 Comments:

Section 6: Home Safety

Emergency	Accomplishment	Assistance	Motivation
Know what a fire extinguisher			
Know how to use 911			
Understand when to get medical help			
Know about the first aid kit			
Practice emergency evacuations			
Protection	Accomplishment	Assistance	Motivation
Take keys when leaving			
Lock door when leaving			
Lock door when in the apartment			
Let expected visitors into the apartment			
Check peep hole before answering the door			
Close curtains at night			

Section 6 Comments:

Section 7: Community

Resources	Accomplishment	Assistance	Motivation
Look for resources in the community			
Access community resources (library, bus)			
Complete an application			
Services	Accomplishment	Assistance	Motivation
Look for services in the community			
Access community services			
Arrange own transportation			
Make an appointment (doctor/hair)			
Recreational	Accomplishment	Assistance	Motivation
Identify leisure preferences			
Maintain usual leisure activities			
Allow for solitary activities			
Maintain usual social network			
Look for new social connections			
Communication	Accomplishment	Assistance	Motivation
Express needs/wants			
Make choices/decisions			
Asks questions			

Section 7: Community (Continued)

Self – Advocacy	Accomplishment	Assistance	Motivation
Recognize a need			
Research who to contact for support			
Connect with support			
Safety	Accomplishment	Assistance	Motivation
Walk through community alone			
Knows when to share personal information			
Knows who to share personal info with			
Knows how much personal info to share			
Practice safety with/near strangers			
Knows how to contact staff for help			

Section 7 Comments:

Section 8: Personal Finance and Financial Management

Time Management	Accomplishment	Assistance	Motivation
Ready on time for appointment/work/etc			
Keep appointments			
Prioritize things to be done			
Maintain a calendar of scheduled events			
Budgeting	Accomplishment	Assistance	Motivation
Know what a budget is			
Create a budget			
Follow a budget			
Keep receipts			
Use personal bank account			
Knows what a debit card is			
Knows how to use a debit card			

Section 8 Comments: