

# **Independent Living Skills**

NAME: \_\_\_\_\_

SS# \_\_\_\_\_

**INDEPENDENT LIVING SKILLS**

**Code**

✓ = Enrolled in Task

X = Competent in Task

○ = Did not Acquire Competency

The status of all skills must be indicated clearly. In each box, place the date and code. For example, the first box might contain: 7/7/01 with a ✓. This means the child started the task on that date. The last box might contain 7/1/0/01 X, showing that competency was reached. Note that certain training will be repeated once the youth becomes 16 years old and participates in the advanced independent living training."

**Daily Living Skills**

**Date and Code**

Task #	TASK-Telephone Skills		
TS-01	Be familiar with various parts of telephone book.		
TS-02	Using the telephone in an emergency.		
TS-03	Explain how to use information.		
TS-04	Understanding how to use a pay phone.		
TS-05	Explain how to arrange for a phone hook-up.		

**TASK-Newsaper Skills**

NS-01	Demonstrate knowledge of newspaper's content		
NS-02	Understand use of the classifieds		
NS-03	Explain how to order a newspaper		

**TASK-Transportation Skills**

TR-01	Identify various types of public transportation.		
TR-02	Explain how to read a bus schedule.		
TR-03	Demonstrate using the phone to obtain a bus schedule.		
TR-04	Demonstrate using the phone to obtain a taxi cab.		
TR-05	List pedestrian safety rules.		
TR-06	List motorcycle, moped and/or bicycle safety rules.		

**TASK-Menu Planning**

MP-01	Explain nutrition.		
MP-02	Identify the basic food groups.		
MP-03	Discuss fast/convenience foods versus home cooking.		
MP-04	Demonstrate menu planning.		
MP-05	Develop a shopping list for staple groceries.		
MP-06	Develop a shopping list to accommodate planned menus.		
MP-05	Explain proper care and storage of food.		

**Daily Living Skills**

**Date and Code**

Task #	TASK-Shopping Skills		
SS-01	Explain how buyers are influenced.		
SS-02	Describe the importance of advertisements.		
SS-03	Explain comparison shopping.		
SS-04	Discuss the benefits of using coupons.		
SS-05	Demonstrate label reading and interpretation.		
SS-06	Chart a plan to develop your personal wardrobe.		
SS-07	Discuss the purchase of medicines.		
SS-08	Discuss the purchasing of personal care items.		
SS-09	Describe the difference between a necessity and a luxury.		

**TASK-Cooking/Serving Skills**

CS-01	Explain basic types of accidents that occur in the kitchen		
CS-02	Recognize unsafe acts or conditions.		
CS-03	Discuss how to prepare for emergencies in the kitchen.		
CS-04	Demonstrate knowledge of terms and abbreviations used in recipes.		
CS-05	Understand ingredient measurements.		
CS-06	Describe various cooking methods.		
CS-07	List utensils necessary for basic meal preparation.		
CS-08	Explain importance of management of meal preparation time.		
CS-09	Plan and prepare a breakfast.		
CS-10	Plan and prepare a lunch.		
CS-11	Plan and prepare a dinner.		
CS-12	Plan and prepare a meal to take to work/school.		
CS-13	Demonstrate setting a table.		
CS-14	Demonstrate the way to serve food in an attractive manner.		
CS-15	Demonstrate serving guests at a meal.		
CS-16	Demonstrate table etiquette.		

Daily Living		Date and Code
Task #	TASK-Home and Yard Maintenance	
HM-01	List basic kitchen cleaning and maintenance tasks.	
HM-02	Demonstrate kitchen cleaning and maintenance procedures.	
HM-03	List bathroom cleaning and maintenance tasks.	
HM-04	List basic bedroom cleaning tasks.	
HM-05	Demonstrate cleaning bedroom and changing bed linen.	
HM-06	List other general cleaning procedures.	
HM-07	Demonstrate floor care.	
HM-08	Demonstrate correct laundry procedures.	
HM-09	Demonstrate minor clothing repairs.	
HM-10	Describe safety procedures for handling, storage and disposal of cleaning materials.	
HM-11	Describe safety practices relating to home repairs.	
HM-12	List basic yard maintenance tasks.	
HM-13	Demonstrate basic yard care.	
HM-14	Discuss various landscaping techniques.	
HM-15	Demonstrate proper use, care and safety of yard tools.	

