



<b>Last Name, First Name, MI:</b>	<b>Waiver Type:</b> <input type="checkbox"/> CDD <input type="checkbox"/> DDAD <input type="checkbox"/> DDAC
<b>Person #:</b>	<b>Date of Birth:</b> Click here to enter a date.
<b>Individual Address:</b>	<b>Completed by:</b>
<b>Service Coordinator:</b>	<b>Date Completed:</b> Click here to enter a date.
<b>Documents Reviewed:</b>	
<b>Guardian Name:</b>	
<b>Guardian Email:</b>	<b>Guardian Address:</b>

**General Rating Information**

- 1) *Independently- Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance.*
  - a) *Safely means without unusual risk of injury to self or others*
  - b) *Consistently means without assistance the majority of the time in a variety of settings.*
  - c) *Without undue effort means exerts no more effort to complete the task than a person without disabilities.*
  - d) *A reasonable amount of time means completes the task quickly enough so that it does not interfere with daily schedules.*
  - e) *With no assistance means that assistance is not needed from other person to complete the task in most circumstances.*
- 2) *Independently with the use of assistive devices/equipment, including devices/equipment for initial prompting or reminders. (these devices can be used for initial prompting such as alarms, calendars, picture schedules)*
- 3) *With prompts to initiate or set-up from another person. (This should be marked when the presence of another person is required ONLY for the initiation of the tasks. After the initial verbal/gesture prompt or once the set-up is complete, the individual is able to complete the task without further assistance.)*
- 4) *With the assistance of another person to complete the task. (The individual requires the presence of another person throughout the task to ensure safety or timely completion of the task.*
- 5) *The activity must be performed by another person on the individual's behalf. (The individual is unable to complete the task.)*
- 6) *Not applicable (on some of the questions)*

**It is important to answer in terms of the individual's capabilities rather than his or her willingness to do a task.** For example, if a person is able to complete hygiene tasks independently but chooses not to do so on a regular basis, the response should be that the individual is capable of doing these tasks independently.

**Furthermore, if the individual has not had the opportunity to perform an activity but has the ability to do it, this should also be acknowledged.** For example, if the individual is not given the opportunity to go grocery shopping independently but is able to describe all of the steps in the process accurately, this should be marked as independent ability.

**Instructions:** Pick **one of the following in each category** listed below which best describes the individual's skills and abilities.

**1. Areas of major life activity**

**a. SELF-CARE:**

- 1. The individual is able to cleanse one's body by bathing, showering, sponge bath, or other generally acceptable method:**

*The assessor should not consider the individual's ability to transfer in/out of the tub/shower or how well the individual cleanses self during the toileting process. These areas are addressed in other sections.*

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with use of grab bars, bath chair, modified tub/shower, picture schedule, long-handled sponge, etc.
- Verbal or gestural cueing to initiate by another person, water is started by another person, soap is placed on washcloth, etc.
- Another person must remain in the bathroom for supervision, verbal/gestural cueing throughout the task is required, physical assistance to wash some areas is required, etc.
- The individual must be completely washed by another person.

- 2. The individual is able to complete oral hygiene (tooth-brushing, denture care, etc.) tasks:**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of adaptive toothbrush, etc.
- Verbal or gestural cueing to initiate by another person, toothpaste put on toothbrush, mouthwash is poured.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required, physical assistance to brush some areas is required, etc.
- The individual's teeth must be brushed by another person.

- 3. The individual is able to perform tasks related to hair care (brushing, styling, etc.):**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of adaptive brush, etc.
- Verbal or gestural cueing by another person to initiate, etc.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required, physical assistance to brush/style some areas is required, etc.
- The individual's hair must be brushed/styled by another person.
- The individual has no hair.

**Instructions: Pick one of the following in each category listed below which best describes the individual's skills and abilities.**

**4. The individual is able to perform nail care tasks (cleaning, trimming, etc.):**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of specialized nail clippers, nail brush, files, etc.
- Verbal or gestural cueing to initiate by another person, nail brush or other supplies are provided to the individual.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required, physical assistance to wash, cut and/or file some nails is required, etc.
- Another person must care for the individual's nails.

**5. The individual is able shave (facial hair, underarms, legs, etc.), if needed:**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of assistive devices/equipment.
- Verbal or gestural cueing by another person to initiate, another person prepares/cleans razor, etc.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required, physical assistance to shave some areas is required, etc.
- The individual must be shaved by another person.
- The individual does not shave.

