



THINKING OUTSIDE THE "SCHOOL" BOX



SKILLS FOR ACCESS TRANSITION PLANNING WORKSHEET

Lisa Mattheiss, Executive Director, LifeLine, Inc.

This worksheet is not meant to be an exhaustive list of possibilities. It is designed to start one thinking about the possibilities...to start one thinking about what skills it might take to achieve those possibilities... to begin the dialogue with the appropriate supports that occur naturally in a person's life.

It is also designed to help families think outside the "School" box to what natural supports are/can be possible in the home and community that will contribute to access for the person with disabilities.

Revised:
MARCH 2017

GENERAL SKILLS - PERSONAL RESPONSIBILITY	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Cleans up after self			
Throws Trash in Garbage			
Standing in line/Waiting for turn			
Sense of Accomplishment upon Completion			
Follow up/Follow Through to Task Completion			
Team Player			
Self Confidence in Acquired Skills			
Punctuality			
Ability to Adhere to Schedule			
Transitions Between Tasks			
Other:			

SOCIAL SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Voice Concerns Properly			
Ask Questions Appropriately			
Clean Up After Self			
Understands Boundaries			
Abides by Common Boundaries			
Respects Property			
Other:			

HEALTHCARE	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Cares for Personal Hygiene			
Taking Medication			
Personal Safety			
Understand Medicare/Medicaid			
Understand Private Insurance			
Talking with Physician Themselves			
Use Medical Transition Resources as Appropriate			
Other:			

COMMUNICATION SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Communicates Clearly Verbally			
Communicates Verbally if Prior Understanding			
Communicates with Assistive Technology			
Understands Non-verbal Cues & Body Language			
Communicates with Gestures, Sign Language			
Communication with PECS or other Picture System			
Communicates Through Written Format			
Participates in IEP Meetings			
Communicates Strengths			
Communicates Weaknesses			
Communicates How Others Can Help Them			
Facilitates Own IEP			
Other:			

SAFETY AWARENESS SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Recognizes potentially unsafe situations			
Financial Safety Awareness			
Medical Safety			
Physical Safety			
Knows and communicates relative contact info			
Able to dial 911			
Know when to dial 911			
Preprogram technology and train to use			
Emotional Safety Awareness			
Choose friends wisely			
Pick out positive character traits			
Know Handshakes vs. hugs			
Issues of Privacy			
Protects Privacy of Self			
Protects Privacy of Others			
Other:			

MONEY MANAGEMENT SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Follows Budget			
Controls Allowance/Earnings Approp. (acc to budget)			
Financial Info Safety – Disclosure Awareness			
Understand Qualification/Eligibility for Services			
Have working Knowledge of Services/Providers Used			
Understands Supplemental Security Income			
Experience w/Fee Collection (paper route, etc.)			
Understands Social Security Disability			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Fee Collection			
Count offering at church			
Concession Stands			
Checkout Register			
Other:			

HOSPITALITY - DINING	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Setting Tables			
Cleaning Up (Bussing Tables)			
Washing Dishes			
INTERESTED IN?	YES	MAYBE	NO
Restaurant Work			
Soup Kitchen			
Church Activities			
School Cafeteria			
Other:			

LAUNDRY	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Color Sorting & Coordination			
Machine Control			
Ironing			
INTERESTED IN?	YES	MAYBE	NO
Laundromat			
Hotel			
Homeless Shelter			
Hospital			
Churches			
YMCA			
Childcare Centers			
Other:			

CLEANING SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
INTERESTED IN?	YES	MAYBE	NO
Cleaning Services			
Hotels			
Restaurants			
Hospitals			
Churches			
Schools			
List of possibilities is endless...			
Other:			

GARDENING SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
	Understand Plant/Grow Process (Plant, Water, etc.)		
Able to Pick Fruit at Farms			
Able to Do Raised Bed Gardening			
INTERESTED IN?	YES	MAYBE	NO
Garden Center			
Fruit Farms			
Christmas Tree Farms			
Produce Stands			
Grocery Store Produce Department			
Landscaping			
Other:			

SEWING, ETC. SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
	Sewing		
Knitting			
Crocheting			
Ironing			
Crafts			
Other:			
INTERESTED IN?	YES	MAYBE	NO
VBS/SS Crafts			
Home Crafts			
Craft Shows			
Ebay, Etsy, Website Sales			
Greeting Cards			
Pottery			
Art			
Blankets for NICU			
Crocheted caps for newborns			
Floral arranging - artificial/live			
Other:			

MECHANICS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Cleaning Tools			
Cleaning Workspace			
Airing Tires			
Check Fluid Levels			
Mechanics of Home Appliances			
Minor Repairs			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Plumbing Interest			
Electrical Interest			
Vehical Mechanics Interest			
Medical Equipment Mechanics			
Home Appliance Mechanics			
Church Bus Barn			
City Bus Depot			
Gas Station			
Mechanic/Car Repair Shop			
Other:			

