



Annual Assessment Form
 189 West Creek Road
 Saint Marys, PA 15857

Name of Participant: _____
 Day(s) of Week: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday
 Hour(s): ___ 11:00 AM – 3:30 PM (Regular Group, Monday through Friday)
 Year: ___ 2013/2014 Staff/Participant Ratio: 1:6

Pre-Vocational Program

___ **Currently employed**

If employed,

He/She currently works at _____,

___ part-time employment ___ full-time employment

He/She currently works at _____,

___ part-time employment ___ full-time employment

___ **Unemployed**

If unemployed,

He/She ___ would like to be employed at _____

He/She ___ would not like to be employed.

Community Habilitation

The following chart includes the program services and the days of the week. The letter **L** denotes that the individual likes and chooses to participate in that program service on that day of the week. The letter **D** denotes that the individual dislikes or chooses not to participate in that program service on that day of the week. A **N/A** denotes that the program service is either not applicable or not available to the person on that day of the week. 181(e)(2);181(e)(3); 181(e)(3)(ii)

Participant Involvement in Program Service	Day of Week MONDAY	Day of Week TUESDAY	Day of Week WEDNESDAY	Day of Week THURSDAY	Day of Week FRIDAY
4-Wheel Adult Pedal Go-Cart Program					
Art Program					
Basic Computer Training Program					
Basic Science Program					
Beginner Reading Program					
Communication Program					
Community					
Community Activities Program					
Cooking to Learn Program					
Conversation Skills Program					
Gardening Program					
Getting Along With People					
Grooming Program					
Guinea Pig Care Program					
Hand Hygiene Training Program					
Health Advocacy Program					
Indoor Activities Program					
Indoor Bowling Activity					
Laundry Program					
Manners Program					
Microwave Cooking Program					
Money Math Program					
Music Program					
Personal Daily Log					
Personal Hygiene Program					
Seated Exercises Program					
Snack Program					
Sports Program					
Survival Vocabulary					
Walking Program					

The following chart includes the places supported under the community activities program and the days of the week. A ✕ denotes that the individual has the opportunity to participate in that community activity on that particular day. 181(e)(13)(iv);181(e)(13)(v);181(e)(13)(vi)

Community Activities Program	Day of Week MONDAY	Day of Week TUESDAY	Day of Week WEDNESDAY	Day of Week THURSDAY	Day of Week FRIDAY
Wal*Mart Kersey, PA (Food Shopping, Shopping for Guinea Pig Food, Personal Shopping) <i>Mondays and Thursdays of Every Week</i>	✕			✕	
Wal*Mart Kersey, PA Donate plastic bags for recycling <i>Mondays, one day per month</i>	✕			✕	
Elk County Recycling Center Saint Marys, PA Donate pop cans and plastic bottles for recycling <i>Thursdays, one day per month</i>	✕			✕	
Farmer's Inn Sigel, PA (Feeding the Animals) <i>May through August</i>	✕	✕	✕	✕	✕
Sorgs' Farm Saint Marys, PA (Blueberry Picking)	✕	✕	✕	✕	✕
DuBois Mall DuBois, PA (Personal Shopping)	✕			✕	
PETCO DuBois, PA (Shopping for Guinea Pig Food and Pet Supplies)	✕			✕	
Benzinger Park Saint Marys, PA (Packed Lunch, Walking Trails)	✕	✕	✕	✕	✕
West Creek Wetland Learning Center Saint Marys, PA (Nature Education, Walking Trails)	✕	✕	✕	✕	✕
Bendigo State Park Bendigo, PA (Cooking Out, Outdoor Activities)	✕	✕	✕	✕	✕
Weedville, PA (Strawberry Picking)	✕			✕	
Straub Brewery Saint Marys, PA (Tour)	✕			✕	
Parker Dam State Park Penfield, PA (Packed Lunch, Walking Trails)	✕	✕	✕	✕	✕
Apollo Theatre Saint Marys, PA (Viewing Movie, Movie Discussion Group) <i>Occasional Thursday and One Tuesday of Every Month September through April</i>		✕		✕	
CYMA Saint Marys, PA (Bowling) <i>One Week of Every Month</i>	✕	✕	✕	✕	✕
East Branch Dam Wilcox, PA (Packed Lunch, Walking Trails)	✕			✕	
Wild Cat Park Ludlow, PA <i>2nd Friday in June</i>					✕
Elk Country Visitors Center Benzette, PA (Elk Viewing, Walking Trails)	✕	✕	✕	✕	✕

The following chart includes the program services and the areas of personal skill development. A **X** denotes that the program service supports that development area.

Program Service	Area of Personal Skill Development COGNITION	Area of Personal Skill Development COMMUNICATION	Area of Personal Skill Development INTERPERSONAL RELATIONSHIPS	Area of Personal Skill Development PERSONAL HYGIENE	Area of Personal Skill Development HEALTH AND WELLNESS
4-Wheel Adult Pedal Go-Cart Program					X
Art Program	X	X	X		
Basic Computer Training Program	X	X			
Basic Science Program	X	X	X		
Beginner Reading Program	X	X	X		
Communication Program	X	X	X	X	X
Community	X	X	X	X	X
Community Activities Program	X	X	X	X	X
Cooking to Learn Program	X	X			X
Conversation Skills Program	X	X	X		
Gardening Program	X	X	X		X
Getting Along With People	X	X	X	X	X
Grooming Program	X	X	X	X	X
Guinea Pig Care Program	X	X	X		X
Hand Hygiene Training Program	X	X	X	X	X
Health Advocacy Program	X	X	X	X	X
Indoor Activities Program	X	X	X		X
Indoor Bowling Activity	X	X	X		X
Laundry Program	X	X		X	
Manners Program	X	X	X	X	X
Microwave Cooking Program	X	X			X
Money Math Program	X	X			
Music Program	X	X	X		X
Personal Daily Log	X	X	X		X
Personal Hygiene Program	X	X	X	X	X
Seated Exercises Program	X	X			X
Snack Program	X	X			X
Sports Program	X	X	X		X
Survival Vocabulary	X	X	X	X	X
Walking Program	X	X			X

The following chart includes the areas of personal skill development. A **X** denotes that the individual is actively working on that area of personal skill development. A **■** denotes that the individual is currently working on that area of personal skill development and also struggles in that area. A * denotes that the individual chooses not to work on that area of personal skill development even if it has been identified as an area of need. A denotes that the area of personal skill development is not applicable to the individual. 181(e)(3);181(e)(13)(i);181(e)(13)(ii); 181(e)(13)(iv)

Areas of Personal Skill Development	Area of Personal Skill Development COGNITION	Area of Personal Skill Development COMMUNICATION	Area of Personal Skill Development INTERPERSONAL RELATIONSHIPS	Area of Personal Skill Development PERSONAL HYGIENE	Area of Personal Skill Development HEALTH AND WELLNESS
	Memory Skills <input type="checkbox"/> (Basic Math Skills, Personal Safety, Staying In a Supervised Area at All Times)	Absence of Inappropriate Behaviors <input type="checkbox"/>	Initiating and Continuing Appropriate Verbal/Physical Interactions <input type="checkbox"/>	Demonstrating Proper Personal Hygiene Practices (Hand Washing, Appropriate Clothing Choices) <input type="checkbox"/>	Identifying Healthy Food Choices <input type="checkbox"/>
	Attention Skills <input type="checkbox"/> (Staying Focused, Ignoring Irrelevant Information)	Listening Skills <input type="checkbox"/> (Attentive to Speaker, Appropriate Feedback and Body Language)	Making Appropriate Conversations <input type="checkbox"/> (Introducing Age-Appropriate Topics, Taking Turns, Responding Appropriately)	Recognizing the Effects of Poor Oral Hygiene Practices (Cavities, Gum Disease, Tooth Loss) <input type="checkbox"/>	Making Healthy Food Choices to Promote Healthy Living <input type="checkbox"/>
	Language Skills <input type="checkbox"/> (Listening, Reading, Comprehension, Following Directions)	Verbal Communication <input type="checkbox"/> (Think Before You Speak, Listen For Feedback)	Showing Interest in Company of Others <input type="checkbox"/> (Giving Compliments, Cooperating, Sharing, Helping Others)	Recognizing the Effects of Poor Personal Hygiene Practices (Bad Breath, Body Odor, Illness) <input type="checkbox"/>	Following Doctor-Prescribed Dietary Restrictions <input type="checkbox"/>
	Motor Skills <input type="checkbox"/> (Fine Motor Control, Hand-Eye Coordination, Gross Motor Control)		Using Appropriate Assertive and Coping Behaviors <input type="checkbox"/> (Disagreeing Appropriately, Expressing Anger Appropriately)		Participating in Physical Activity to Promote Healthy Living <input type="checkbox"/>
	Thinking Skills <input type="checkbox"/> (Application, Appreciation, Self-Monitoring Skills)				

The following chart includes specific Center policies. A **X** denotes that the individual has struggled with complying with the specific Center policy over the past twelve months. It also includes any note on individual behavior.