**6. The individual is able to apply deodorant:**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of assistive devices to open containers.
- Verbal or gestural cueing to initiate by another person.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required.
- Deodorant is applied by another person.
- The individual chooses not to use deodorant

**Instructions:** Pick **one of the following in each category** listed below which best describes the individual's skills and abilities.

- 7. The individual is able to complete activities necessary to eliminate and dispose of bodily waste by using a commode, bedpan or urinal; changing incontinence or feminine hygiene supplies; wiping; or managing an ostomy or catheter:**

*The assessor should not consider the individual's ability to transfer to/from the toilet/commode or how well the individual cleanses self during the toileting process. These areas are addressed in other sections.*

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use alarms for reminders, reachers, etc.
- Verbal or gestural cueing to initiate by another person, urinal is available at the bedside, toilet chair is kept near the bed, grab bars are present near the commode, a raised toilet seat is required.
- Another person must remain in the bathroom for supervision, verbal/gestural cueing is required to ensure thorough cleaning, physical assistance with only menstrual care is required, etc.
- The activity must be performed by another person on the individual's behalf.

- 8. The individual is able to put on and fasten AND unfasten and take off items of clothing:**

*The assessor should not consider personal style or ability to match clothing.*

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of button hooks, shoe horns, etc.
- Verbal or gestural cueing to initiate by another person, clothing is laid out by another person to ensure each piece of clothing is worn.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required, physical assistance with some items is consistently required (fastening bras, trying shoes) etc.
- The individual must be completely dressed by another person.

- 9. The individual is able to feed oneself, including the processes of getting food into one's mouth, chewing and swallowing and/or managing a feeding tube:**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of built-up utensils, specialized cups, adaptive plates, etc.
- Verbal or gestural cueing to initiate by another person, all food items must be cut into manageable sizes or otherwise have the texture modified to prevent choking, etc.
- Another person must be present for supervision, verbal/gestural cueing throughout the task is required, physical assistance to scoop or to bring food/drink to one's mouth is required, etc.
- The individual must be fed by another person, either orally or through enteral feedings.

**Instructions: Pick one of the following in each category listed below which best describes the individual's skills and abilities.**

**b. RECEPTIVE AND EXPRESSIVE LANGUAGE:**

**1. The individual is able to express needs and wants in a manner that is understandable to people who do not know the individual using spoken, written, signed, electronic, or mechanical means:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of communication device, picture schedule, icons, tablet, etc.
- Another person must be present to interpret for the individual in most settings or to assist with expressive language, ie only communicates through sign language.
- Another person must communicate to unfamiliar people on the individual's behalf.

**2. The individual is able to understand people who communicate through spoken, written, signed, electronic, or mechanical means:**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of communication device, picture schedule, icons, tablet, etc.
- Another person must be present to interpret for the individual in most settings or to assist with receptive Language, ie only communicates through sign language.
- Another person must communicate to unfamiliar people on the individual's behalf.

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**c. MOBILITY:**

**1. The individual is able to move between locations by ambulation or other means:**

- Independently– Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of a manual wheelchair, powered wheelchair, scooter, walker, cane, etc. In most settings in and around the individual's home.
- With intermittent assistance from another person, such as for assistance with stairs, navigating curbs or traveling on uneven surfaces.
- Another person must be present to provide stand-by assistance for most mobility, physical assistance with or without a gait belt, maneuvering wheelchair, etc.

**Instructions: Pick one of the following in each category listed below which best describes the individual's skills and abilities.**

**2. The individual is able to position oneself when sitting or lying down:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of grab bars, trapeze bars, bed rails, etc.
- Verbal or gestural cueing provided by another person to encourage the individual to lie down, recline, or otherwise adjust positions to prevent pressure sores.
- Another person must consistently provide physical assistance for the individual to adjust position in bed or while sitting.
- Another person must reposition the individual.

**3. The individual is able to transfer between surfaces, such as to/from bed, chair, tub, standing position:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of grab bars, trapeze bars, bed rails, etc.
- Verbal or gestural cueing provided by another person to transfer safely, another person must lock wheelchair brakes, etc.
- Another person must consistently provide physical assistance for the individual to transfer in/out of bed, in/out of a chair, or to stand from a seated or lying position.
- The individual requires use of a mechanical lift for transfers with the assistance of one or more people.

