

# INTRODUCTION TO SECTION I.

## Goal D: Final Choices

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After all the internships are completed, complete the Self-Determined Job Match Summary. Procedures outlined in Objectives 14 and 15 will enable you to summarize the entire job match assessment process and make graphs that easily illustrate the individual's preferences, choices, strengths, weaknesses, and accommodations.

Arrange a time for a postassessment staffing. The job seeker, parents, significant others, the rehabilitation counselor, the assessment staff person, the case manager, the job developer, and other relevant agency staff should be invited. The individual and the assessment person should prepare for the postassessment staffing by discussing the results of the summary graphs and planning which points should be emphasized during the meeting.

The job seeker should direct the staffing by presenting as much information as possible. The assessment person should fill in by reviewing other relevant findings and coach the individual's performance. During this staffing, assessment personnel and the individual should present the results of the internship experiences.

Ask the individual what he or she experienced during the assessment process. The job seeker should then present his or her preferences for tasks and specific job strengths, and explain how his or her limits will not prevent him or her from performing his or her job of choice. Discuss any needed accommodations, too. Agreement should be reached on the type and frequency of support required for the individual's job success. Coordinate the role of the employment specialist, residential staff, parents, and other individuals.

Discuss the local job market and how it may affect the individual's short- and long-term job choices. For example, an individual may have chosen a job for which he or she does not presently have the necessary experience. The individual may first want a job that requires fewer skills in order to secure a dream job later. Make sure you explain that the choices the individual currently makes are not expected to last forever. As the individual grows vocationally, new choices and preferences present themselves. New opportunities become available. Prepare a

detailed benefit analysis before the meeting and review the possible effect the income will have on the benefits. Establish a tentative plan for transportation arrangements.

The employment specialist should review all information, attend the postassessment staffing, gather any new or needed information, and arrange a meeting to get to know the individual

and his or her preferences. Job developers use the Self-Determined Job Match Summary to match individuals with their specific job choices. From the assessment information, employment specialists learn the strengths and weakness that affect job success. (See p. 102 for the graphic organizer for this chapter.)

# SECTION I. ASSESSMENT: CHOICE MANAGEMENT

## GOAL D: FINAL CHOICES

### Objective 14: Completing the Job Internship Summary Graphs

**CONTENTS**

- Gather information
- Determine top characteristics
- Complete the Work, Social, and Personal Strength Evaluation Graphs
- Complete the Task Strength Evaluation Graph
- Complete the Job Requirements and Accommodations Graph

**MATERIALS NEEDED**

- Work Strength Evaluation Graph (I:D:14:1)
- Social Strength Evaluation Graph (I:D:14:2)
- Personal Strength Evaluation Graph (I:D:14:3)
- Task Strength Evaluation Graph (I:D:14:4)
- Job Requirements and Accommodations Graph (I:D:14:5)
- Completed:
  - Work Improvement: Form A (I:C:12:1)
  - Social Improvement: Form A (I:C:12:2)
  - Personal Improvement: Form A (I:C:12:3)
  - Task Improvement: Form A (I:C:12:4)
- OR
- Work Improvement: Form B (I:C:12:5)
- Social Improvement: Form B (I:C:12:6)
- Personal Improvement: Form B (I:C:12:7)
- Task Improvement: Form B (I:C:12:8)
- Self-Determined Improvement Form (I:C:12:9)
- Characteristics I Like versus What Is Here: Form A (I:B:7:1) or Form B (I:B:7:2)
- Job Requirements and Accommodations: Form A (I:C:13:1) or Form B (I:C:13:2)
- Characteristics Summary Graph (I:A:4:3)
- Four Most Important Characteristics Graph (I:A:4:4)

**PURPOSE**

To provide the individual with an opportunity to summarize all internship experiences and to determine the job that best matches his or her skills, preferences, and the local job conditions

**LOCATION**

Office

Gather information

- A. You will need to block out 3–4 hours of your time to complete this objective. Gather all of the completed forms listed in the Materials Needed section. In some cases, the individual may have completed the Self-Determined Improvement Form in place of the Work, Social, Personal, and Task Improvement: Forms A.

## Determine top characteristics

### Materials Needed

Completed:  
 Characteristics Summary Graph  
 Four Most Important  
 Characteristics Graph  
 Characteristics I Like versus  
 What Is Here Forms

B. For each site, identify and compile the completed set of internship forms. For example, one individual completed internships at the car wash and a grocery store. At each job-site, he completed three work sessions. Sort the forms completed at each jobsite into two stacks.

A. Collect all the completed Characteristics I Like versus What Is Here Forms.

B. To summarize the characteristics the individual chose most frequently, continue to add choices to the Characteristics Summary Graph that was used in Objective 4 and Objective 9. Assist the individual to complete the form or complete the form yourself, if appropriate.

1. Circle “Final Choices” in the top right corner to indicate that the information from the internships has been recorded.

2. For each session at the first internship site, find the characteristic circled on the Characteristics I Like versus What Is Here Form. Shade in a blank box for the corresponding characteristic. Leave any characteristics not chosen blank.

3. Continue to record the individual’s choices similarly for each internship site and each session. Assist the individual in completing the form or complete the form yourself if appropriate.

C. To summarize the four most important characteristics the individual chose most frequently, continue to transfer the individual’s choices to the Four Most Important Characteristics Graph used in Objective 4 and Objective 9. Circle “Final Choices” in the upper right corner to indicate that the information from the internships has been recorded. Help the individual to complete the form or complete the form yourself, if appropriate. For each Characteristics I Like versus What Is Here Form completed at an internship site, shade in one box for each of the four checked items.

D. Review the summarized characteristic information with the individual.

## Complete the Work, Social, and Personal Strength Evaluation Graphs

### Materials Needed

Work Strength Evaluation  
 Graph

Completed:  
 Work, Social, and Personal  
 Improvement: Forms A or B  
 Self-Determined Improvement  
 Form

A. Gather the Work Improvement: Forms A or B or the Self-Determined Forms that were completed during the internship process. Arrange the forms in chronological order. On the evaluation graph, write the first day’s information on the first row for the first internship. Repeat for each subsequent session. Continue this process for the second and third internship, if applicable. An example of a completed Work Strength Evaluation Graph is on page 141.

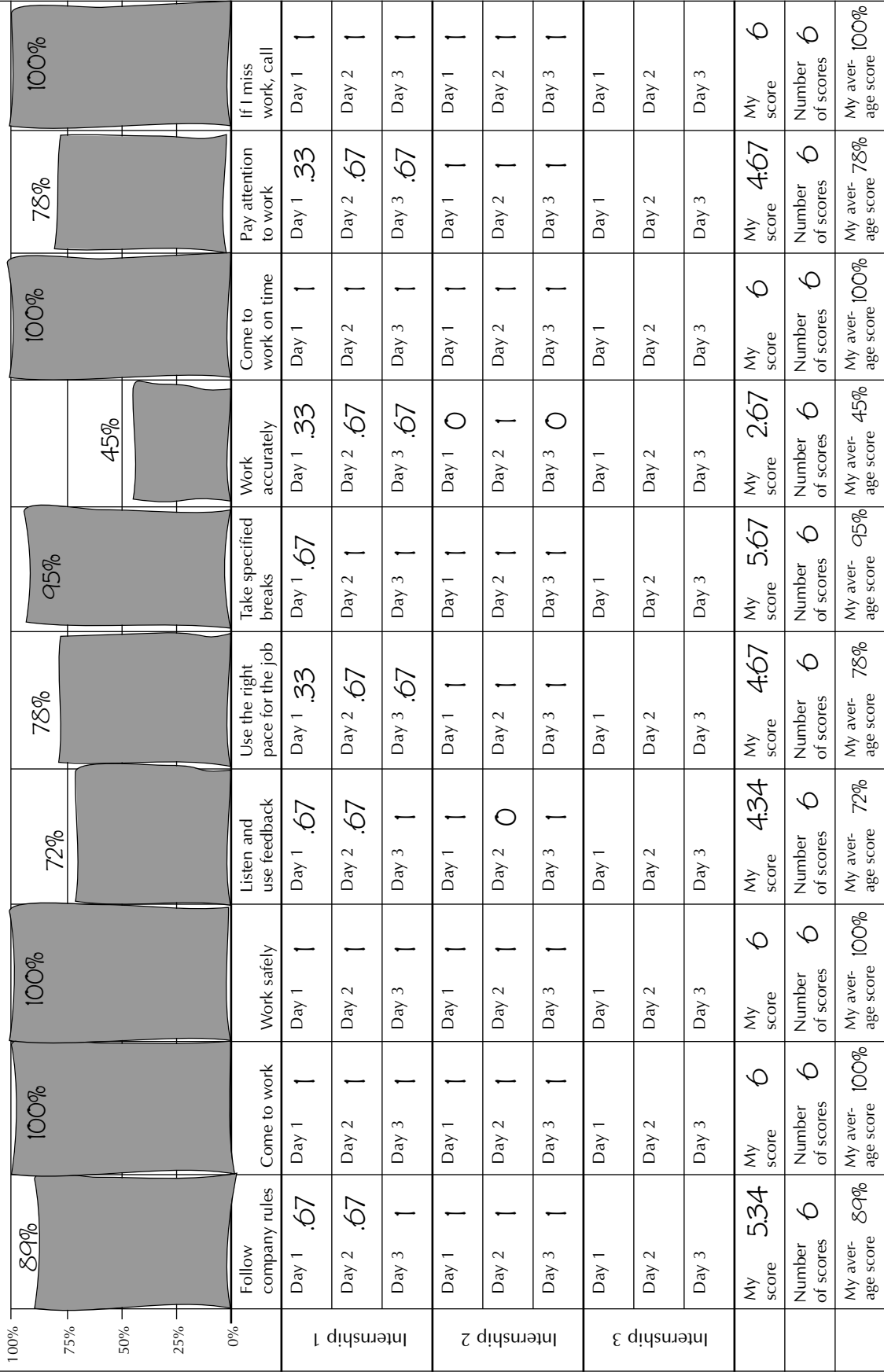
I:D:14:1

### Work Strength Evaluation Graph

Final Choices

Name: Pat Sample

Date: June 22, 2002



Complete the Task Strength  
Evaluation Graph

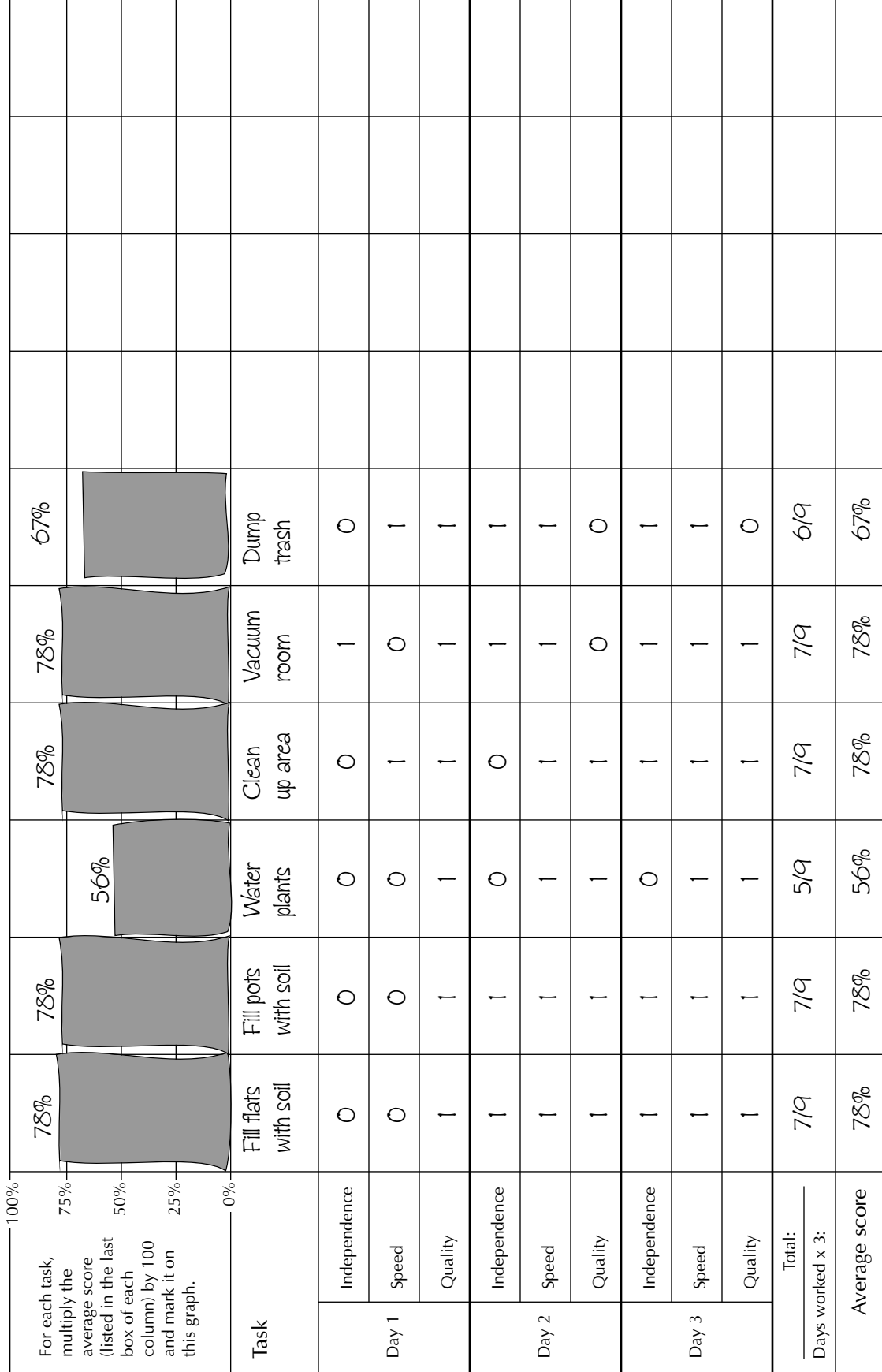
1. If you are using Form A, convert the raw data from the “Job coach evaluation” column. If 1 is circled, enter a 1 on the corresponding blank of the Work Strength Evaluation Graph and so on.
  2. If you are using Form B, record the rating in the “Job coach evaluation” column for each item listed by entering a 1 for a positive evaluation or a 0 for a negative evaluation.
  3. If you are using the Self-Determined Improvement Form, write under each work skill the behavior from the Self-Determined Improvement Form. Using the information in the “Job coach evaluation” column, record a 1 for “Great,” a .50 for “Okay,” and a 0 for “Needs improvement.”
  4. Find the column labeled “My score.” Add the scores in this column, and divide them by the total number of scores. This will give you the average score for each behavior.
  5. The last row is the “My average score” row. Place the average score for each behavior in the box.
  6. For each average score, draw a line on the graph that best represents this score for each behavior. Write the number above the line. Shade in the column to the line. Repeat this procedure for each behavior.
- B. For each internship session, gather the Social and Personal Improvement: Forms A or B or the Self-Determined Improvement Form. Repeat Steps A, B, and C to complete the Social Strength Evaluation Graph and the Personal Evaluation Graph (see pp. 324–325).
- A. Refer to each completed Task Improvement: Form A or Form B to fill out the Task Strength Evaluation Graph (see p. 326). An example of a completed Task Strength Evaluation Graph is on page 143.
1. Using each completed Task Improvement: Form A or Form B, transfer the name of each task completed at all three intern sites to the row labeled “Task.”
  2. From the “Job coach evaluation” column of the Task Improvement: Forms A or Forms B, record the responses in the Task Strength Evaluation Graph by placing a 1 or 0 respectively for “Independence,” “Quality,” and “Speed” for each task performed at each session. If a task was not performed during a session, leave the space blank. More than one Task Strength Evaluation Graph page may be used.
  3. To find the individual’s average, add all the ones and zeros for each column to find the total, then multiply the number of days worked by 3, and divide this product into the total. Write this number in the “My average score” box at the bottom of each task column.

I:D:14:4

**Task Strength Evaluation Graph**

Final Choices

Name: Kelly Sample Date: June 24, 2002



### Complete the Job Requirements and Accommodations Graph

#### Materials Needed

Job Requirements and Accommodations Graph

#### Completed:

Job Requirements and Accommodations: Forms A or Forms B

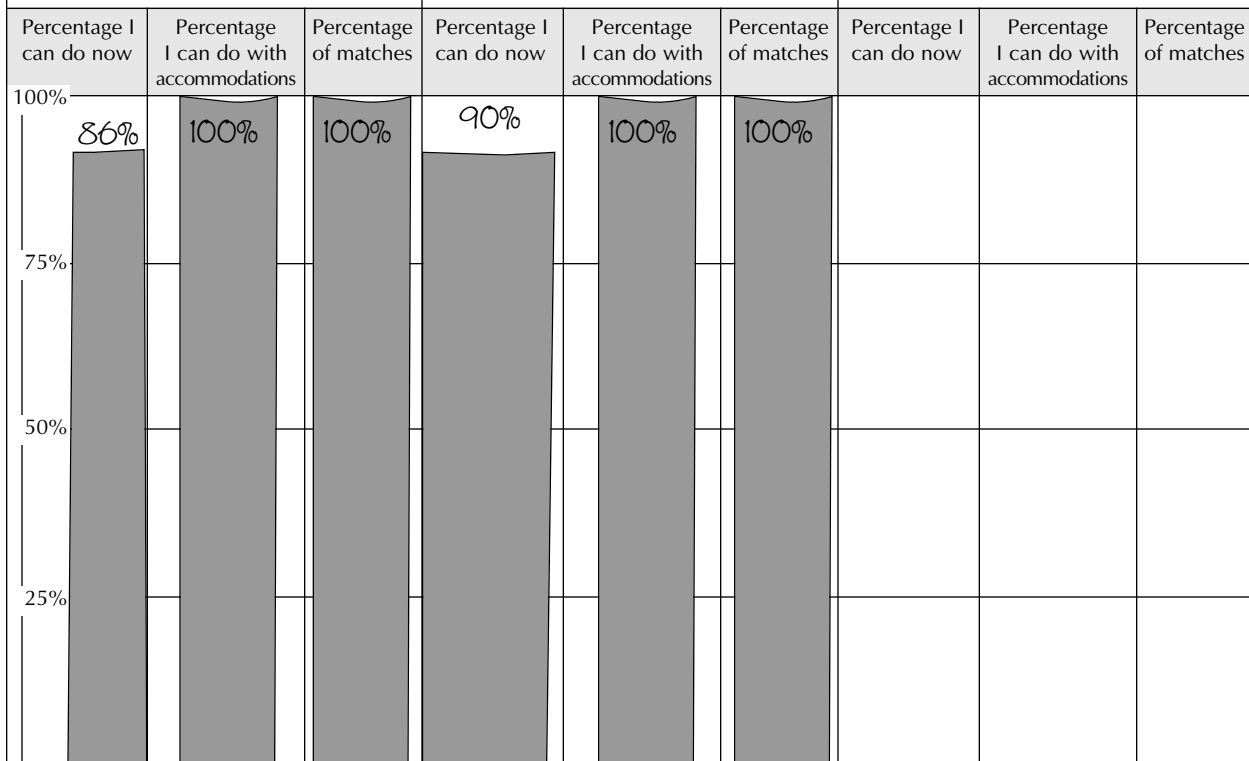
4. Draw a line on the graph that best represents the average score above the task name. Write the number above the line, and shade in the column to the line. Repeat this procedure for each task.
- A. Gather all the completed Job Requirements and Accommodations: Forms A or Forms B. On the Job Requirements and Accommodations Graph (see page 327), write in the name of each internship below the graph in the boxes entitled “Internship 1,” “Internship 2,” and “Internship 3.” Below each internship label on the graph, transfer the information found in the summary section of each completed Job Requirements and Accommodations: Form A or Form B. Perform the following calculations in the corresponding graph calculation boxes. An example of a completed Job Requirements and Accommodations Graph is on page 145.
1. Divide the “Tasks required that I can do” by “Number of required tasks.” Write the answer in the box labeled “Percentage of tasks I can do now.”
  2. Add the “Number of tasks I can do” and the “Number of tasks I can do with accommodations,” and divide by the “Number of required tasks.” Write the answer in the box labeled “Percentage of tasks I can do with accommodations.”
  3. Find the “Number of matches” and divide by the “Number of required tasks.” Write the answer in the box labeled “Percentage of task matches.”
- B. Complete the graph section at the bottom of the page.
1. In the first column of “Internship 1,” draw a line on the graph that corresponds with the “Percentage of tasks I can do now.” Write the percentage above the drawn line, and shade the column up to the line.
  2. In the second column of “Internship 1,” draw a line on the graph that corresponds with the “Percentage of tasks I can do with accommodations.” Write the percentage above the drawn line, and shade in the column to the drawn line.
  3. In the third column of “Internship 1,” draw a line on the graph that corresponds with the “Percentage of task matches.” Write the percentage above the drawn line, and shade in the column to the drawn line.
- C. Repeat steps A and B for Internships 2 and 3. If the individual participated in more than three internships, use an additional page.



Name: Pat Sample

Date: June 26, 2002

Internship 1: Fancy Nursery	Internship 2: Motel 7	Internship 3:
$\frac{\text{Tasks required that I can do: } 6}{\text{Number of required tasks: } 7}$ $= .86 \times 100 = 86\%$ <p style="text-align: center;">Percentage of tasks I can do now</p>	$\frac{\text{Tasks required that I can do: } 9}{\text{Number of required tasks: } 10}$ $= .90 \times 100 = 90\%$ <p style="text-align: center;">Percentage of tasks I can do now</p>	$\frac{\text{Tasks required that I can do:}}{\text{Number of required tasks:}}$ $= . \times 100 = \%$ <p style="text-align: center;">Percentage of tasks I can do now</p>
$\frac{\begin{array}{r} \text{Number of tasks I can do now: } 6 \\ + \\ \text{Number of tasks I can do with accommodations: } 1 \end{array}}{\text{Number of required tasks: } 7}$ $= .1 \times 100 = 100\%$ <p style="text-align: center;">Percentage of tasks I can do with accommodations</p>	$\frac{\begin{array}{r} \text{Number of tasks I can do now: } 9 \\ + \\ \text{Number of tasks I can do with accommodations: } 1 \end{array}}{\text{Number of required tasks: } 10}$ $= .1 \times 100 = 100\%$ <p style="text-align: center;">Percentage of tasks I can do with accommodations</p>	$\frac{\begin{array}{r} \text{Number of tasks I can do now:} \\ + \\ \text{Number of tasks I can do with accommodations:} \end{array}}{\text{Number of required tasks:}}$ $= . \times 100 = \%$ <p style="text-align: center;">Percentage of tasks I can do with accommodations</p>
$\frac{\text{Number of matches: } 7}{\text{Number of required tasks: } 7}$ $= .1 \times 100 = 100\%$ <p style="text-align: center;">Percentage of task matches</p>	$\frac{\text{Number of matches: } 10}{\text{Number of required tasks: } 10}$ $= .1 \times 100 = 100\%$ <p style="text-align: center;">Percentage of task matches</p>	$\frac{\text{Number of matches:}}{\text{Number of required tasks:}}$ $= . \times 100 = \%$ <p style="text-align: center;">Percentage of task matches</p>



## Objective 14: What if?

What if the characteristics and task matches are low, but the preference for the job is high?

*Additional sessions of the internship may be in order. Find out what the individual likes about this job. Take a close look at the tasks the individual performed. Are there steps in the task that the individual can do well? Perhaps other tasks should be considered. Review and discuss the individual's preference for each characteristic circled.*

# SECTION I. ASSESSMENT: CHOICE MANAGEMENT

## GOAL D: FINAL CHOICES

### Objective 15: Facilitating Postassessment Staffing

**CONTENTS**

Introduction  
Complete the Evaluation Across Internships Graph  
Complete the Adaptability Summary  
Complete the Adaptability Graph  
Complete the Internship Preference Graph  
Complete the Initial Support Ratio Graph  
Postassessment meeting

**MATERIALS NEEDED**

Evaluation Across Internships Graph (I:D:15:1)  
Adaptability Summary (I:D:15:2)  
Adaptability Graph (I:D:15:3)  
Internship Preference Graph (I:D:15:4)  
Initial Support Ratio Graph (I:D:15:5)  
Self-Determined Job Match Summary (I:D:15:6)  
  
Completed:  
Initial Job Preferences Graph (I:A:4:1)  
Initial Task Preferences Graphs (I:A:4:2)  
Characteristics Summary Graph (I:A:4:3)  
Four Most Important Characteristics Graph (I:A:4:4)  
Shadowing Summary Graph (I:B:9:1)  
Work Strength Evaluation Graphs (I:D:14:1)  
Social Strength Evaluation Graphs (I:D:14:2)  
Personal Strength Evaluation Graphs (I:D:14:3)  
Task Strength Evaluation Graphs (I:D:14:4)  
Job Requirements and Accommodations Graph (I:D:14:5)

**PURPOSE**

To summarize the progress and outcomes of the job match process for the individual, human services professionals, parents, and significant others

**LOCATION**

Office

Introduction

- A. The information gained from the job match experiences will be used to produce a summative graphic document. Block out 3–4 hours to complete this objective. Gather and set aside all summary graph forms the individual has completed, including
  1. Initial Job and Task Preferences Graphs
  2. Shadowing Summary Graph
  3. Characteristics Summary Graph
  4. Four Most Important Characteristics Graph

## Complete the Evaluation Across Internships Graph

### Materials Needed

Evaluation Across Internships Graph

Completed:

Work Improvement: Forms A or Forms B

Social Improvement: Forms A or Forms B

Personal Improvement: Forms A or Forms B

Task Improvement: Forms A or Forms B

Self-Determined Improvement Form

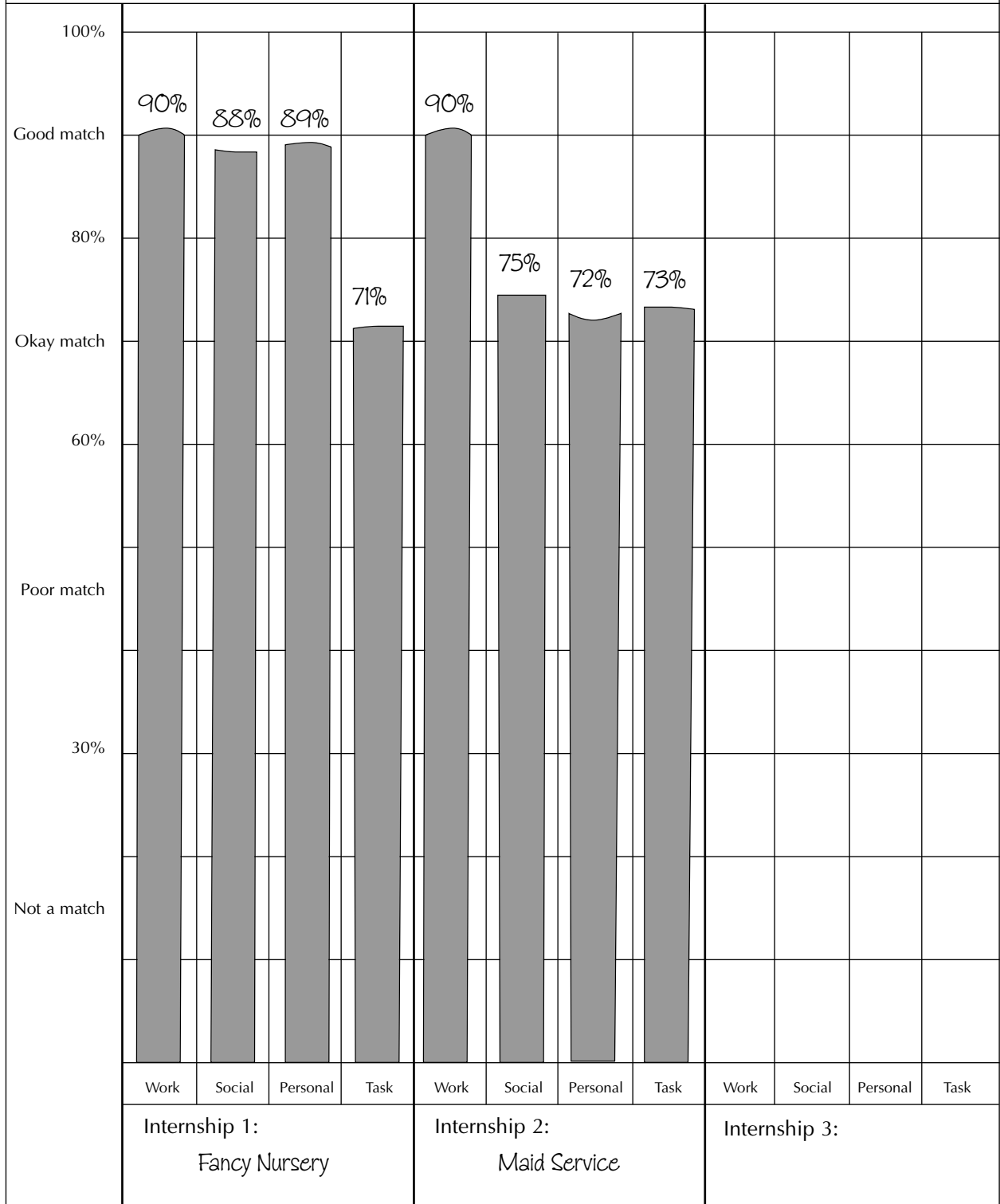
5. Work, Social, Personal, and Task Strength Evaluation Graphs
6. Job Requirements and Accommodations Graph
  - A. Once again, locate all the completed Work, Social, Personal and Task Improvement: Forms A or Forms B or the optional Self-Determined Improvement Form for each session of each internship. At the bottom of each of these forms, you will find the summary section. Look for the shaded boxes, and find the percentages.
  - B. Using page 1 of the Evaluation Across Internships Graph, write the name of each internship in the corresponding blanks labeled “Internship 1,” “Internship 2,” and “Internship 3” (see pp. 328–329).
  - C. Transfer the calculations from each Work, Social, Personal, and Task Improvement: Forms A or Forms B or the Self-Determined Improvement Form that correspond to the session number and internship site to the columns labeled “Work issues,” “Social issues,” “Personal issues,” and “Task issues.” Calculate the average number of positive answers for each column by adding and then dividing by the number of sessions. Write the numbers in the boxes.
  - D. At the bottom of the first page of the form, complete the calculations to find the “Overall average percentage of positive answers.” Add all of the percentages from each session of each internship. This is the “Sum of all percentages of positive answers.” Divide this total by the “Number of percentages of positive answers” to get the “Overall average percentage of positive answers.” Write this number in the appropriate shaded box.
  - E. Next, find the “Overall average percentage of matches.” Add all of the percentages from each session of each internship. This is the “Sum of all percentages of matches.” Divide this total by the “Number of percentages of matches” to get the “Overall average percentage of matches.” Write this number in the appropriate shaded box.
  - F. Graph each internship site’s average percentage of positive answers for each work, social, personal, and task area on page 2 of the Evaluation Across Internships Graph. An example of a completed Evaluation Across Internships Graph is on pages 149–150.
    1. Find the percentages of positive answers on all of the work improvement forms for Internship 1, add them together, and divide by 3. Repeat this process for the social, personal, and task improvement forms for Internship 1.

Name: Kelly SampleDate: June 30, 2002

To complete page 2, find the percentages of matches and positive answers for each session, find the percentages for each group of improvement forms, add them, and divide by the number of sessions. Record the percentages in the following tables. To find the average percentage of positive answers, add the percentages from the three sessions, and divide by the number of sessions.

Internship 1: Fancy Nursery		Job type interned: Gardening						
	Work issues		Social issues		Personal issues		Task issues	
	Matches	Positive answers	Matches	Positive answers	Matches	Positive answers	Matches	Positive answers
Session 1	80 %	70 %	75 %	63 %	84 %	84 %	81 %	44 %
Session 2	80 %	100 %	75 %	100 %	84 %	84 %	81 %	81 %
Session 3	80 %	100 %	100 %	100 %	100 %	100 %	88 %	88 %
Average percentage of positive answers		90 %		88 %		89 %		71 %
Internship 2: Maid service		Job type interned: Janitorial						
	Work issues		Social issues		Personal issues		Task issues	
	Matches	Positive answers	Matches	Positive answers	Matches	Positive answers	Matches	Positive answers
Session 1	90 %	90 %	88 %	75 %	50 %	50 %	67 %	67 %
Session 2	90 %	90 %	100 %	87 %	50 %	67 %	67 %	67 %
Session 3	90 %	90 %	88 %	63 %	100 %	100 %	84 %	84 %
Average percentage of positive answers		90 %		75 %		72 %		73 %
Internship 3:		Job type interned:						
	Work issues		Social issues		Personal issues		Task issues	
	Matches	Positive answers	Matches	Positive answers	Matches	Positive answers	Matches	Positive answers
Session 1	%	%	%	%	%	%	%	%
Session 2	%	%	%	%	%	%	%	%
Session 3	%	%	%	%	%	%	%	%
Average percentage of positive answers		%		%		%		%
$\frac{\text{Sum of all percentages of positive answers: } 567}{\text{Number of percentages of positive answers: } 8} = 71\% \text{ Replace: Overall average percentage of positive answers}$ $\frac{\text{Sum of all percentages of matches: } 1972}{\text{Number of percentages of matches: } 24} = 82\% \text{ Match: Overall average percentage of matches}$								

To complete page 2, graph the "Average percentage of positive answers" for each issue across internships.



## Complete the Adaptability Summary

### Materials Needed

Adaptability Summary

Completed:

Work Improvement: Forms A or Forms B

Social Improvement: Forms A or Forms B

Personal Improvement: Forms A or Forms B

Task Improvement: Forms A or Forms B

Self-Determined Improvement Forms

2. In the columns for “Internship 1,” draw lines on the graphs that correspond with the percentages of positive evaluations for work, social, personal, and task issues. Write the percentages above the drawn lines, and shade in the columns to the drawn lines.
  3. Repeat this process for “Internship 2” and “Internship 3.”
- A. The Adaptability Summary uses information from the completed Work, Social, Personal, and Task Improvement: Forms A or B or the optional Self-Determined Improvement Form (see pp. 330–331). The Adaptability Summary is divided into sections labeled “Session 1.3” through “Session 3.3.” In most cases, “Session 1.1” through “Session 1.3” provide adequate space to include the 3 days of information gathered from Internship 1. Therefore, it is possible to get information about three internships on the form. If information was gathered differently, make adjustments. More than one copy of the form may be used.
  - B. Use the completed Work, Social, Personal, and Task Improvement: Forms A or B or the optional Self-Determined Improvement Form to complete the subsections. Complete Column A: “Negative answers last time” and Column B: “Goals set for negative answers.”
    1. For Sessions 1.1, 2.1, and 3.1, no previous evaluations would exist. That is why Columns A, B, and C are unavailable for those rows.
    2. For all other sessions, look in the “Job coach evaluation” column of the improvement forms, and count the number of negative evaluations the individual received on each form. Write the total number of negative evaluations in the corresponding work, social, personal, and task rows of Column A.
    3. For Column B, add the total number of goals circled for the negative evaluations received on the previous day. Do this for each Improvement Form.
    4. For each row, divide the number in Column B by the number in Column A, and write the answer in Column C: “B divided by A.” Your answer will be 1 or a decimal number.
    5. Add the numbers in Column C, and divide this number by the total number of filled boxes. Write the average in the box labeled “Choose” at the end of the second page of the form.
  - C. For Column D, look in the “Goal” column of each Task Improvement Form (or optional Self-Determined Improvement Form). Count the number of goals circled. Write the number in each corresponding row.

D. To find the values for Column E, count the number of plans that were made in the “Plan” column of the Improvement Forms.

1. For each row, divide the number in Column E by the number in Column D, and write the answer in Column F. Your answer will be 1 or a decimal.
2. Add the numbers in Column E, and divide the answer by the total number of spaces that have numbers in them. (*Note:* If goals were not set for the Improvement Form during the first session, your divisor will be 11. If all the spaces were used, then your divisor will be 12.) Write the average in the box at the bottom of the second page of the form labeled “Manage.”

E. Now, complete Columns G and H.

1. For Sessions 1, 2, and 3, look in the “Job coach evaluation” column of the Improvement Forms, and count the number of negative answers circled or checked. For each session, write the number of negative evaluations in Column G: “Negative answers today.”
2. To find the values for Column H, count the number of items that were circled in the “Improve next” column of the Improvement Forms and place this number in the corresponding rows.
3. For each row, divide the number in Column H by the number in Column G, and write the answer in Column I. Your answer will be 1 or a decimal number.
4. Add the numbers in Column I, and divide the answer by the total number of spaces that have numbers in them. (*Note:* If goals were not set for the Improvement Form during the first session, your divisor will be 11. If all the spaces were used, then your divisor will be 12.) Write the average in the box at the bottom of the second page of the form in Column I labeled “Adjust.”

### Complete the Adaptability Graph

Materials Needed  
Adaptability Graph

Completed:  
Evaluations Across Internship  
Graph  
Adaptability Summary

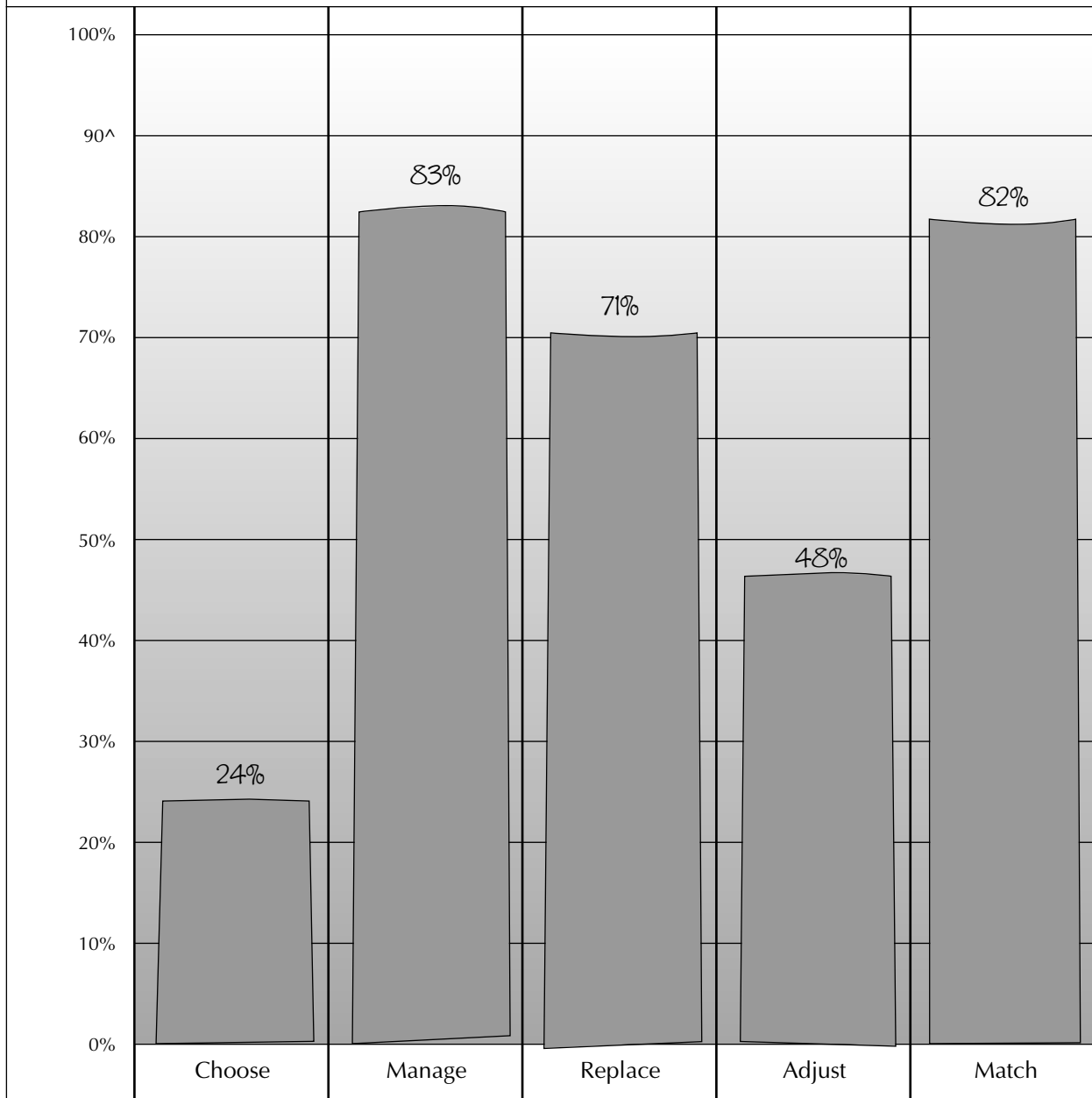
A. Complete the Adaptability Graph (see p. 332). A completed sample is on page 153. Refer to the bottom of the Evaluation Across Internship Graph (page 1). Locate the two shaded boxes labeled “Replace: Overall average percentage of positive answers” and “Match: Overall average percentage of matches.”

1. Find the corresponding columns labeled “Replace” and “Match” on the Adaptability Graph (columns three and five).
2. Draw a line across each labeled column to represent each score. Write the percentage above the drawn line, and shade in the column to the line.



Name: Pat SampleDate: June 7, 2002

To complete this graph, refer to the bottom of the first page of the Evaluation Across Internship Graph (I:D:15:1). Locate the two shaded boxes labeled "Replace: Overall average percentage of positive answers" and "Match: Overall average percentage of matches." Graph those percentage for Replace and Match in the appropriate columns. Then, find page 2 of the Adaptability Summary (I:D:15:2). Graph the percentages for Choose, Manage, and Adjust in the appropriate columns.



### Complete the Internship Preference Graph

#### Materials Needed

Internship Preference Graph

Completed:

Characteristics I Like versus  
What Is Here: Form A or  
Form B

Task Improvement: Form A or  
Form B

B. Refer to the bottom of the Adaptability Summary. Locate the three boxes labeled “Choose,” “Manage,” and “Adjust.”

1. Find the corresponding columns labeled “Choose,” “Manage,” and “Adjust” on the Adaptability Graph (columns one, two, and four).
2. Draw a line across each labeled column to represent each score. Write the percentage above the drawn line, and shade in the column to the drawn line.

A. You will need to gather all the completed Characteristics I Like versus What Is Here: Forms A or Forms B and the Task Improvement: Forms A or Forms B used by the intern for all sessions and internship sites. Fill in the names of the internship jobsites in the boxes above the graph.

1. In each Characteristics I Like versus What Is Here: Form A or Form B, locate the “Percentage of characteristics match.” Write this percentage in the corresponding box under the graph for each session.
2. Add the percentages for all of the session for each internship and divide by the number of sessions to find the average. Write this number in the boxes at the bottom of the “Percentage of characteristics match” and the “Percentage of four most important characteristics match” columns for each internship.

B. From each completed Task Improvement Form, list the tasks from each internship in the corresponding blank on the bottom half of the Internship Preference Graph (see p. 333).

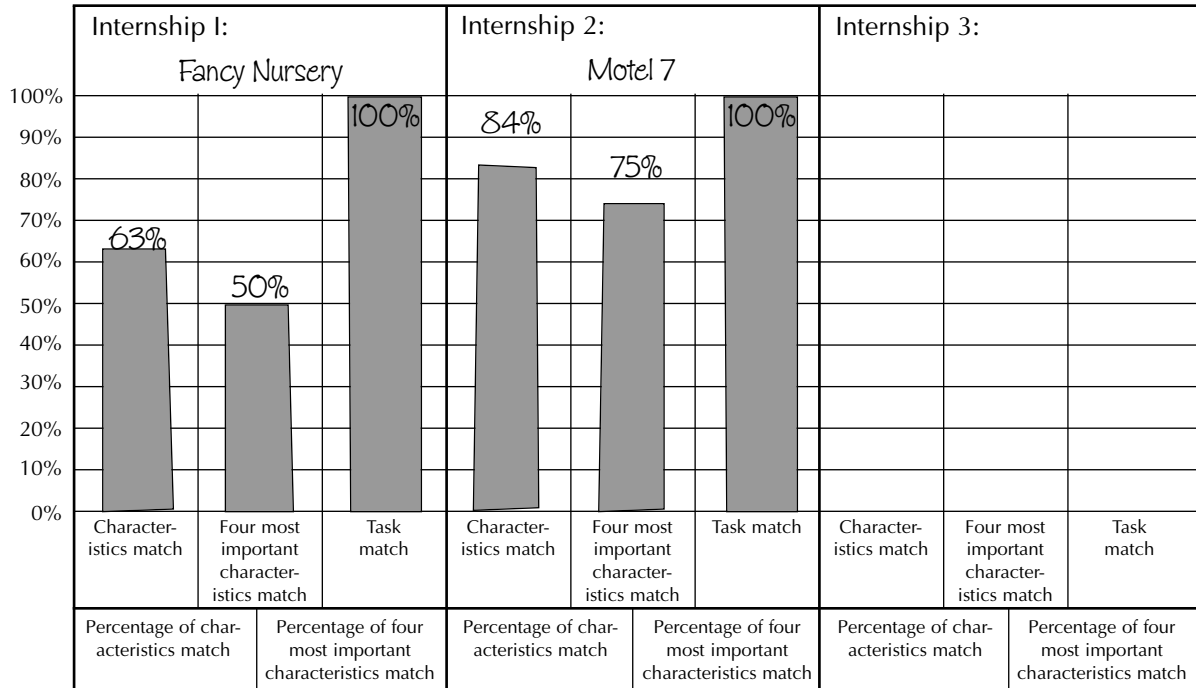
1. For each session the task was done, enter a 1 if the individual did the task and liked it or a 0 if the individual did the task and did not like it. This information may be found in the “Liked this task” column of the Task Improvement: Form A or Form B.
2. Divide the total of preference entries by the number of times the tasks were performed. Multiply by 100, and write your answer in the box at the bottom of the column in the shaded box labeled “Percentage of tasks match.” Repeat this procedure for each internship.

C. To graph the preferences during each internship, locate the boxes for “Characteristics match,” “Four most important characteristics match,” and “Task match.” In the graph section at the top of the page, draw a line to represent these percentages in the corresponding columns. Write the score above the lines, and shade in the columns to the drawn line. An example of a completed Internship Preference Graph is on page 155.

### Internship Preference Graph

Name: Pat Sample

Date: July 2, 2002



Session 1	58%	50%	79%	75%		
Session 2	63%	50%	79%	75%		
Session 3	68%	50%	95%	75%		
Average	63%	50%	84%	75%		

Tasks at Internship 1	1	2	3	Tasks at Internship 2	1	2	3	Tasks at Internship 3	1	2	3
Fill flats with soil	1	1	1	Vacuum rooms	1	1	1				
Fill pots with soil	1	1	1	Dump trash	1	1	1				
Water plants	1	1	1								
Clean up area	1	1	1								

$$\frac{\text{Total: } 12}{\text{Number of entries: } 12} =$$

$$\frac{1}{1} \times 100 = 100\%$$
 Percentage of tasks match

$$\frac{\text{Total: } 6}{\text{Number of entries: } 6} =$$

$$\frac{1}{1} \times 100 = 100\%$$
 Percentage of tasks match

$$\frac{\text{Total: } \quad}{\text{Number of entries: } \quad} =$$

$$\frac{\quad}{\quad} \times 100 = \quad\%$$
 Percentage of tasks match

## Complete the Initial Support Ratio Graph

### Materials Needed

Initial Support Ratio Graph

Completed:

Job Requirements and

Accommodations Graph

Evaluation Across Internships  
Graph

Adaptability Graph

Internship Preference Graph

- A. By summarizing previous scores, this form provides an estimate of the percentage of time that the person may need for on-the-job support after starting a preferred job (see p. 334). An example of a completed Initial Support Ratio Graph is on page 157.
- B. Complete Step 1 to find the “Average percentage of positive skill answers.”
  1. Using information in the Job Requirements and Accommodations Graph, add the “Sum of the percentages of tasks I can do with accommodations,” and divide by the number of internships. This yields the “Average percentage of tasks I can do.”
  2. Add this percentage to the “Overall average percentage of positive answers” found at the bottom of the Evaluation Across Internships Graph, and divide by two. This yields the “Average percentage of positive skill answers.”
  3. Find the column for the “Average percentage of positive skill answers” (column 1) and graph this percentage. Draw a line that represents the average percentage. Shade in the column to the drawn line, and write the percentage above the line.
- C. Complete Step 2 to find the “Average percentage of independent decision making.”
  1. Using the information in the Adaptability Graph, add the percentages in all five categories (“Choose, Manage, Replace, Adjust, Match”), and divide by 5.
  2. Find the column for the “Average percentage of independent decision making” (column 2), and graph this percentage. Draw a line that represents the average percentage. Shade in the column to the drawn line, and write the percentage above the line.
- D. Complete Step 3 to calculate the “Average percentage of task performance.”
  1. Using the information in the Internship Preference Graph, add the “Sum of the percentages of tasks match” for all the internships, and divide by the number of internships completed. This yields the “Average percentage of task performance.”
  2. Find the column for the “Average percentage of task performance” (column 3), and graph this percentage. Draw a line that represents the average percentage. Shade in the column to the drawn line, and write the percentage above the line.

Initial Support Ratio Calculations Field

Use information in the Job Requirements and Accommodations Graph (I:D:14:5).

$$\frac{\text{Sum of the percentages of tasks I can do with accommodations: } 200}{\text{Number of internships: } 2} = \underline{100\%} \text{ Average percentage of tasks I can do}$$

1 Now, use information in the Evaluations Across Internships Graph (I:D:15:1)

$$\frac{\text{Overall average percentage of positive answers } + \text{ Average percentage of tasks I can do } 171}{2} = \underline{86\%} \text{ Average percentage of positive skill answers}$$

2 Use information in the Adaptability Graph (I:D:15:3).

$$\frac{\text{Choose + Manage + Replace + Adjust + Match: } 308}{5} = \underline{62\%} \text{ Average percentage of independent decision making}$$

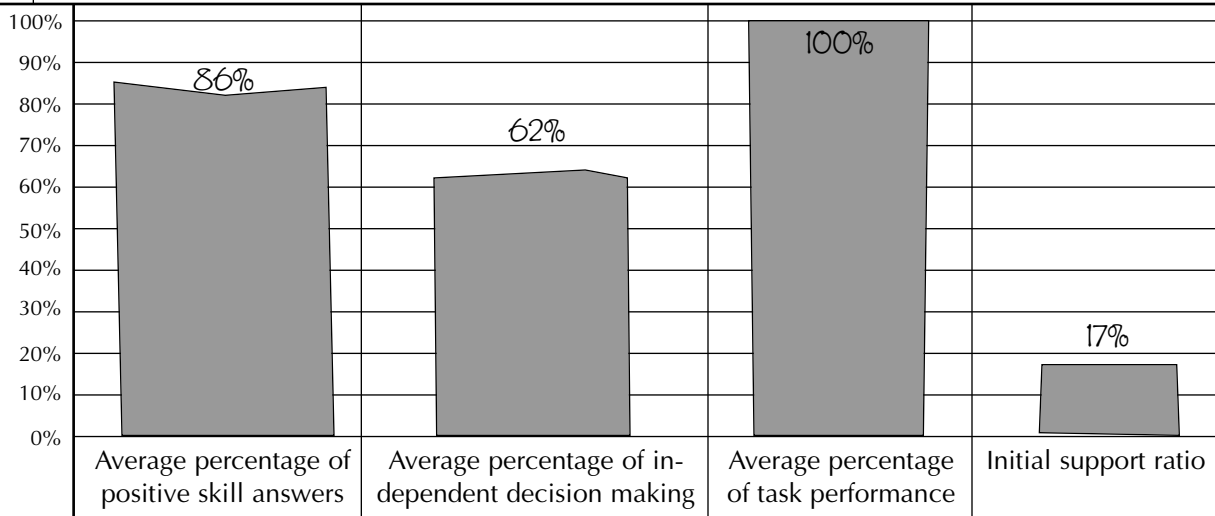
3 Use information in the Internship Preference Graph (I:D:15:4).

$$\frac{\text{Sum of the percentages of task matches: } 200}{\text{Number of internships: } 2} = \underline{100\%} \text{ Average percentage of task performance}$$

4 Use information from the above numbers to find the Initial Support Ratio

$$\frac{\text{Sum of three averages on this page: } 248}{3} = \text{Result: } \underline{83\%}$$

$$100\% - \text{Result} = \underline{17\%} \text{ Initial support ratio}$$



Postassessment meeting

Materials Needed

Self-Determined Job Match  
Summary

Completed:  
All summary and graph forms  
from Objectives 14 and 15

E. Calculate the “Initial support ratio.”

1. Add the “Average percentage of positive skill answers,” the “Average percentage of independent decision making,” and the “Average percentage of task performance.” Divide this number by 3, and multiply the answer by 100. Then, subtract this percentage from 100%. This yields the percentage of the “Initial support ratio.”
2. Find the column for the “Initial support ratio” (column 4), and graph this percentage. Draw a line that represents the average percentage. Shade in the column to the drawn line, and write the percentage above the line.

A. Set an appointment to meet with the rehabilitation counselor, the individual, and his or her significant others.

B. Complete the first page of the Self-Determined Job Match Summary (see pp. 335–336).

1. Gather all completed graph forms listed in the Materials Needed section from the first page of this objective.
2. Fill out the first sections of page 1, and summarize the major results by referring to the completed graphs. When completing the “Independent decision making skills” section on the bottom right side of page 1, the criterion for circling “Yes” is a score of 80% or better. Record the actual percentages. To answer the “Able to use forms” item, consider how much assistance the individual needed to complete the various forms. In the “Type of form recommended” section at the bottom of the page, circle the format the individual completed most independently.

C. Complete the second page of the Self-Determined Job Match Summary.

1. In the “Support recommendations and personal notes” section on page 2, estimate the initial placement support requirement. Base this estimate on the individual’s support needs during the job match process. Present an estimated ratio of support to hours worked during the first, second, and third weeks of placement. For example, José Rueben may require 60% support the first week, 45% the second week, and 30% the third week. Once the person is actually on the job, a more precise ratio can be determined.
2. Include the salient points brought up by the summaries. Examples include particular preferences that are not negotiable for the individual or particular strengths he or she showed on the jobsite.

3. Mention other job-relevant behaviors or factors that came up during the job match process. For example, if the individual disappeared for long periods of time and was difficult to find, here is a good place to note this. Include positive outcomes or behaviors about the individual.
  4. Complete the “What next?” section. Using your insight and experiences from the job match process, provide recommendations.
  5. Attach copies of all summary and graph forms from Objectives 14 and 15 to the summary sheets.
  6. Make enough copies so that everyone at the staff meeting has one.
- C. At the postassessment staff meeting, assist the individual with presenting the Self-Determined Job Match Summary information as a starting point.
1. The job match information should be discussed in terms of vocational plans and realities. For example, if an individual says that he or she wants to work only in the daytime, only in a store, and only during the week, talk about the incompatibility of the preferences and how this may delay the individual’s placement.
  2. If an individual has had a difficult time making plans to fit his or her goals, discuss how his or her significant others might be able to help him or her with this in the future by discussing problems and some potential solutions.
  3. Make sure the individual has a chance to comment on each piece of information as it is presented. It is likely that the individual may have some ideas or solutions that you have not considered. Keep in mind that this is the individual’s meeting.
- D. End the meeting by talking about what happens next. If the individual already has a job, discuss the long-term employment outlooks, including job coaching needs. If he or she does not, discuss your current level of job development activities.
- E. Make sure that all of the necessary signature and date fields are filled out in the “FOR OFFICE USE ONLY” section. The recordkeeping that you do now in this simple step can potentially solve a lot of issues that can sometimes come up at the end of the process.

Objective 15: What If?

What if, when making up the final assessment summary and during the postassessment staffing, you find it hard to make positive statements about the individual's experiences during the assessment process?

*Get on the individual's side. Although there may be negative outcomes to report, try to present these in a supportive manner. Establish that productive outcomes can be accomplished as a result of working on identified weakness. Do not let the negatives keep you from seeing the good worker that the individual could be.*

What if the individual has Tourette syndrome and is a nonstop talker as a result of this disability?

*Address the inappropriateness of nonstop talking in the work place. Remember that your evaluation should be based on what is expected of a typical entry-level worker.*

What if the individual has overpowering bad breath but would need major dental work to correct it?

*Address the inappropriateness of bad breath in the work place. Remember that your evaluation should be based on what is expected of a typical entry-level worker. Your outcomes may encourage the individual to get needed dental attention.*