Name and ADSA ID of individual: Click here to enter text.   **Name of county staff completing review tool:** Click here to enter text.

Date: Click here to enter text.

Please note that the reviewer should not give partial points for any section if only part of the information is included

Minimum Requirements
Mark all completed in the Job Foundation document: ☐ 1. Student Name ☐ 2. ADSA ID ☐ 3. School ☐ 4. Provider ☐ 5. Provider Contact Name ☐ 6. Provider Contact Number ☐ 7. Service start and report completion dates
If any of the above fields are incomplete the report must be sent back to the provider to complete

Communication Skills	4 Points	3 Points	2 points	1 Point	0 Points	Score
A clear, strength-based description of the individual's communication skills and supports needed for success. Does the document describe the way an individual communicates and if alternate mode of communication are used/needed? Does the document describe if the individual communicates their preferences and if tools are needed to assist with the communication of preferences? If applicable, does the document describe if there are specific antecedents/tools to challenging behavior? Does the document address if the individual participates in conversations with their peers? If applicable, does the document address if interpreter services are needed?	Score at this level when **4** of the components in this section are covered.	Score at this level when **3** of the components in this section are covered.	Score at this level when **2** of the components in this section are covered.	Score at this level when **1** of the components in this section are covered.	Score at this level when **0** of the components in this section are covered.	☐ 0 ☐1 ☐2 ☐ 3 ☐ 4

Mark all included in the Job Foundation document:

☐ 1. Provides a clear picture of the individual's communication skills and supports needed

☐ 2. Provides a clear picture of the individual's ability to communicate preferences and, if applicable, tools necessary to understand the individual's preferences

☐ 3. Provides information on if the individual participates in conversations with their peers and, if applicable, tools necessary to support conversations with their peers

☐ 4. If applicable, the document addresses interpreter and behavioral support needs (if not applicable, the document clearly states it is not applicable)

Notes:

Interactive Social Skills	6 Points	5 points	4 Points	3 Points	2 Points	1 Point	0 Points	Score
A clear, strength-based description of the individual's social skills and supports needed for success. Does the document clearly describe the individual's ability to understand and apply boundaries and supports needed for success?	Score at this level when **6** of the components in this section are covered.	Score at this level when **5** of the components in this section are covered.	Score at this level when **4** of the components in this section are covered.	Score at this level when **3** of the components in this section are covered.	Score at this level when **2** of the components in this section are covered.	Score at this level when **1** of the components in this section are covered.	Score at this level when **0** of the components in this section are covered.	☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Does the document clearly describe if the individual is able to work as a part of a team and supports needed for success? Does the document address the individual's ability to interact with strangers and supports needed for success? Can the individual ask for help when needed and if not, supports needed to do so. Does the document address the individual's ability to accept feedback and supports needed for success? Does the document address the individual's ability to understand and apply appropriate workplace conversations and supports needed for success?	**Mark all included in the Job Foundation document:** ☐ 1. Provides a clear picture of the individual's ability to understand and apply personal and professional boundaries and supports needed for success ☐ 2. Provides details about if the individual can work in a team and what supports are needed for success ☐3. Provides details about if the individual is able to independently interact with strangers in public and what supports are needed for success ☐ 4. Identifies if the individual can ask for help independently or if additional supports are needed to do so ☐5. Identifies if the individual can accept and apply feedback and what supports are needed for success ☐6. Identifies if the individual is able to engage in appropriate workplace conversations and what supports are needed for success Notes:

Self-Advocacy Skills	5 Points	4 Points	3 Points	2 Points	1 Point	0 Points	Score
A clear, strength-based description of the individual's self-advocacy skills and supports needed for success. Does the document clearly describe the individual's ability to ask for help, and identify problems – what supports are needed for success in these areas? Does the document address the individual's ability to manage personal care needs and supports needed for success? Does the document describe the individual's safety awareness and environments/supports needed for success? Does the document clearly describe how the individual handles stress and what supports are needed for success? Does the document address if the individual is connected to any self-advocacy groups and if not is there any interest to connect?	Score at this level when 5 of the components in this section are covered.	Score at this level when 4 of the components in this section are covered.	Score at this level when 3 of the components in this section are covered.	Score at this level when 2 of the components in this section are covered.	Score at this level when 1 of the components in this section are covered.	Score at this level when 0 of the components in this section are covered.	☐ 0 ☐ 1 ☐ 2 ☐3 ☐4 ☐5

Mark all included in the Job Foundation document:

☐ 1. Provides a clear picture of the individual's ability to ask for help and identify problems as well as what supports are needed for success

☐ 2. Provides details about personal care management and supports needed for success

☐3. Provides details about if the individual is able to apply safety awareness and what supports are needed for success

☐ 4. Provides a clear picture of how the individual manages stress and what environment and supports are needed for success

☐5. Identifies if the individual has had any self-advocacy training or has expressed interest in any self-advocacy training (if no connection, resource or interest, the documents reflects this)

Notes:

Task Management Skills	4 Points	3 Points	2 Points	1 Point	0 Points	Score
A clear, strength-based description of the individual's task management skills and supports needed for success. Does the document clearly describe the individual's ability to follow directions as well as accept and apply feedback? What tools are needed for success? Does the document address the individual's ability to segue from one task to another? What prompts or tools are needed for success? Does the document address the individual's ability to stay focused independently on a task? What tools or prompts are needed for success?	Score at this level when <u>4</u> of the components in this section are covered.	Score at this level when <u>3</u> of the components in this section are covered.	Score at this level when <u>2</u> of the components in this section are covered.	Score at this level when <u>1</u> of the components in this section are covered.	Score at this level when <u>0</u> of the components in this section are covered.	☐ 0 ☐ 1 ☐ 2 ☐3 ☐4

Mark all included in the Job Foundation document:

☐ 1. Provides a clear picture of the individual's ability to follow directions and manage feedback specifically around task management

☐ 2. Provides a clear picture of the individual's ability to segue from one task to another

☐3. Provides a clear picture of an individual's ability to stay focused independently on a task

☐ 4. For the 3 areas above, the document clearly describes what supports, tools or prompts may be needed for success

Notes:

Work Interest Exploration	4 Points	3 Points	2 Points	1 Point	0 Points	Score
Document clearly describes the activities and observations done to explore the individual's job interests. Does the document describe environmental factors to consider for potential work settings (ie: sensory elements, safety elements, public interactions)? Does the document clearly describe the individual's marketable and potentially marketable skills? Does the document factor in the individual's interests and preferences when considering a job or work setting? Does the document describe any previous internship or work experience?	Score at this level when <u>4</u> of the components in this section are covered.	Score at this level when <u>3</u> of the components in this section are covered.	Score at this level when <u>2</u> of the components in this section are covered.	Score at this level when <u>1</u> of the components in this section are covered.	Score at this level when <u>0</u> of the components in this section are covered.	☐ 0 ☐ 1 ☐ 2 ☐3 ☐4

Mark all included in the Job Foundation document:

☐ 1. Provides a detailed information on environmental factors to consider for work settings and mobility supports needed

☐ 2. Provides a clear picture about the individual's marketable and potentially marketable skills

☐3. Provides detailed information on the individual's interests and preferences and how they may connect to a job or work place setting

☐ 4. Provides information on any previous internship or work experience (if there is none, the document clearly states this)

Notes:

Transportation	2 Points	0 Points	Score
Document clearly describes transportation needs and what supports or training may be needed for success. If there is not a need, the document clearly states reflects this and identifies the available form of transportation.	**Score at this level when all of the components in this section are covered.**	**Score at this level when only some or none of the components in this section are covered.**	☐ 0 ☐ 2
	☐ 1. Provides information about transportation needs and training or supports needed for success ☐ 2. If transportation is already available, identifies the form of transportation Notes:		

Critical Documents and Enrollments	2 Points	0 Points	Score
Document clearly describes what the individual has for critical documents and enrollments. Does the document include next steps and key players for any documents or referrals needed? If a document or referral is not needed, does the document reflects this?	**Score at this level when all of the components in this section are covered.**	**Score at this level when only some or none of the components in this section are covered.**	☐ 0 ☐ 2
	Mark all included in the Job Foundation document: ☐ 1. All areas of the critical documents and enrollments are completed and include key players, next steps and referrals completed (as needed) ☐ 2. If a referral or document is not needed, the document reflects this (N/A)		

Critical Documents and Enrollments	2 Points	0 Points	Score
	Notes:		

SCORING Guide

Excellent = 27	Above Standard = 22-26	Satisfactory = 18-21	Unsatisfactory = 0-17

Final Score:

Overall Comments:

Note: Job Foundation documents that score less than "Satisfactory" must be revised to score at a "Satisfactory" range or higher. <u>No payment will be issued for Job Foundation documents that score less than 17 points.</u>