

**METRO SUPPORT SERVICES, INC.
ANNUAL RESIDENTIAL ASSESSMENT**

Name of Person Receiving Services: _____ **Date:** _____

Instructions: Record what level of assistance that the person requires in the skill level box following each skill. Record an “I” for independent, a “V” if verbal prompts are necessary, a “P” if physical assistance is required, a “U” if the person is unable to complete the skill with assistance, or “N/A” if it does not apply to the person. Answer all questions as thoroughly as possible.

Personal Maintenance

Grooming & Hygiene	Skill Level	Grooming & Hygiene	Skill Level
Washes face with soap & water correctly		Washes hands with soap & water correctly	
Bathes/Showers regularly		Uses adequate amount of water to bathe	
Bathes thoroughly		Shampoos hair	
Uses wash cloth correctly		Uses towel correctly	
Uses deodorant/toiletries		Performs own feminine hygiene	
Combs/Brushes hair neatly		Styles hair	
Shaves self daily		Shaves legs/underarms regularly	
Applies lotion to self when necessary		Brushes teeth regularly	
Uses adequate amount of toothpaste		Uses mouthwash	
Uses dental floss		Cares for fingernails	
Cares for toenails		Applies own make up	
Keeps nose clean		Carries handkerchief/tissue when necessary	
Clothing & Dressing	Skill Level	Clothing & Dressing	Skill Level
Chooses clean clothing		Chooses appropriate clothing for occasion	
Chooses appropriate clothing for weather		Chooses clothing neat in appearance	
Chooses coordination clothing and color		Chooses appropriate footwear	
Dresses self		Undresses self	
Care of Clothing	Skill Level	Care of Clothing	Skill Level
Places soiled clothing in hamper		Knows location of washer and dryer	
Sorts clothing		Operates washer properly	
Place appropriate load size into washer		Uses appropriate amount of soap	
Knows when to use bleach		Uses appropriate amount of bleach	

Personal Maintenance (Continued)

Care of Clothing	Skill Level	Care of Clothing	Skill Level
Operates dryer properly		Folds clothes neatly	
Hangs clothing on hangers		Puts folded clothing in proper drawer	
Hangs clothing in closet		Irons own clothes	
Recognizes clothes in need of repair		Makes minimum repairs	
Identifies clothes to be hand washed		Identifies clothes to be dry cleaned	
Self Medication Skills	Skill Level	Self Medication Skills	Skill Level
Knows where medications are kept		Can identify own medication	
Understands why medications are taken		Knows side-effects to medication	
Knows what time medication is to be taken		Knows correct dosage of medications	
Can administer medication as prescribed		Can chart that medications have been administered	
Eating Skills	Skill Level	Eating Skills	Skill Level
Uses appropriate table manors		Places food on plate from serving dishes	
Serves self appropriate serving size		Cuts own food	
Identifies & uses spices/condiments		Uses appropriate utensil to eat with	
Feeds self		Uses napkin when necessary	
Drinks from cup/glass		Ordinary control of appetite	
Eats at a normal pace		Sociable during meals	
Restroom Use/Continance	Skill Level	Restroom Use/Continance	Skill Level
Uses toilet when necessary		Removes proper clothing prior to use of toilet	
Places toilet lid in proper location		Sits on toilet until elimination occurs	
Wipes self after eliminating		Uses appropriate amount of toilet paper	
Flushes toilet after use		Redress after use	
Washes & dries hands after eliminating		Uses a urinal appropriately	
Eliminates in appropriate place		Maintains bowel & bladder during the day	
Maintain bowel & bladder during the night		Indicates awareness of being wet or soiled	