Elcam Community Center Policy	X	Notes
<p>Acceptable Computer Use Policy Computers, networks and electronic information systems have become essential tools required to both obtain individual goals and to accomplish Elcam Inc.'s mission. These resources are a valuable community asset to be used and managed responsibly to ensure their integrity, security and availability for appropriate activities. All authorized users of these resources are required to use them in an effective, efficient and responsible manner.</p> <p>Acceptable use of Elcam, Inc.'s information technology resources is based on common sense, common decency and civility. All authorized users have the right to expect reasonable privacy with regard to all computer files and e-mail.</p> <p>Unacceptable uses include, but are not limited to, the following: 1. Use of resources for any purpose which violates federal or state laws. 2. Use of resources for commercial or for-profit purposes. 3. Sending or storing for retrieval material likely to be offensive or objectionable to recipients. 4. Misrepresenting your identity in the use of information technology resources. 5. Attempting to evade, disable, or "crack" the security provisions of systems on the network. 6. Use of resources to intentionally obtain or modify files, passwords, and data belonging to other users. 7. Use of resources to introduce or propagate viruses, worms, or for any other destructive intentions. 8. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted software or other materials. 9. Connecting any personal devices such as digital cameras, cell phones, MP3 players, thumb drives, etc., besides those specifically provided to you by the Information Systems Manager, to any Elcam-owned system. 10. Purchasing, downloading and/or installing any software without prior approval from the Information Systems Manager, <i>regardless of any other approvals you may have obtained.</i> 11. Purchasing, installing, or modifying any desktop, network, or related hardware without prior approval of the Information Systems Manager, <i>regardless of any other approvals you may have obtained.</i> 12. Use of resources for the purposes of music or movie sharing, legal or otherwise. 13. Use of resources to intentionally access obscene or pornographic material. 14. Use of resources to disrupt the work of other users.</p> <p>Violation of this policy can be a matter of legal action or Elcam, Inc. disciplinary procedures. Depending on the seriousness of an offense, violation of the policy can result in a warning notice, termination of a service and/or legal charges.</p>		
<p>Cell Phone Use Policy Cell phone use by Center Staff and volunteers and by Center participants is prohibited between the hours of 11:00 AM and 3:30 PM, Monday through Friday. The only exception to this policy is when Staff is required to carry a cell phone when not in the Center but is with Center participants during these hours. Texting does not promote positive and productive relationships between Staff and participants and can no longer be tolerated. Staff and participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the cell phone use policy, will result in termination of employment for Staff or in termination of services for participants.</p>		
<p>Hand Washing Policy Hand-washing is the single most effective means of preventing the spread of bacteria and viruses that can cause infections and food borne illness. Proper hand-washing can be the most effective action workers can take to control direct and indirect contamination of food, utensils and equipment. In accordance with the U.S. Food and Drug Administration, workers are required to wash their hands: 1. Before starting to work with food, utensils or equipment 2. Before putting on gloves 3. When switching between raw foods and ready-to-eat foods 4. After handling soiled utensils and equipment 5. After coughing, sneezing, using a tissue or using tobacco products 6. After eating and drinking 7. After touching your skin 8. After handling animals 9. After picking your nose 10. After scratching your head 11. After putting your finger(s) or hand in your mouth 12. After sticking your finger in your ear 13. After using the toilet, wash hands at a hand-wash sink in the restroom and again when returning to work</p> <p>A warning notice can be issued to anyone who violates this policy.</p>		
<p>Inappropriate or Unacceptable Behavior Policy The Elcam Community Center is an Adult Training Facility, and Center participants are expected to act and talk appropriately at all times while at the Center. One of the major program goals at the Center is to initiate, develop and maintain positive interpersonal relationships with others. Inappropriate or unacceptable behaviors include, but are not limited to, the following: swearing, raising your voice at others, showing no care or concern for others, following another person to the bathroom, inappropriate touching (which includes poking others, tickling others and touching/rubbing the body parts of others), physically hitting others, hitting self, stealing the belongings of others, stealing from the Center, lying about the actions of others, slamming doors, pushing around tables or chairs, pouting or talking about your sexual behavior with others or interrupting Staff conversations. Inappropriate or unacceptable behaviors do not promote healthy relationships with others and can not be tolerated.</p> <p>If a participant engages in an inappropriate or unacceptable behavior, receives a verbal warning from Staff and then makes no effort to correct the behavior over a specified amount of time, the participant will be issued a written warning. Three written warnings for any reason, to include violation of the inappropriate or unacceptable behavior policy, will result in termination of services for the participant.</p>		
<p>Money Policy No Center participant may request, borrow or receive monies from another Center participant at any time while at the Center, to include during any breaks designated by Elcam. The exchange of money between Center participants is not an approved program goal, does not promote good money management skills and can not be tolerated. Center participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the money policy, will result in termination of services for participants.</p>		
<p>Portable Music Player and Headphone Use Policy Portable music player and headphone use by Center Staff and volunteers and by Center participants is prohibited between the hours of 11:00 AM and 3:30 PM, Monday through Friday. There is no exception to this policy for Staff or for Center participants during these hours. The use of portable music players does not promote positive and productive relationships between Staff and participants and can no longer be tolerated. And, the use of headphones for any reason is in violation with previously established Elcam safety policies. Staff and participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the portable music player and headphone use policy, will result in termination of employment for Staff or in termination of services for participants.</p>		
<p>Shopping Policy Center participants are not permitted to take large handbags, backpacks, duffel bags or any other carry bag to any shopping facility during Center-related outings for any reason. These items are not to be kept in the Elcam-owned vehicles during outings but are to remain at the Elcam Community Center during outings. Any individual carrying a large carry bag while at any shopping facility may be asked to leave as it is a violation of pre-existing store policies. Any individual carrying a large carry bag at a shopping facility looks conspicuous. Center participants will be issued a verbal warning if anyone violates the policy. Violation of this policy after the verbal warning will result in the termination of this particular service for Center participants.</p>		
<p>Good Manners Policy Good manners are essential in social situations, professional settings and anytime you interact with other people. Displaying good manners includes using appropriate words and actions in any social situation or scenario. If an individual has good manners, his/her words and actions are not contradictory. For example, if an individual says "excuse me" or "please" or "thank you", his/her nonverbal behavior must complement those words.</p> <p>Good manners often go hand in hand with good personal hygiene. 1. An individual needs to cover his/her mouth (using a tissue and then throwing out the tissue and washing his/her hands or using his/her upper sleeve, not bare hand, to cover his/her mouth) when he/she sneezes or coughs. 2. An individual needs to wash his/her hands after touching his/her skin and before and after eating and drinking. (Remember, we use them to shake hands, open doors and do other things that can spread germs.)</p> <p>Displaying good manners also involves an individual exercising patience in all of his/her communication with others. 1. An individual should never interrupt others when talking. 2. An individual should wait his/her turn. 3. An individual should not be obscene (avoid the use of swearing words, arguing, making noises or making funny or ugly faces). 4. An individual should not talk excessively loud. 5. An individual should avoid chewing or talking with food in his/her mouth. 6. An individual should treat others with respect and courtesy.</p> <p>Center participants are expected to practice proper etiquette while in the Center and while in the community. If a Center participant is resistant to instruction and guidance on good manners and rules of etiquette and refuses to practice good manners while in the Center and in the community, he/she may not have the opportunity to participate in future community activities until such time the individual practices proper etiquette while in the Center.</p>		
<p>Personal Hygiene Policy Good personal hygiene should be practiced every day. Each Center participant is expected to practice good personal hygiene habits, especially during their involvement in community-based activities.</p> <p>Good personal hygiene includes washing your hands regularly, bathing daily (use soap to cleanse your body and shampoo to cleanse your hair) to avoid bad body odor; brushing your teeth every day (brushing your teeth helps promote healthy teeth and gums as well as defeating bad breath); grooming yourself as needed (keeping your hair neat and tidy and keeping your fingernails and toe nails cleaned and trimmed helps keep your skin and hair healthy); applying deodorant daily to avoid bad body odor; and dressing in clean (no dirty or soiled clothing), appropriate (no low-cut shirts or sweaters and no obscene words or pictures on outer clothing) and well fitting clothing. Also, no sharing of personal clothing items – no exceptions – while at the Center.</p> <p>Cleanliness is imperative to a healthy lifestyle. It is essential to practice good personal hygiene habits for both social and health reasons. The germs and bacteria that you may come in contact with on a daily basis can be harsh on the body and can cause health problems. And, an individual that has poor personal hygiene runs the risk of being left out or even ridiculed by peers or others. Good personal hygiene can enhance your self-confidence and improve your chances of success in many areas of life.</p> <p>If a Center participant has bad hygiene practices and has made no attempt to improve his/her personal hygiene before involvement in a community-based activity, the Center participant will not be permitted to participate in the community-based activity until such time that the individual is properly groomed.</p>		
<p>Soda Policy Center participants are prohibited from having 24 Oz. Soda Bottles or larger (filled or empty) in their possession (which includes personal belongings) for any reason while in the Elcam Community Center at any time. Why shouldn't you drink soda? Soda is acidic. When our body pH is acidic, it promotes illness and poor health. An acidic pH level in human body fluids is a prime environment for bacteria and viruses and even for cancer cells to grow.</p> <p>Center participants will be issued a written warning if anyone violates the policy. Three written warnings for any reason, to include violation of the money policy, will result in termination of services for participants.</p> <p>Thirsty? Drink water. Reasons to drink water: it hydrates the body; it lowers your risks of a heart attack; it is the best tool for weight loss; it is a headache cure (due to dehydration); it clears up your skin; it helps you digest food properly; it helps flush out toxins and waste products from the body; and it reduces your risk of colon cancer.</p>		
<p>Personal Belongings Policy Center participants need to store personal belongings in the coat rack area while at the Elcam Community Center and not in the area designated for activities related to the Art Program, Communication Program or Kitchen Program. According to the Commonwealth of Pennsylvania, Pennsylvania Code, Title 55. Public Welfare, Department of Public Welfare, Chapter 2380. Adult Training Facilities, Regulation #2380.68. Storage of personal belongings: Space shall be provided for hanging hats and coats and storing personal belongings.</p>		

The following chart includes specific information on health and safety. A ✘ denotes either that the individual can carry out the activity with Staff assistance or that the individual can carry out the activity without Staff assistance. It also includes any note on individual behavior. 181(e)(3); 181(e)(3)(i);181(e)(3)(ii);181(e)(3)(iv); 181(e)(3)(4); 181(e)(3)(7);181(e)(3)(8);181(e)(3)(14); 181(e)(5); 181(e)(6)

General Assessment Area	Specific Assessment Area	Specific Activity/ Health and Safety Risks	YES	NO	Can carry out activity with Staff assistance	Can carry out activity without Staff assistance	Notes
Communication	Personal Safety/ Self-Identifying Information	Can identify self/Can communicate his/her name to Staff <ul style="list-style-type: none"> • verbal communication (speech) • nonverbal communication (such as personal ID card, sign language, gestures or in writing) • the use of a communication device 					
Communication	Personal Safety/ Self-Identifying Information	Can identify his/her sex <ul style="list-style-type: none"> • Male • Female 					
Communication	Personal Safety/ Self-Identifying Information	Can communicate his/her home address to Staff <ul style="list-style-type: none"> • verbal communication (speech) • nonverbal communication (such as personal ID card, sign language, gestures or in writing) • the use of a communication device 					
Communication	Personal Safety/ Self-Identifying Information	Can communicate his/her home phone number to Staff <ul style="list-style-type: none"> • verbal communication (speech) • nonverbal communication (such as personal ID card, sign language, gestures or in writing) • the use of a communication device 					
Communication	Self	Can correctly identify each type of clothing he/she wears <ul style="list-style-type: none"> • headgear • coat/jacket • neckwear • dress • top • suit • swimsuit/bathing suit/togs • bra • arm-wear • belt • underwear/undergarments • pants/skirt/shorts • hosiery • footwear 					
Communication	Self	Can correctly identify clothing sizes <ul style="list-style-type: none"> • coat/jacket • top • pants/skirt/shorts 					
Communication	Self	Can correctly identify shoe size and width design <ul style="list-style-type: none"> • shoe size • width design 					
Health and Wellness	Hand Hygiene	Can follow Staff-instructed procedures on proper hand-washing techniques, which includes: <ul style="list-style-type: none"> • hand-washing • nail care 					

