Job Foundation Report

**In alignment with Washington State’s** [**Working Age Adult Policy**](https://www.dshs.wa.gov/sites/default/files/DDA/dda/documents/policy/policy4.11.pdf)**, all individuals are presumed to be able to obtain and maintain integrated community-based employment. This report is intended to gather information about current capabilities, strengths, supports and recommendations for successful future employment.**

***Instructions:*** *Each area should have information provided (no blank boxes). If an area is not applicable, please indicate that with an explanation.*

Student Name Click or tap here to enter text.

ADSA ID (*contact county if unknown*) Click or tap here to enter text.

School Click or tap here to enter text.

Provider Click or tap here to enter text.

Provider Contact Name Click or tap here to enter text.

Provider Contact Number Click or tap here to enter text.

Service Start Date Click or tap here to enter text.

Report Completed Date Click or tap here to enter text.

### **Communication**

| **Communication Skills** | **Description of capabilities and strengths** | **Assessment of supports needed for success** |
| --- | --- | --- |
| Ability to communicate with others (verbal, assistive technology) |  |  |
| Ability to express preferences and interests in particular job environments/tasks |  |  |
| Tools to manage behavioral communication |  |  |
| Other communication related information |  |  |
| **Recommendations:** | | |

### **Interactive Social Skills**

| **Interactive Social Skills** | **Description of capabilities and strengths** | **Assessment of supports needed for success** |
| --- | --- | --- |
| Ability to understand and apply concepts about personal/professional boundaries (handshake vs hug, language, asking for time off) |  |  |
| Ability to work with others to accomplish a task |  |  |
| Ability to communicate with strangers (public transit, customer interactions, etc.) |  |  |
| Ability to accept and apply feedback |  |  |
| Other Interactive Social Skills Related Information |  |  |
| **Recommendations:** | | |

### **Self-Advocacy**

| **Self-Advocacy Skills** | **Description of capabilities and strengths** | **Assessment of supports needed for success** |
| --- | --- | --- |
| Ability to ask for or indicate need for support |  |  |
| Awareness of responsibilities or needs for personal care support |  |  |
| Safety awareness – personal and physical |  |  |
| Tools to manage emotional/mental health |  |  |
| Self-Advocacy Training |  |  |
| **Recommendations:** | | |

### **Task Management**

| **Task Management Skills** | **Description of capabilities and strengths** | **Assessment of supports needed for success** |
| --- | --- | --- |
| Ability to follow directions (verbally, visually, by example) |  |  |
| Ability to transition from step to step or task to task (include info on prompts/supports) |  |  |
| Able to stay focused on a task (how long, what supports, list tasks) |  |  |
| **Recommendations:** | | |

### **Work Interest Exploration**

| **Work Interest Exploration** | **Details for job development preparation** |
| --- | --- |
| Identified environmental factors for possible workplace Examples:   * physical accessibility and mobility * safety, social/cultural elements * sensory elements * coworker proximity * public interactions |  |
| Determine initial or potential marketable skills |  |
| Preference/Interests for Employment  Examples:   * paid work hours (number of hours a week) * wages * types of industries * schedule (AM/PM shifts/time of day, number of days, lengths of shifts) * location * environment, i.e. indoors/outdoors |  |
| Resume of internships/work explorations through school and useful information for job development. |  |
| **Recommendations:** | |

### **Critical Documents and Enrollments**

| **Critical Documents & Enrollments** | Complete  Y/N | Next Steps  Timelines and actions |
| --- | --- | --- |
| **Enroll in DVR through local office**  <https://www.dshs.wa.gov/office-locations> |  |  |
| **Washington State ID**   * Apply at your local driver licensing office or online * Before 18: need birth certificate and guardian’s ID or driver’s license * After 18: birth certificate; school transcript with DOB; Social security card with signature; school yearbook with photo. Other combinations of documents accepted- check website for more details. * <http://www.dol.wa.gov/driverslicense/gettingidcard.html> |  |  |
| **Social Security card**   * Apply on-line or at a Social Security office * Required application documents: Social Security card application (available online), Washington State ID, and birth certificate. * <https://faq.ssa.gov/en-US/Topic/article/KA-02017> * Refer family to local benefits planners |  |  |
| **Birth certificate**   * Call (360) 236.4300 or order online * <http://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce> |  |  |
| **Bank account**   * Most banks require a photo ID and social security number * Minimum opening balance depends on bank |  |  |
| **Obtain copy of student’s IEP and attend when possible to align vocational goals** |  |  |
| **Other certifications applicable to career path (food handler’s permit, STARRS certifications, etc.)** |  |  |

### **Transportation**

|  |  |
| --- | --- |
| Transportation resources available |  |
| Experience with community transportation options (Paratransit, city bus, etc.) |  |

#### **Key Next Steps:**