Home Maintenance

Cleaning	Skill Level	Cleaning	Skill Level
Picks up trash & deposits in wastebasket		Recognizes need to empty wastebasket	
Ties liner & removes trash from wastebasket		Replaces liner in wastebasket	
Uses correct cleaning product for job		Uses appropriate amount of cleaning product	
Dusts correctly		Uses vacuum cleaner correctly	
Uses vacuum cleaner attachments		Uses mop correctly	
Uses broom & dust pan correctly		Washes windows correctly	
Puts cleaning supplies in proper storage		Shakes out throw rugs	
Bedroom	Skill Level	Bedroom	Skill Level
Identifies bedding articles		Strips bed as needed	
Makes bed with clean sheets		Chooses own decorations	
Keeps bedroom clean		Keeps bedroom closet clean	
Kitchen	Skill Level	Kitchen	Skill Level
Cleans countertops & stove top		Cleans inside of oven	
Cleans inside of refrigerator		Operates garbage disposal safely	
Washes dishes by hand		Dries dishes with dishtowel	
Loads & unloads dishwasher		Operates dishwasher correctly	
Puts clean dishes in appropriate place		Unplugs and cleans small appliances	
Bathroom	Skill Level	Bathroom	Skill Level
Cleans sink		Cleans bathtub/shower	
Cleans toilet		Cleans mirror	
Replaces toilet paper when necessary		Replaces hand soap when necessary	
Outdoor Maintenance	Skill Level	Outdoor Maintenance	Skill Level
Know where tools are stored		Uses correct tool for job	
Uses safety precautions with tools		Pulls weeds	
Rakes grass and leaves		Trims hedges, shrubs and grass	
Operates lawn mower correctly		Attaches garden hose to outside faucet	
Waters lawn, garden, flower, etc.		Sweeps sidewalks	
Shovels snow from sidewalks/driveway		Applies salt to ice on sidewalk/driveway	

Social Skills

Interpersonal Relationships	Skill Level	Interpersonal Relationships	Skill Level
Accepts authority		Accepts positive criticism	
Gives positive criticism		Expresses needs/wants in appropriate manor	
Knows staff/provider's names		Knows peers names	
Respect for staff/provider		Respect for peers	
Respects others feelings		Respects others property	
Respects others privacy		Considers others when making decision	
Apologizes when others have been offended		Listens when others speak	
Looks at person while speaking		Assumes share of duties	
Willing to do extra chores		Offers assistance to others	
Displays affection appropriately		Touches others in an appropriate manor	
Self Concept	Skill Level	Self Concept	Skill Level
Explores environment visually		Seeks attention	
Responds to own name		Recognizes self in picture or mirror	
Entertains self for 5 minute or more		States/signs first name when asked	
States/signs last name when asked		Identifies self by name verbally or by sign	
Knows home address		Knows home telephone number	
Knows names of parents/siblings		Knows names of house mates	
Identifies own sex		Knows major parts of the body	
Knows own age		Expresses feeling for others	
Makes positive self-statements		Refers to self in the first person	
Communication & Language	Skill Level	Communication & Language	Skill Level
Communicates by using gestures/pointing		Imitates new words	
Speaks with limited vocabulary		Speaks using short sentences	
Speaks English fluently		Communicates by other means:	
Speaks another language:		Uses appropriate pitch of voice	
Follows verbal instruction		Asks questions	
Identifies numbers		Identifies letters of the alphabet	
Can read words		Can read sentences	

Social Skills (Continued)

Communication & Language	Skill Level	Communication & Language	Skill Level
Read in another language:		Follows written instructions	
Can sign alphabet		Can sign some words	
Can sign fluently		Can write words	
Can write sentences		Describes situation and events	
Communication & Telephone Use	Skill Level	Communication & Telephone Use	Skill Level
Answers telephone appropriately		Can dial a phone	
Can take a message		Can call the operator for assistance	
Can place a call from a pay phone		Can find emergency phone number	
Can find numbers in the Yellow Pages		Can place a long distance phone call	
Can place a collect call		Can place a collect long distance phone call	
Money Management	Skill Level	Money Management	Skill Level
Knows money equivalents		Can count change	
Can identify a penny		Can identify a nickel	
Can identify a dime		Can identify a quarter	
Can identify a half dollar		Can identify a silver dollar	
Can identify the denomination of currency		Knows about sales tax	
Can budget for short term		Can budget for long term	
Can open a savings/checking account		Can close a savings/checking account	
Can make a deposit		Can make a withdrawal	
Can cash a check		Can write a personal check	
Can reconcile check book with statement		Can pay own bills	
Sensory Development & Motor Skills	Skill Level	Sensory Development & Motor Skills	Skill Level
Visually discriminates size		Discriminates taste	
Discriminates color		Discriminates sound	
Discriminates smell		Discriminates temperatures	
Discriminates weight		Discriminates textures	
Discriminates shapes		Demonstrates opposites (i.e., up/down)	
Can walk up stairs		Can walk down stairs	

Social Skills (Continued)