**4. The individual is able to cross streets safely by using crosswalks, following traffic signals, etc.:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
  - Independently with the use of scooter, hearing impaired only where crosswalks are equipped, for vision impaired use of guide dog, with cane, etc.
  - Verbal or gestural cueing is provided by another person to attend to safety signals, guiding individuals to safe crossing, etc.
  - Another person must consistently provide verbal or gestural cueing or physical assistance for the individual to safely navigate in all community settings.
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**Instructions: Pick one of the following in each category listed below which best describes the individual's skills and abilities.**

**d. SELF-DIRECTION:**

**1. The individual is able to make decisions about daily routines that are consistent with one's own lifestyle, values, and goals (For ages 16+ only):**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- The individual requires assistance of another person to decide what to do in new or unfamiliar situations only. The individual may be able to make choices about daily routines at home, but not when starting a new school, when on vacation, when in a new work setting, etc.
- The individual frequently requires assistance from another person to make decisions or establish routines even at home or in familiar settings. This may include reminders of what activity/task to come next, planning what to eat, when to eat, activities to do, etc.
- The individual does not routinely make decisions about daily routines and relies upon others to plan his/her day.
- Not applicable (To be used only for individuals under the age of 16).

**2. The individual is able to ask for help, when needed, for physical, emotional, or practical needs:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- The individual is able to request assistance using picture schedules, icons, communication devices, tablets, gestures, etc. in a manner that can be understood by unfamiliar people.
- The individual will request assistance if prompted or encouraged by another person to do so.
- The individual relies on others to recognize cues in order to meet needs or to request assistance on the individual's behalf.

**3. The individual is able to occupy self and follow rules for short periods of time:**

- Independently – The person can be left alone without any supervision (Under age 12 – able to be left alone for at least 2 hours with a responsible adult in another area of the house. Ages 12-15 able to remain alone for at least two hours).
- Independently with use of an emergency response system, remote monitoring, monitors, etc.
- Another person check in on the individual once daily for less than half of the individual's waking hours. (Not for those under the age of 16)
- The individual requires supervision for at least half of his/her waking hours, including in the home and in the community. (Not for those under the age of 16)
- Individuals ages 10-11 require the presence of another person in the same room (does not include the restroom). Individuals ages 12-15, is unable to spend at least two hours at home alone. Individuals 16+ is unable to spend any time in the home without the presence of another person.

**Instructions:** Pick **one of the following in each category** listed below which best describes the individual's skills and abilities.

**4. The individual is able to make informed choices that are unlikely to result in harm to self or others:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- The individual is able to make choices in familiar, routine environments that are unlikely to result in harm, such as the family home, school, day program, homes of family/friends, etc.
- The individual requires supervision only in public settings to avoid harm to self or others.
- The individual requires supervision at home, school, day program, homes of family/friends, or other familiar environments to prevent harm. Do not consider time when supervision is inherent in the activity, such as during school hours or adult day programs, unless the individual's level of supervision is greater than what is required for his peers in order prevent harm to self or others.
- The individual requires the presence of more than one person when in the community or during unfamiliar situations.

**5. Indicate the frequency of supports were required by the individual within the past 12 months to prevent the following types of behaviors from occurring or to intervene when they occur:**

	Not Applicable	Less than monthly	Monthly	At least once weekly	Daily	2 or more times per day
Injury to self	<input type="checkbox"/>					
Injury to others	<input type="checkbox"/>					
Property destruction	<input type="checkbox"/>					
Wandering	<input type="checkbox"/>					
Sexual offending	<input type="checkbox"/>					

**Instructions:** Pick **one of the following in each category** listed below which best describes the individual's skills and abilities.

**e. CAPACITY FOR INDEPENDENT LIVING:**

**1. The individual is able to identify grocery, clothing, and household items needing purchased:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of icons, checklists, charts, or other aids/devices.
- Verbal or gestural cueing to check resources on-hand to prepare for upcoming shopping trips.
- Another person helps the individual identify how much of the item is on-hand and how much needs to be purchased.
- Another person monitors the individual's resources, creates shopping lists, or otherwise plans all purchases.
- Not applicable (Only for individual under age 16).

**2. The individual is able to obtain or purchase needed items, including groceries, clothing, and other household items:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of icons, charts, or other aids, devices.
- Verbal or gestural cueing to select all needed items from the stores.
- Another person creates a shopping list (written, pictures, electronic, etc.) or physically assists the individual with selecting needed items from stores.
- Another person purchases items for the individual.
- Not applicable (Only for individuals under age 16).

**3. The individual is able to prepare or cook food for oneself ( Individuals under age 16- able to prepare a snack)**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of picture recipes, note cards, adaptive cooking aids, etc.
- Verbal or gestural cueing by another person to begin meal preparation or to assist with gathering needed items.
- Another person must remain present for supervision or to provide prompting throughout the task.
- Meals are prepared by others for the individual.

**Instructions: Pick one of the following in each category listed below which best describes the individual's skills and abilities.**

**4. The individual is able to maintain cleanliness of the living environment by completing essential housework tasks (For individuals under age 16 – Able to participate in housework tasks):**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (The individual may make arrangements for someone else to clean the home if he has the resources to do so.) (Refer to page one for definitions).
- Independently with the use of assistive devices, calendars, picture schedules or electronic reminders.
- Verbal or gestural cueing to initiate most cleaning tasks.
- Another person is needing to assist with set-up, such as gathering needed supplies, sorting clothes, running dish water, etc. or to physically assist the individual with completing the task.
- Another person completed all household chores.

**5. The individual is able to use technology to connect to community services and supports, including phones, computers, mobile devices, etc.:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with calendars, alarms, or other assistive devices to set-up appointments.
- Verbal or gestural cueing by another person to contact community resources, when necessary.
- Another person providing assistance to set-up or complete the task.
- Not applicable (Only for individuals under age 16).

**6. The individual is able to access and use transportation (For individuals under age 16 – Able to access neighborhood resources):**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of calendars, picture schedules, adaptive bus schedules, phones programmed with contact numbers, etc.
- Another person schedules transportation, but the individual is able to travel independently from one location to another.
- Presence of another person is required throughout travel or to provide transportation.

**Instructions: Pick one of the following in each category listed below which best describes the individual's skills and abilities.**

**7. The individual is able to wash and dry one's clothing and household items by machine or by hand:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with settings labeled on machine or other adaptive devices.
- Verbal or gestural cueing by another person to begin laundry, visual laundry schedules/calendars, phone reminders, etc.
- Presence of another person is needed for sorting, measuring detergent operating washer/dryer settings, supervision at laundry facility to ensure health and welfare, folding and/or hanging clothes..
- Another person must launder clothes or arrange for them to be laundered.
- Not applicable (N/A for individuals under age 16).

**8. Frequency with which the individual requires assistance with medication administration:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with the use of assistive devices/equipment, including devices/equipment for initial prompting or reminders.
- With prompts to initiate or assistance to set-up from another person
- With the assistance of another person to complete a task.
- The activity must be performed by another person on the individual's behalf.
- Not applicable

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**f. ECOMONIC SELF-SUFFICIENCY (N/A for individuals under age 18):**

**1. The individual is able to maintain competitive community employment or self-employment earning at least minimum wage:**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Independently with reasonable accommodations or adaptations made to the work environment.
- Intermittent or periodic contact by another person via phone for visits to the work place to identify and/or resolve issues related to employment.
- Requires the presence of another person throughout the entire work day to provide assistance with personal care or other health-related needs at the worksite or to provide physical assistance with tasks due to physical limitations for the individual.
- The individual is not able to maintain competitive community employment or self-employment.
- Not applicable (N/A for individuals under age 18).

**Instructions:** Pick **one of the following in each category** listed below which best describes the individual's skills and abilities.

**2. The individual is able to secure money in a safe location and to access it (cash, check, debit card), when needed (Does not include assistance with transportation):**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Verbal or gestural cueing by another person to keep money in a secure location, such as a bank, lockbox, secret location, or to carry money safely on his person when making purchases, such as in a pocket, wallet, or purse that is kept with the individual.
- Another person must be present when the individual receives money to be sure it is safely secured and/or when the individual must access fund for purchases.
- Another person handles all money on behalf of the individual.
- Not applicable (To be used for individuals under the age of 18).

**3. The individual is able to make simple purchases (cash, check, debit card) ( Does not include transportation to locations):**

- Independently – Completes task safely, consistently, without undue effort, and in a reasonable amount of time with no assistance. (Refer to page one for definitions).
- Verbal or gestural cueing by another person when making purchases to ensure the correct amount of money is offered for the item and/or the individual receives change.
- Another person handles the individual's money.
- Not applicable (To be used for individuals under the age of 18).

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**g. LEARNING/COGNITION:**

**1. The individual is able to complete activities within the home that require remembering, decision-making, or judgment. ( For individuals ages 16 and above):**

- Independently – The person can be left alone without any supervision.
- With assistive technology, such as emergency response system or remote monitoring, or using phone, e-mail, or other devices to request assistance if needed, to obtain assistance, if needed.
- Requires another person to physically visit the individual's home or to initiate contact via phone or other means of communication.
- With another person present for at least half of the person's waking hours.
- With the presence of another person for all waking hours; the individual has no unsupervised time While awake.
- Another person must be present 24 hours a day to prevent harm to the individual as a result of issues related to memory, decision-making, or judgment.
- Not applicable (To be used for individuals under the age of 16).