Self-Care		Date and Code
Task #	TASK	
SC-01	Explain appropriate body care practices.	
SC-02	Explain appropriate dental care practices.	
SC-03	Select becoming clothing styles and colors.	
SC-04	Demonstrate the knowledge of basic first aid	
SC-04	Demonstrate reading a thermometer.	
SC-06	Complete exercise re: STD's, pregnancy and birth control	
SC-07	Discuss the importance of a positive self-concept	
SC-08	Explain medical dosages.	

Social Development		Date and Code
Task #	TASK-Personal Development	
PD-01	Explain positive attitudes.	
PD-02	Exhibit courteous behavior with others	
PD-03	Use appropriate social etiquette.	
PD-04	Explain and practice 2 types of communication	
PD-05	Practice the Steps of Decision Making	
PD-06	Explain the importance of interpersonal relationships	
PD-07	Discuss the relationship between problems and feelings	
PD-08	Complete at least two activities Re: self-control	
PD-09	List 5 different appropriate activities to release anger	

Leisure Time Skills		Date and Code
Task #	TASK-Leisure Time Skills	
LT-01	List local community recreational resources.	
LT-02	Explore home entertainment opportunities.	
LT-03	List personal sports preferences.	
LT-04	Discuss choosing friends.	
LT-05	Evaluate ways of developing friendships.	
LT-06	Make plan for entertaining friends at home.	
LT-07	List opportunities for volunteer work	

Money Management		Date and Code
Task #	TASK	
MM-01	Plan a monthly and long-range budget.	
MM-02	Figure the total cost of a purchase.	
MM-03	Explain advantages and disadvantages of using credit.	
MM-04	Explain how to get help with consumer problems.	
MM-05	Select appropriate checking and savings plans.	
MM-06	Explain how to open a checking and savings account.	
MM-07	Complete a money order.	
MM-08	Identify various methods of paying bills.	
MM-09	Explain importance of saving receipts and stubs.	
MM-10	Demonstrate use of pocket calculator.	
MM-11	Discuss purchase considerations of pocket calculator.	
MM-12	Discuss measurement used in purchasing (weight, etc.)	

**Work and Study**

Task #	TASK-	Date and Code
WS-01	Demonstrate reading a restaurant menu.	
WS-02	Compute a restaurant bill and include tip.	
WS-03	Identify and explain important information on a drug label	
WS-04	Explain the information on clothing labels.	
WS-05	Explain street and expressway signs.	
WS-06	Explain signs commonly found in public buildings.	
WS-07	Practice positive time management skills.	
WS-08	Explain the three types of learning styles.	

**Date and Code**

**Housing**

Task #	TASK	Date and Code
CR-01	Discuss choosing a roommate.	
CR-02	Explain respecting a roommate's property.	
CR-03	Discuss importance of personal privacy.	
CR-04	Discuss "parting as friends".	
CR-05	Discuss moving options.	
CR-06	Demonstrate appropriate packing procedures.	
CR-07	Select housing appropriate to personal needs.	
CR-08	Itemize "start-up" housing costs.	

**Community Resources**

Task #	TASK-Community Resources	Date and Code
CR-01	Identify services available from State Employment Office.	
CR-02	List services available from Health Department.	
CR-03	Be familiar with usage of public library.	
CR-04	List emergency services available in local community.	
CR-05	Demonstrate use of emergency services.	
CR-06	Discuss procedure for obtaining food stamps.	
CR-07	Be familiar with Selective Service regulations.	
CR-08	List services available from post office.	
CR-09	Identify other postal delivery services.	
CR-10	Have knowledge of schools, colleges, vocational training options available in local community.	
CR-11	Discuss opportunities/options for financial aid.	

**Date and Code**

**Job Preparation**

Task #	TASK	Date and Code
JP-01	Explain the components of a resume.	
JP-02	Discuss the appropriate dress for different jobs.	
JP-03	Discuss the basic courtesy during an interview.	