OUTDOORS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Animal Husbandry			
Farming			
Hunting			
Forestry			
Sightseeing			
Travel			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Hunting Clubs/Competitions			
Tour Guide			
Fishing Clubs/Competition			
Forestry			
Farming			
Landscaping			
Tourist Attractions			
Gardening			
Other:			

DRIVING SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Driving Motor Vehicle			
Driving Tractor			
Driving Forklift			
Driving Other Equipment, Bus, Truck			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Shuttle Driving			
Valet Parking			
Hauling			
Truck Driving			
Driving Bus			
Lawn/Hay Mowing			
Forklift Driving			
Driving Taxi			
Other:			

LAWN CARE SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Mowing yards			
Leaf Blowing			
Gutter Cleaning			
Landscaping			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Mowing Business			
Lawn Care			
Gutter Cleaning			
Landscaping Business			
Other:			

COOKING SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Reading & Follow Recipe			
Understand Measurements			
Follow Single/ Multi-Step Directions (depending on complication level)			
Food Preparation			
Appliance Operation			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Restaurant			
Bakery			
Soup Kitchen			
Church Activities			
School Cafeteria			
Hospital			
Other:			

ANIMALS/PET CARE SKILLS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Pet Feeding			
Pet Grooming			
Pet Walking			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Pet Store			
Animal Hospital			
Dog Walking			
Dog Sitting			
Dog Grooming			

HIGH KNOWLEDGE AREAS	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Music, CDs			
Movies, DVDs			
Books, Reading			
Academics			
Organizational Skills			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Music Store – Stocking, Rental, Sales			
Video Store – Stocking, Rental, Sales			
Library, Book Store			
Tutoring			
Filing			
Stocking Shelves			
Other:			

HANDYMAN/CARPENTRY	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Building by hand			
Building with equipment			
Operates power tools correctly/safely			
Operates hand tools correctly/safely			
Fine scale modeling (planes, cars, etc.)			
Larger scale modeling (planes, cars, etc.)			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Building Projects			
Working with Contractors			
Contractor Clean Up Crew			
Handyman Jobs			
Laying floor, carpet			
Sales, Stocking for Equipment			
Sales, Stocking for Lumber, Building Supplies			
Other:			

CHILDREN/CHILDCARE	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Church Nursery			
Siblings			
Babysitting (even supervised)			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Church Nursery			
Babysitting (even supervised)			
Childcare Providers			
Nanny			
Other:			

TOILETING/HYGIENE	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Independent Toileting Skills			
Feminine Care Skills			
Bathing Independently			
Hair Care			
Shaving Care			
Bathing Safety			
Other:			

SOCIAL MEDIA	SKILL MASTERED	SKILL EMERGING	SKILL GOAL
Proficient in Email			
Proficient in Listservs			
Proficient in Facebook			
Safety Skills Awareness/Info Disclosure			
Other:			
INTERESTED IN?	YES	MAYBE	NO
Support Groups			
Educational Groups			
Safety Skills Awareness/Training			
Educational Opportunities Online			
PR for group, self			
Other:			
Other:			

OTHER INVOLVEMENT	YES	MAYBE	NO
Experience in Boy Scouts/Girl Scouts			
Experience in American Heritage Girls/Trail Life			
Part of Church Youth Group			
Participates in team sports			
Band			
Choir			
Music			
Performing Arts/Drama			
Volunteer			
Other:			
Other:			
Other:			
Other:			

HOUSING OPTIONS BASED ON SKILL ACCUMULATION

HOUSING OPTIONS	THIS IS AN OPTION	NEED MORE INFORMATION	THIS IS NOT AN OPTION
Complete Independence			
Independence with offsite oversight			
Independence with onsite oversight			
Roommate Arrangement			
Duplex Arrangement			
Homes with "mother in law" quarters			
Living with an aide			
Living with family, parents, siblings			
Group home			
College campus			
Physically Accessible			
Transportation accessible			

FAMILY RESPONSIBILITIES for PREPARATION

FAMILY FINANCIAL SKILLS CONSIDERATIONS	DONE	NEED MORE INFORMATION	NOT NECESSARY
Special Needs Trust			
Microboards			
Conservatorship			
Guardianship			
Medical Power of Attorney			
Educational Power of Attorney			
Financial Power of Attorney			
PATH (Planning Alternative Tomorrows with Hope)			

WHO ARE THE NATURAL SUPPORTS WHO MIGHT BE INVOLVED??

WHO/WHAT REPRESENTATIVE IS INVOLVED?	NAME OF PERSON	Yes, is already involved to max extent.	Yes, involved but might be more if asked.	Not involved yet, but might be if asked.	Not involved. Won't be involved.
Parent:					
Parent:					
Step Parent:					
Step Parent:					
Sibling					
Sibling					
Sibling					
Grandparent					
Grandparent					
Add. Family Member					
Add. Family Member					
Add. Family Member					
Add. Family Member					
Elementary School					
Elementary School					
Elementary School					
Middle School					
Middle School					
Middle School					
High School					
High School					
High School					
Coach					
Vocational Rehabilitation					
Businesses					
Businesses					
Businesses					
Businesses					
Businesses					
Businesses					
Businesses					
Church					
Church					
Church					
Church					