General Assessment Area	Specific Assessment Area	Specific Activity/ Health and Safety Risks	YES	NO	Can carry out activity with Staff assistance	Can carry out activity without Staff assistance	Notes
Health and Wellness	Personal Hygiene	Can actively work on developing good personal hygiene habits <ul style="list-style-type: none"> washing your hands as needed bathing daily and as needed brushing your teeth daily and as needed applying deodorant daily and as needed dressing in clean, appropriate and well-fitting clothing 					
Health and Safety	Fire Safety	Participates in the monthly fire drill at the Elcam Community Center					
Health and Safety	Fire Safety	Can identify EXIT doors at the Elcam Community Center; EXIT doors include: <ul style="list-style-type: none"> Front doors Set 1 Front doors Set 2 Front doors Set 3 Front doors Set 4 Warehouse doors 					
Health and Safety	Fire Safety	Can follow Staff-instructed evacuation procedures during each monthly fire drill					
Health and Safety	Fire Safety	Can exit the Elcam Community Center through the designated EXIT doors during each monthly fire drill					
Health and Safety	Fire Safety	Participates in annual safety training <ul style="list-style-type: none"> fire safety training lockout/tag out training hazardous communication training 					
Health and Safety	Kitchen Safety/ Food Safety	Can follow food safety procedures regarding wearing disposable food gloves when handling food in the kitchen area of the Elcam Community Center					
Health and Safety	Kitchen Safety/ Food Safety	Can follow Staff-instructed food safety procedures, which includes: <ul style="list-style-type: none"> clean separate cook chill (Based on FIGHT BAC! Across the Curriculum) <ul style="list-style-type: none"> dish-washing proper food storage while in the kitchen area of the Elcam Community Center 					
Health and Safety	Kitchen Safety	Can follow Staff-instructed kitchen safety procedures (Kitchen Safety is based on information provided by the Pennsylvania Department of Aging in their pamphlet entitled "Pennsylvania's Healthy Steps for Older Adults: A Guide to Preventing Falls.")					
Health and Safety	Kitchen Safety/ Fire Safety	Can follow Staff-instructed kitchen safety procedures on Fire Safety					
Health and Safety	Kitchen Safety/ Appliance Safety	Can follow Staff-instructed kitchen safety procedures on Appliance Safety					
Health and Safety	Kitchen Safety/ Knife Safety	Can follow Staff-instructed kitchen safety procedures on Knife Safety					
Gross Motor Skills	Orientation	Is right-handed					
Gross Motor Skills	Orientation	Is left-handed					
Gross Motor Skills	Orientation	Can identify his/her right and left hands					

General Assessment Area	Specific Assessment Area	Specific Activity/ Health and Safety Risks	YES	NO	Can carry out activity with Staff assistance	Can carry out activity without Staff assistance	Notes
Gross Motor Skills	Orientation	Can identify both sides of his/her body <ul style="list-style-type: none"> • right side • left side 					
Fine Motor Skills	Self-Care	Functional Dressing Skill: buckling					
Fine Motor Skills	Self-Care	Functional Dressing Skill: buttoning					
Fine Motor Skills	Self-Care	Functional Dressing Skill: snapping					
Fine Motor Skills	Self-Care	Functional Dressing Skill: zipping					
Fine Motor Skills	Self-Care	Functional Dressing Skill: lacing					
Fine Motor Skills	Self-Care	Functional Dressing Skill: tying					
Health and Safety	Water Safety	Can identify the knobs at the sinks at the Elcam Community Center <ul style="list-style-type: none"> • Hot knob (left knob) • Cold knob (right knob) 					
Health and Safety	Water Safety	Can adjust the knobs (turn on/off the knobs) at the sinks at the Elcam Community Center <ul style="list-style-type: none"> • Hot knob (left knob) • Cold knob (right knob) 					
Health and Safety	Water Safety	Can identify water temperature when using the sinks at the Elcam Community Center <ul style="list-style-type: none"> • Hot • Warm • Cold 					
Health and Safety	Water Safety	Can check water temperature when using the sinks at the Elcam Community Center <ul style="list-style-type: none"> • Hot • Warm • Cold 					
Health and Safety	Water Safety	Can identify a body of water such as <ul style="list-style-type: none"> • Brook/Creek • River • Lake/Pond • Ocean if and when present at a Center-related community activity					
Health and Safety	Water Safety	Can swim independently					
Health and Safety	Traffic Safety	Follows Pedestrian Safety guidelines set by the U.S. Department of Transportation: Federal Highway Administration when participating in Center-related community activities					
Health and Safety	Heat Sources	Can identify the industrial gas stovetop and oven in the kitchen area of the Elcam Community Center as a heat source					
Health and Safety	Heat Sources	Can identify the liquid propane gas tank on the grill at the Elcam Community Center as a heat source					
Health and Safety	Poisonous Materials	___ Is aware of poisonous materials at work and at the Center	___ Can avoid poisonous materials at the Center				Poisonous Materials are kept in locked areas at the Center
Health and Safety	Administering Medication(s) to Self	___ Needs help from trained Staff with his/her medication	___ Does not need help from trained Staff with his/her medication				No medication is administered to participants by Center Staff

Medical Information 181(e)(9);181(e)(13)(i);181(e)(13)(iv)

Date of Last Physical: ____/____/____

Date of Last TB Test: ____/____/____

Date of Last DTP: ____/____/____

Diagnosis: _____

Dietary Restrictions: _____

Or ___ NONE

Food Allergies: _____
Or NONE

Special Needs: _____
Or NONE

DR Recommendations: _____
Please Note: 181(e)(5) Elcam Community Center Staff do not administer medications to Center participants during Center hours.

Other Information 181(e)(13)(ii);181(e)(13)(iv)

Hand Preference: Right-Handed Left-Handed
Main Form(s) of Communication: Verbal Non-Verbal (Written) Non-Verbal (Body Language)
 Non-Verbal (Sign Language) Knows ASL Uses ASL Picture Cue Cards
 Uses Go Talk Express 32 Uses Magnetic Desktop Dry Erase Board

Other Center-Related Information

The following chart includes the program services and specific activities under the program services. A **L** denotes that the individual participates in (**likes**) that activity. A **●** denotes that the individual really shows an interest in that particular activity. A ***** denotes that the individual struggles with that particular activity. A **D** denotes that the individual chooses not to participate in (**dislikes**) that activity. 181(e)(2);181(e)(3); 181(e)(3)(i); 181(e)(13)(ii);181(e)(3)(iv); 181(e)(2)