Sensory Development & Motor Skills	Skill Level	Sensory Development & Motor Skills	Skill Level
Walks a straight line		Step over obstacles	
Walks backwards		Walks sideways	
Runs freely		Can stop and start running	
Can turn short corners while running		Good posture while sitting	
Good posture while standing		Good posture while walking	
Picks up small objects		Can move fingers	
Grasps with either hand		Transfers objects from one hand to the other	
Attention Span	Skill Level	Attention Span	Skill Level
Tracks objects visually		Locates source of sound	
Maintains eye contact on request		Imitates a simple activity	
Follows simple one step directions		Performs more than one task in sequence	
Attends to task for short duration of time		Attends to task for up to 15 minutes	
Attends to Task for 15 to 30 minutes		Attends to task for over 30 minutes	

Social Relationships

Behavior and Responsibility	Skill Level	Behavior and Responsibility	Skill Level
Initiates own leisure time activities		Displays good sportsmanship	
Plays team sports		Joins in on activities	
Knows and follows laws		Can call police	
Can call fire department		Can activate fire alarm in public	
Can identify own belongings		Will return items borrowed	
Can use a lock and key		Can lock and unlock doors	

Community Awareness

Community Awareness	Skill Level	Community Awareness	Skill Level
Knows direction (north, south, east, west)		Can ask for directions	
Knows up, down, right, left, high, low		Can walk safely to destination	
Can ride bike safely to destination		When lost, can find way to destination	
Knows who to call if lost		Discriminates shops, restaurants, etc.	
Shops, Goes to restaurants, barber, etc.		Can find and use a public restroom	

Community Awareness (Continued)

Community Awareness	Skill Level	Community Awareness	Skill Level
Goes to social events (dance, party, meeting)		Behaves appropriately in community	

Cooking Skill/Food Preparation

Cooking Skills/Food Preparation	Skill Level	Cooking Skills/Food Preparation	Skill Level
Sets table (plates, napkins, utensils, cups)		Can clear and wipe table	
Prepares food requiring no mixing		Can make a sandwich	
Can make a salad		Can make a can of soup	
Prepares food requiring mixing		Can follow a menu	
Can make a menu		Can bake foods	
Can broil foods		Can fry foods	
Selects proper pan for cooking		Can completely prepare a meal	
Places left-overs in correct container		Stores appropriate food on shelf	
Stores appropriate food in cupboard		Stores appropriate food in refrigerator	
Stores appropriate food in freezer		Can set oven to correct temperature	
Can use a can opener		Can make coffee in coffee maker	
Uses appropriate cooking utensil (i.e., spatula)		Washes appropriate foods	
Recognizes & throws away spoiled food		Can use a mixer	
Can use a blender		Can operate a microwave oven	
Can prepare own grocery list which follows dietary needs		Can purchase groceries using list	

Self Advocacy

Self Advocacy	Skill Level	Self Advocacy	Skill Level
Understands own guardianship		Understands Authorized Representative	
Understands available benefits		Knows how to apply for benefits	
Understands process of competitive employment		Understands income vs. decrease in benefits	
Understands functions of Community Center Board		Has knowledge of Resource Coordination	
Understands IP/ISSP process		Can set goal for self	
Know how to deal with consumer problems (i.e., returning merchandise, etc.)		Knows who to call for home repair/maintenance	

Self Advocacy (Continued)

Self Advocacy	Skill Level	Self Advocacy	Skill Level
Understands functions of ARC		Understands function of Legal Center	
Knows how to call for legal assistance		Is aware of the right to vote	
Knows how to register to vote		Knows how to vote	
Requests explanation of any document or form when signature is requested		Has knowledge of social security	
Knows how to obtain identification card		Has a legal signature	
Responds to mail in a timely manor		Responds to messages in a timely manor	
Seeks appropriate help with mail		Knows how to mail letters	
Uses post office		Cares for personal/business papers	
Knows sources of general information (i.e., Newspaper, yellow pages, etc.)		Understands alternatives to residential placement	
Understands own rights		Understands own responsibilities	
Understand concept of sexual victimization		Understands concept of financial exploitation	
Understands concept of victimization regarding signing of contracts		Understands concept regarding medical procedures requiring informed consent/authorization	

Fact Sheet

Is the information on person's Fact Sheet correct?
List any changes needed to be made to Fact Sheet:

Additional Information

List any additional information that may be helpful in the assistance of ADL's, identifying needs, or identifying possible future options or programming:

Signature/Title of Person Completing Assessment: