



OBSERVATIONS & STRATEGIES Data Collection Form

Consumer Phil Rye

Job Title \_\_\_\_\_

VITAL INFORMATION

<b>GENERAL OBSERVATIONS</b>			
Direct Supervisor:		Date of last observation:	
Length of time on job: <i>1 week</i>		Period of this observation:	
Days/hours per week on the job:			
Job coaching stage: <input type="radio"/> Full Support <input type="radio"/> Fading Support <input type="radio"/> Follow Along <input type="radio"/> N/A	Job Type: <input type="radio"/> Paid <input type="radio"/> Unpaid	Type of observation situation: <input type="radio"/> Worksite-On the job <input type="radio"/> Assessment- Community worksite <input type="radio"/> Worksite-Job tryout <input type="radio"/> Assessment- Workshop <input type="radio"/> Worksite-Simulation <input type="radio"/> OTHER	Public transportation used: <input type="checkbox"/> Bus <input type="checkbox"/> Paratransit <input type="checkbox"/> Trolley <input type="checkbox"/> NONE <input type="checkbox"/> Train <input type="checkbox"/> Other
Medications consumer is taking: <i>seizure medication</i>			
Is employer informed about medications? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure			
How did the job differ from the Job Analysis?  <i>No differences</i>			
Special considerations at this site?  <i>none</i>			



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<b>ECOLOGY</b>				
Consumer's comfort level with the worksite pace				
Highly Positive <input type="radio"/>	Positive <input type="radio"/>	Neutral <input checked="" type="radio"/>	Negative <input type="radio"/>	Highly Negative <input type="radio"/>
Consumer's comfort level with the worksite social environment				
Highly Positive <input type="radio"/>	Positive <input checked="" type="radio"/>	Neutral <input type="radio"/>	Negative <input type="radio"/>	Highly Negative <input type="radio"/>
<b>ENVIRONMENT</b>				
What was the consumer's tolerance for the following environmental conditions?				
	No difficulty	Limited tolerance	No tolerance	N/A
Exposure to weather	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Extreme heat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Extreme cold	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wetness or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Work at high altitudes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Exposure to radiation, chemicals, explosives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Exposure to fumes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Proximity to moving parts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Potential for electric shock	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intense noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



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### RATINGS & OBSERVATIONS

Item	Frequency	Impact of Behavior	Interest	Impact of Liability	Behavioral Trend
<b>Frequency (of Behavior)</b> ① Regularly ② Usually ③ Sometimes ④ Rarely <b>Impact of Behavior:</b> ① Significant Asset ② Neutral ③ Potential Liability ④ Current Liability <b>Interest:</b> ① Highly Positive ② Positive ③ Negative ④ Highly Negative <b>Impact of Liability:</b> ① Threatens safety &/or placement ② Change could improve performance ③ Currently NOT impairing performance <b>Behavioral Trend:</b> ① Problem increasing ② No Change ③ Showing Improvement					
<b>LEARNING &amp; PERFORMING</b>					
<b>LEARNING TASKS</b>					
O60-Reaches/maintains independent performance within time frame	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>PERFORMING TASKS</b>					
O80-Meets employer's quality & accuracy standards	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O81-Meets employer's productivity standards	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O82-Carries out all steps & tasks in required sequence	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O83-Uses tools, equipment & materials properly	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O84-Checks own work and corrects errors	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>ACADEMIC DEMANDS</b>					
O61-Meets the functional reading/writing requirements	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O62-Meets the functional math requirements	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>PHYSICAL DEMANDS</b>					
O65-Demonstrate Stamina	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O66-Stand	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O67-Walk	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O68-Sit	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O69-Lift/Carry/Push/Pull	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O70-Climb/Balance/ Stoop/Kneel/Crouch/Crawl	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O71-Reach/Handle/Finger/Feel	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O72-Talk/Hear	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O73-Taste/Smell	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O74-Vision	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③



## OBSERVATIONS & STRATEGIES Data Collection Form

BEHAVIORAL OBSERVATIONS (use other side if necessary)	STRATEGIES & RESULTS (use other side if necessary)
<p><b>82</b>-Phil talked himself through the steps of each task as he was doing them.</p> <p><b>83</b>-Phil had no difficulty using the tools of the job, and always uses them safely and properly.</p> <p><b>84</b>-Phil checked his work sometimes - but this has not negatively impacted the job. He is doing quality work the first time.</p> <p><b>62</b>-Phil can count the pockets he needs, but he usually needs to count them 3-4 times before he is confident that he has it right. Improving his counting ability could help him increase his work pace - he is working on his counting abilities.</p> <p><b>69</b>-Though lifting has been an issue for Phil because of his back problems, he has not exhibited any difficulties with lifting the 5 pound sacks of flour.</p> <p><b>71</b>-Phil is able to manipulate the dough with his fingers in order to effectively make the sandwiches.</p>	



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<b>SELF MANAGEMENT</b>					
<b>ORGANIZATION</b>					
O1-Carries out two or more actions at the same time	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O2-Tells time & uses time of day to regulate activities	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O3-Organizes work materials	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>DECISION MAKING</b>					
O4-Makes & carries out routine & non-routine decisions	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O5-Attempts different strategies when faced with obstacles	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>ADAPTABILITY</b>					
O6-Able to interrupt and switch tasks when situation demands	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O7-Maintains performance when distractions are present	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O8-Works effectively under deadline stress or peak demand	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O9-Willingly takes on new tasks when required	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O10-Adapts to changes in staffing	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>MEMORY</b>					
O11-Remembers how and when to perform learned tasks	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O12-Locates work station consistently	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O13-Locates tools, materials & equipment	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>SPATIAL</b>					
O14-Orienting – moves from place to place	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>EMOTIONAL</b>					
O15-Manages anxiety, anger, frustration, internal stimuli	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O16-Manages impulses	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③



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BEHAVIORAL OBSERVATIONS (use other side if necessary)	STRATEGIES & RESULTS (use other side if necessary)
<p><b>1-</b>When Phil would focus on one action, he would neglect other actions that needed to be done (about 60% of the time. He states that he is trying to improve his ability to do 2 things at once.</p> <p><b>2-</b>Phil would check the clock at regular intervals to ensure that he checked the pocket supply in time for the lunch rush.</p> <p><b>4-</b>Phil was able to make decisions about the number of pockets and when to make them, however, he needed to be prompted 3 times during the assessment to do so. This could become a problem if his decision making ability does not improve.</p> <p><b>7-</b>Phil was not distracted at all by the crowds and noise of the mall.</p> <p><b>8-</b>During 2 of 3 rush periods, Phil had to stop everything for a minute in order to "figure out what to do...everything was moving so fast". The 3rd rush period was not as intense as the first 2, so Phil was able to continue to work effectively.</p>	<p><b>1-</b>Though not tried, job coach <b>COULD</b> work with Phil to slowly incorporate multiple actions into his routine. Over time, he should be able to perform 2-3 actions simultaneously.</p> <p><b>8-</b>Used coworker support to help Phil improve his comfort with the rush periods. Could also try making sure Phil was exposed to smaller rushes during the day to build his tolerance to the fast pace.</p>



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<b>CRITICAL WORK BEHAVIORS</b>					
<b>Dependability- ATTENDANCE</b>					
O20-Attends work regularly	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O21-Notifies with valid excuse when late or absent	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O22-Arrives at work on time	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O23>Returns from breaks on time	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>Dependability - JOB PERFORMANCE</b>					
O24-Begins activity without prompting	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O25-Continues to work in the absence of direct supervision	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O26-Persists to completion of tasks	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>COOPERATION</b>					
O27-Readily attempts corrections of task performance	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O28-Improves task performance when prompted or corrected	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O29-Follows workplace & safety rules, and ethical standards	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>INITIATIVE</b>					
O30-Asks for assistance appropriate to situation	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O31-Offers assistance to coworkers appropriate to situation	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O32-Seeks work when assigned tasks are completed	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O33-Gets or requests more work materials when necessary	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O34-Moves independently from one activity to another	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③



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<p><b>20 &amp; 22</b>-According to the employer, Phil arrived to work on time every day he was scheduled.</p> <p><b>23</b>-On 2 occasions, Phil stayed on break 10 minutes too long. When asked about it, he said he stayed because everyone else was staying and having a good time. He knew break was over, but no one else was going back and he wanted to be part of the group.</p> <p><b>25</b>-A few times, when the supervisor was not there, Phil stopped working. He did this only after the other coworkers nearby stopped working and started socializing. He returned to work as soon as he saw the supervisor return.</p>	<p><b>23</b>-Identified 1 coworker who would always return from break on time and asked them to "include" Phil when break was over. This would allow Phil to go back to work when he knew he should as well as still be "part of a group".</p>





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<b>SOCIAL INTERACTION</b>					
<b>SOCIAL RELATIONS</b>					
O39-Greets, uses parting words/gestures, and social courtesies	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O40-Maintains physical distance acceptable for specific work environment	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O41-Acknowledges others' communication	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O42-Actively uses people's names & titles	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>COMMUNICATION SKILLS</b>					
O43-Expresses self clearly & efficiently	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O44-Interacts with others in a friendly, engaging manner	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O45-Asserts rights and wishes in an effective manner	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O46-Discusses topics appropriate to work setting at suitable times	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O47-Recognizes when to break off conversation	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>APPEARANCE</b>					
O48-Maintains appearance that matches expectations of environment	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
<b>SUPERVISORS &amp; COWORKERS</b>					
O49-Accepts supervisor's authority to give direction, etc.	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O50-Cooperates with coworkers when coordination of effort is required	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O51-Responds positively to being helped or corrected	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O52-Works without distracting other workers	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O53-Interacts appropriately in settings of mixed gender, race, religion, ethnicity	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③
O54-Tolerates friendly teasing typical among coworkers in situation	① ② ③ ④	① ② ③ ④	① ② ③ ④	① ② ③	① ② ③



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<p><b>39</b>-Phil is always very polite.</p> <p><b>54</b>-Phil did fine with the friendly teasing that occurred in the kitchen. It is when the teasing becomes serious and personally directed at him that he has difficulty (see SelfManagement - O15).</p>	