## Name of Individual: Click here to enter text.

# Work Services & Supported Employment

#### If the individual uses a communication method other than verbalization, please indicate how these questions were answered (i.e. family/staff answered questions, individual indicated with non-verbal cues, etc.) Click here to enter text.

**Questions to ask the individual receiving services:**

1. I understand that you like to work at Click here to enter the name of agency/ program.

Do you get to work on things you enjoy doing here?  YES NO

1. How do you change it if you want to work on something else? Click here to enter text.
2. Do you have enough work? YES NO

If no, explain: Click here to enter text.

If you do not have work, what do you do during this time? Click here to enter text.

Do you like doing that? YES NO

If no, what would you rather be doing? Click here to enter text.

1. Does your staff help you learn your job if you need help? YES NO

If no, explain: Click here to enter text.

1. What do you do:
2. In case of a tornado? Click here to enter text.
3. In case of a fire? Click here to enter text.
4. In case the electricity goes out? Click here to enter text.
5. If someone hurts/mistreats/is mean to you? Click here to enter text.
6. Is your staff nice to you? YES NO

If no, explain: Click here to enter text.

1. Does anyone ever take or keep things from you? YES NO

If yes, explain: Click here to enter text.

1. Do you feel safe working here? YES NO

If no, explain: Click here to enter text.

1. Tell me what goals you are working on here. Click here to enter text.

How does staff help you with that? Click here to enter text.

1. Do you have any questions or is there anything else that you would like to tell me? Click here to enter text.

**Questions to ask staff**

Staff Name: Click here to enter text.

How long has staff been working with this individual? Click here to enter text.

How long has staff been working for this agency? Click here to enter text.

1. How did you learn how to support this individual? Click here to enter text.
2. Does this individual have special diet needs? (calories, food allergies, low sodium, etc.) YES NO

If yes, what? Click here to enter text.

Require special food preparation/eating supports? (pureed, food cutting, etc.) YES NO

If Yes, what? Click here to enter text.

Is he or she OK with this diet? YES NO

What do you do if the individual refuses to follow the diet? Click here to enter text.

1. The plan describes that the individual uses Click here to enter description of the assistive equipment/ technology.).

What support do they need for these items? Click here to enter text.

1. What are the individuals’ medical needs? Click here to enter text.

How do you support these needs? Click here to enter text.

If health services are needed, whom do you contact? Click here to enter text.

Do you receive follow up as to the outcome? YES NO

1. Does this individual have any rights or restrictive procedures? YES NO If yes, what? Click here to enter text.

Is this addressed in the individuals plan? YES NO

1. What behavior does this individual display? Click here to enter text.

How do you support this need? Click here to enter text.

1. Does this individual take psychotropic medications? YES NO If so, what are the potential side effects or where do you go to find them? Click here to enter text.

1. Where do you keep the support plan? Click here to enter text.
2. According to the plan, what are the individual’s Work/ Supported Employment Services goals? Click here to enter text.
3. What do you do:
4. In case of a tornado? Click here to enter text.
5. In case of a fire? Click here to enter text.
6. In case of a power outage? Click here to enter text.
7. What are this agency’s reporting procedures if you suspect abuse, neglect, or exploitation? Click here to enter text.
8. Do you know how to make an ANE report directly to APS? (skip if mentioned above) YES NO
9. Do you have any questions or is there anything else that you would like to tell me? Click here to enter text.

**Questions the reviewer answers based on their observation/interview:**

Interactions were positive between the individual and others in services. YES NO N/A

Interactions were positive between staff and the individual. YES NO N/A

The individual expressed their own opinions. YES NO

The services are consistent with the support plan. YES NO

If no, please explain: Click here to enter text.

The individual was free of rights restrictions or restrictive interventions? YES NO

If no, please explain: Click here to enter text.

**The Property:**

* Reasonably clean and well maintained. YES NO
* Safe and secure. YES NO
* Has adequate lighting inside and out. YES NO
* Has adequate space. YES NO
* Accessible to meet the individuals needs. YES NO

**Kudos** (positive observations that the reviewer has noted about the staff, the individual receiving services, the site, etc.): Click here to enter text.

**Comments/Concerns**: Click here to enter text.