Program Service	Specific Activities
4-Wheel Adult Pedal Go-Cart Program	<input type="checkbox"/> 1/8 Mile Walking Track <input type="checkbox"/> Uses Steering Wheel with Spot Markers to Maintain Proper Hand Positioning
Art Program <i>Comprehensive Art Education</i>	<input type="checkbox"/> Participates in Over 50 Types of Art (Includes One-Step Task to Multi-Task Projects) <input type="checkbox"/> Participates in Minimal Art <input type="checkbox"/> Uses Weighted Universal Holder <input type="checkbox"/> Uses Adaptive Handle Brushes
Basic Computer Training Program <i>Basic Computer Skills Way of Communication Skill-Building Activities</i>	<input type="checkbox"/> Right-Handed <input type="checkbox"/> Left-Handed <input type="checkbox"/> Uses Trackball <input type="checkbox"/> Uses Mouse <input type="checkbox"/> Uses Weighted Glove <input type="checkbox"/> Uses Headphones <input type="checkbox"/> Type to Learn! Jr. <input type="checkbox"/> Cast eReader <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Creative Card-Making <input type="checkbox"/> Internet Searches <input type="checkbox"/> E-Mail (Yahoo!/Hotmail) <input type="checkbox"/> Uses Printer <input type="checkbox"/> Edutainment Software Installed on Computers <input type="checkbox"/> Edutainment Software Through Internet <input type="checkbox"/> Picture Cue Dictionary Software <i>Communication Cues</i> <input type="checkbox"/> MatchTime Software <i>Basic Time-Telling Skills</i> <input type="checkbox"/> Survival Signs Software <i>80 Outdoor and Indoor Signs</i> <input type="checkbox"/> Dollars & Cents Software <i>First Money, Spending Money, Making Change</i>
Basic Science Program	<input type="checkbox"/> Prep Work <input type="checkbox"/> General Participation in Science Experiments
Beginner Reading Program <i>Reading - Grammar Skills</i>	<input type="checkbox"/> Uses Let's Go Read! 1 An Island Adventure <i>Beginner Reading Skills</i> <input type="checkbox"/> Uses Let's Go Read! 2 An Ocean Adventure <i>Beginner Reading Skills</i> <input type="checkbox"/> Word Munchers for the 21 st Century <i>Basic Reading and Grammar Skills</i>
Communication Program <i>Communication Skill-Building Activities</i>	<input type="checkbox"/> Specialty Balls (Cognitive Therapy/Movement Therapy) <input type="checkbox"/> Humor, Trivia & Reminiscing <input type="checkbox"/> B-I-N-G-O Skill-Building Activities <input type="checkbox"/> Power Point Games (Cognitive Therapy and Communication Skill-Building Activities) <input type="checkbox"/> Human Charades (Movement Therapy) <input type="checkbox"/> Sports Charades (Movement Therapy) <input type="checkbox"/> Famous Characters Charades (Movement Therapy)
Community <i>Social Skills Training Learning Survival Signs in the Real World</i>	<input type="checkbox"/> Participates in Attainment's "Social Competency in the Community: Do the Right Thing" (25 Chapters, 1 Per Week) <i>Teaching Resolving Everyday Dilemmas</i> <input type="checkbox"/> Uses Survival Signs Software (Indoor/Outdoor) <i>80 International Symbols</i> <input type="checkbox"/> Participates in Survival Signs Symbols Game (Indoor/Outdoor) <i>80 Outdoor and Indoor Signs</i> <input type="checkbox"/> Survival Signs Worksheets <i>104 Indoor Worksheets + 104 Outdoor Worksheets</i>
Community Activities Program <i>Community Participation</i>	<input type="checkbox"/> Bowling at CYMA <input type="checkbox"/> Uses Bowling Ramp <input type="checkbox"/> Uses Own Bowling Ball <input type="checkbox"/> Movies at Apollo Theatre and Movie Discussion Groups <input type="checkbox"/> Wal*Mart Personal Shopping <input type="checkbox"/> Sorgs' Farm <input type="checkbox"/> Benzinger Park <input type="checkbox"/> Bendigo State Park <input type="checkbox"/> Parker Dam State Park <input type="checkbox"/> Farmer's Inn <input type="checkbox"/> Elk Country Visitors Center <input type="checkbox"/> Wal*Mart Food Shopping <input type="checkbox"/> Other
Cooking to Learn Program Cooking to Learn 2 Program <i>Integrated Reading and Writing Activities Independent Living</i>	<input type="checkbox"/> Cooking to Learn – Binder 1 <i>Reading and Writing Skills with Cooking Activities</i> <input type="checkbox"/> Cooking to Learn – Binder 2 <i>Reading and Writing Skills with Cooking Activities</i> <input type="checkbox"/> Participates in 29 Lesson Plans that include Breakfast, Lunch/Dinner, Snacks/Desserts and Drinks <input type="checkbox"/> Participates in "Hands-On" Activities to include Washes Hands, Prepares Food, Puts Away Leftover Food Items, Washes/Dries Dishes and Cleans the Preparation Areas <input type="checkbox"/> Completes "Written" Activities

Program Service	Specific Activities
Conversation Skills On the Job and In the Community <i>Basic Communication Skills</i>	<input type="checkbox"/> Participates in 50 Lesson Plans that Teach Interactive Conversation Skills On the Job and In the Community <input type="checkbox"/> Completes “Written” Activities
Gardening Program <i>Growing and Cultivating Plants</i> <i>Selling Plants</i>	<input type="checkbox"/> Vegetable () <input type="checkbox"/> Herb () <input type="checkbox"/> Flower () <input type="checkbox"/> Garden Plot <input type="checkbox"/> Plot on Hill <input type="checkbox"/> Potted Plants <input type="checkbox"/> Prepares the Soil <input type="checkbox"/> Plants the Seeds <input type="checkbox"/> Nurtures the Plants <input type="checkbox"/> Harvests the Plants <input type="checkbox"/> Sells Fresh Produce at Farmer’s Market
Getting Along with People <i>Behavior/Social</i>	<input type="checkbox"/> Participates in Reader/Workbook for Getting Along with People at Home (25 Stories) <input type="checkbox"/> Participates in Reader/Workbook for Getting Along with People at Work (25 Stories)
Grooming Program <i>Independent Life Skills</i>	<input type="checkbox"/> Participates in 7 Grooming Assignments <input type="checkbox"/> Participates in Review Exercises
Guinea Pig Care Program <i>Taking Proper Care of Animals</i>	<input type="checkbox"/> Gives T-L-C to Guinea Pigs <input type="checkbox"/> Picks/Cuts Up Vegetables, Herbs and Fruits for Guinea Pigs <input type="checkbox"/> Feeds Guinea Pigs <input type="checkbox"/> Refills Water Bottle for Guinea Pigs <input type="checkbox"/> Brushes Hair of Guinea Pigs <input type="checkbox"/> Washes Guinea Pigs in Sink <input type="checkbox"/> Cleans Guinea Pig Cage <input type="checkbox"/> Shopping for Guinea Pig Food and Supplies at PETCO and/or Wal*Mart
(Proper) Hand Hygiene Training Program <i>Good Personal Hygiene</i>	<input type="checkbox"/> Completed Assessments on Hand Hygiene <input type="checkbox"/> Participates in 21-Step Hand-Washing Activity <input type="checkbox"/> Uses Nail Brush when needed <input type="checkbox"/> Participates in 6-Month Progress Reviews <input type="checkbox"/> Successfully Completed Training in Hand Hygiene
Health Advocacy Program <i>Nutritional Health and Physical and Emotional Well-Being</i>	<input type="checkbox"/> Completes the Knowledge Test Before Participation in the Program to Identify Deficit Areas <input type="checkbox"/> Participates in 20 Lesson Plans, 1 Hour Per Lesson Plan <input type="checkbox"/> Participates in Class Exercises that Emphasize Behavior that Keeps You Healthy <input type="checkbox"/> Completes the Knowledge Test After Participation in the Program to Measure Program Success
Indoor Activities Program <i>Puzzles</i> <i>Manipulatives</i> <i>Matching</i> <i>Oral Motor</i> <i>Sensory Stimulation</i> <i>Toss Games</i> <i>Fitness & Exercise</i> <i>Physical Therapy</i>	<input type="checkbox"/> Game Room Activities (Movement Therapy) <input type="checkbox"/> Wii/Wii Fit (Movement Therapy) <input type="checkbox"/> Manipulatives (Cognitive Therapy) <input type="checkbox"/> Sensory Stimulation (Cognitive Therapy) <input type="checkbox"/> Likes Foam Fountain (Sensory Stimulation) <input type="checkbox"/> Thera-Jigsaw Foam Puzzles (Cognitive Therapy) <input type="checkbox"/> Animal Matching Games (Cognitive Therapy) <input type="checkbox"/> Dressing Board and Dressing Frame Set (Physical Therapy) <input type="checkbox"/> Matching and Discrimination (Cognitive Therapy) <input type="checkbox"/> Crosswords, Puzzles & Trivia (Activity Therapy) <input type="checkbox"/> Music and Videos (Physical Rehabilitation) <input type="checkbox"/> Portable Karaoke Player, Classic Male, R&B, Country, Pop, Variety (Activity Therapy) <input type="checkbox"/> Shuffleboard (Movement Therapy) <input type="checkbox"/> Toss and Catch Games (Movement Therapy) <input type="checkbox"/> Dice Games (Activity Therapy)
Indoor Bowling Activity <i>Fitness & Exercise</i>	<input type="checkbox"/> Bowling Using Bowling Carpet, Bowling Buddy Background, Weighted Pins, Ultra Bowling Ball 5# <input type="checkbox"/> Uses Bowling Ramp
Laundry Program <i>The Basics on Doing Laundry</i> <i>Independent Living</i>	<input type="checkbox"/> Completed Assessment on Doing Laundry <input type="checkbox"/> Participates in Training on: How Does Laundry Detergent Work <input type="checkbox"/> Participates in Training on: Ridding the Fabrics of Stains <input type="checkbox"/> Participates in Training on: Cleaning the Outside of the Washing Machine <input type="checkbox"/> Participates in Training on: Cleaning the Outside of the Clothes Dryer <input type="checkbox"/> Using the Washing Machine <input type="checkbox"/> Participates in Training on: Cleaning the Washing Machine <input type="checkbox"/> Participates in Training on: Cleaning the Dispensers <input type="checkbox"/> Using the Clothes Dryer
Manners Program <i>Manners and Etiquette</i> <i>Social Skills</i>	<input type="checkbox"/> Participates in 6 Manners Assignments <input type="checkbox"/> Participates in Review Exercises

Program Service	Specific Activities
Microwave Cooking Program <i>Proper Hand Hygiene Techniques</i> <i>Kitchen Safety</i> <i>Nutrition</i> <i>Meal Planning</i> <i>Independent Living</i> <i>Reading</i>	<input type="checkbox"/> Helps Plan Lunch Meals <input type="checkbox"/> Participates in Hand Hygiene Training (Proper Hand-Washing Techniques and Nail Care) <input type="checkbox"/> Participates in Training on: Setting the Table <input type="checkbox"/> Participates in Training on: Preparing to Cook <input type="checkbox"/> Wears Food Gloves When Preparing Food <input type="checkbox"/> Participates in Training on: Utensils <input type="checkbox"/> Participates in Training in Kitchen Safety <input type="checkbox"/> Uses Sturdy Stool <input type="checkbox"/> Participates in Training in Food Safety Education <input type="checkbox"/> Participates in Following Easy-to-Make Illustrated Recipes for Breakfasts, Soups and Beverages, Main Dishes, Side Dishes, Vegetables, Desserts & Snacks <input type="checkbox"/> Needs Tray For Food <input type="checkbox"/> Uses Good Grips Utensils <input type="checkbox"/> Uses Round Scoop Dish <input type="checkbox"/> Prewashes/Washes/Rinses Dishes <input type="checkbox"/> Washes Counters <input type="checkbox"/> Food Storage
Money Math Program <i>Real-Life Shopping Skills</i> <i>Hands-On Math Practice with Coupons</i>	<input type="checkbox"/> Money Math – Grocery Store Money Math Binder <i>Basic Math Skills</i> <input type="checkbox"/> Money Math – Super Store Money Math Binder <i>Math Skills</i> <input type="checkbox"/> Money Math - Drug Store Money Math Binder <i>Math Skills</i> <input type="checkbox"/> Money Math – Coupon Math – Binder 1 <i>Addition, Subtraction and Multiplication</i> <input type="checkbox"/> Money Math – Coupon Math – Binder 2 <i>Addition, Subtraction and Multiplication</i>
Music Program <i>Performing Music</i>	<input type="checkbox"/> Sings <input type="checkbox"/> Plays Guitar <input type="checkbox"/> Plays Tambourine <input type="checkbox"/> Plays Drum <input type="checkbox"/> Plays Maracas <input type="checkbox"/> Performs Music at Elcam Club held at Elcam, Inc. <input type="checkbox"/> Performs Music at Wildcat Park (Ludlow, Pennsylvania)
Personal Daily Log <i>Self-Reflection</i>	<input type="checkbox"/> Fills Out Personal Daily Log in Folder <input type="checkbox"/> Uses Written Form of Personal Daily Log <input type="checkbox"/> Uses Pictorial Form of Personal Daily Log
Personal Hygiene Program <i>Good Personal Hygiene</i> <i>Independent Living</i>	<input type="checkbox"/> Completed Assessment on Personal Hygiene Participates In: Promoting Proper Grooming and Healthy Personal Habits <input type="checkbox"/> Hand Hygiene <input type="checkbox"/> Hair Washing <input type="checkbox"/> Washing Body
Seated Exercises Program <i>Fitness & Exercise</i>	<input type="checkbox"/> Participates in FITTERSITTERS: 6 Seated Exercises <input type="checkbox"/> Participates in Exercise Regimen of 14 Seated Exercises: Sit Tall, Wrist Circles, Neck Tilt, Shoulder Stretch, Fist and Fan, Reach and Pick, Chest Stretch, Chair Twist, Elbow Press, Hamstring Stretch, Calf Stretch, Toe Point and Flex, Ankle Twirls, Toe Flex and Fan
Snack Program <i>Proper Hand Hygiene Techniques</i> <i>Kitchen Safety</i> <i>Nutrition</i> <i>Microwave Techniques</i> <i>Cooking Techniques</i> <i>Independent Living</i>	<input type="checkbox"/> Helps Plan Snacks <input type="checkbox"/> Participates in Hand Hygiene Training (Proper Hand-Washing Techniques and Nail Care) <input type="checkbox"/> Wears Food Gloves When Preparing Food <input type="checkbox"/> Receives Training in Kitchen Safety <input type="checkbox"/> Uses Sturdy Stool <input type="checkbox"/> Receives Training in Food Safety Education <input type="checkbox"/> Receives Training About Different Cooking Terms and Techniques <input type="checkbox"/> Prepares Snacks with Staff Instruction/Support <input type="checkbox"/> Uses Large Kitchen Appliances <input type="checkbox"/> Uses Small Kitchen Appliances <input type="checkbox"/> Needs Tray for Food <input type="checkbox"/> Uses Good Grips Utensils <input type="checkbox"/> Uses Round Scoop Dish <input type="checkbox"/> Prewashes/Washes/Rinses Dishes <input type="checkbox"/> Washes Counters <input type="checkbox"/> Food Storage
Indoor/Outdoor Sports Program <i>Fitness & Exercise</i>	<input type="checkbox"/> Softee Polo/Hockey <input type="checkbox"/> Goalie <input type="checkbox"/> Score Keeper <input type="checkbox"/> Kickball/Home Run Anyone <input type="checkbox"/> Volleyball <input type="checkbox"/> Dancing <input type="checkbox"/> Water Balloon Launcher <input type="checkbox"/> Basketball <input type="checkbox"/> Uses Adjustable Basketball Goal <input type="checkbox"/> Shuffleboard <input type="checkbox"/> Horseshoes <input type="checkbox"/> Jumbo Jam Jr. <input type="checkbox"/> Walking <input type="checkbox"/> Adult Dodge-It Tag (with Nylon Vests and Sticky Balls)
Survival Vocabulary <i>Community</i> <i>Real-Life Vocabulary</i> <i>Independent Living</i>	<input type="checkbox"/> Survival Vocabulary 1(1 Theme Per Week) <i>100 Reproducible Activities</i> <input type="checkbox"/> Survival Vocabulary 2 (1 Theme Per Week) <i>100 Reproducible Activities</i>
Indoor/Outdoor Walking Program <i>Fitness & Exercise</i>	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Indoors (Multi-Purpose Room) <input type="checkbox"/> Outdoors (1/8 Mile Walking Track)

Progress in Each Area of Personal Skill Development Over the Past 12 Months of Service:

- 1. Cognition _____
- 2. Communication _____
- 3. Interpersonal Relationships _____
- 4. Personal Hygiene _____
- 5. Health and Wellness _____

Participant Signature

Signature of Program Specialist

Date

Date