

Evaluation Plan

Grove House Supportive Services
 2700 University Blvd. W. Ste. A1
 Jacksonville, FL 32217
 (Office) 904-730-3811
 (Fax) 904-730-0299

Plan Date: _____

Name:			
Address:			
Phone:		Alternate:	
VR Counselor:		Phone:	Ext.
Evaluation Site			
Evaluator		Pager:	
Assistive Technology Needed: <input type="checkbox"/> Yes Description: <input type="checkbox"/> No			
Desired Vocational Goal (from referral):			
Individual's Vocational Goal:			
Individual's Comments:			
Questions Vocational Rehabilitation Wants Answered:			
Questions Individual Wants Answered:			
Methods of Evaluation: 1. Frequency: 2. Frequency: 3. Frequency:			

 Individual's Signature

 Date

 Evaluator Signature

 Date

Evaluation Audit Trail

Grove House Supportive Services
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(904)730-3811
(904)730-0299 fax

Client: _____ **Phone Number:** _____

VR Counselor: _____ **Phone Number:** _____

Evaluation Type: _____ **Evaluation Site:** _____

Referral Date: _____ **Received Date:** _____

Intake:

Intake Interviewer: _____

Initial Intake Letter mailed: _____

Client Called to set up Intake: _____ **Initial Intake Date:** _____

Intake Completed: _____

Testing:

Testing Administrator: _____

I.Q.: _____ **Date Scheduled:** _____ **Completed:** _____

Academic: _____ **Date Scheduled:** _____ **Completed:** _____

Evaluation:

Evaluator: _____ **Confirmation Schedule Sent:** _____

Dates Scheduled: From _____ to _____

Site: _____

Times: From _____ to _____

Completion Date: _____

Evaluation Report:

Date Completed: _____ **Proof Read:** _____

Date Sent to Referral Source: _____

Billing Date: _____

Evaluation of General Vocational Skills

Grove House Supportive Services
2700 University Blvd; Suite A-1
Jacksonville, FL 32217
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Name: _____ Date of Evaluation: _____

Evaluator: _____

Work Habits and Behaviors

Attendance

On time to evaluation	
Calls if lost or late	
Returns from breaks on time	
Stays the duration of evaluation	

Comments:

Stamina

Able to walk, sit, and stand	
Alertness	
Mental Fatigue	
Physical Fatigue	

Comments:

Personal Appearance

Appropriately dressed (neat, clean, well-groomed)	
Good hygiene	

Comments:

Social Interaction

Interacts well with coworkers and visitors	
Appropriate tone is used in conversation (lower/louder)	
Responds well to verbal and nonverbal cues and changes behavior accordingly	
Maintains a comfortable distance from others when talking	
Displays no inappropriate behaviors (verbal, sexual, or physical)	

Comments:

Attention

Focused on evaluator when being given instructions for tasks	
Can complete tasks in presence of distractions	
Does not lose attention after many hours of working	

Comments:

Frustration Tolerance

Can adapt to changes without getting upset	
Can respond appropriately to tasks that he/she may not be able to accomplish	

Comments:

Response to Authority

Respects authority of evaluator to administer, monitor, and evaluate tasks	
Responds positively to tasks	

Comments:

Need for Supervision

Works well without supervision	
Finishes the tasks he/she started	
Takes work seriously	
Begins work without prompting	

Comments:

Work Performance**Quality of Work**

Notices Errors	
Corrects Errors	
Reports problems	
Seeks assistance if having difficulty	

Comments:

Quantity of Work

Works at consistent rate	
Productive	
Completes tasks	
Does work to best of his/her ability	

Comments:

Instructions

Listens carefully to instructions being given	
Asks for more direction when needed	
Follows directions given until task is complete	
Follows rules of office setting (no smoking, drinking, etc)	
Follows rules given for prior to evaluation (attire, start/end time, break time, etc)	

Comments:

Safety

Can use public transportation	
Uses appliances and office equipment in appropriate manner	
Does not use alcohol or drugs on job site	
Can identify procedures for emergencies such as fire alarm, evacuation route, personal injury, etc.	

Comments:

Other



Evaluation of Specific Vocational Skills

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Name: _____

Date of Evaluation: _____

Evaluator: _____

Time

Able to recognize time on analogue clock	
Comprehension of time past and time to come (“in an hour and a half, what time will it be?” “What time was it two hours ago?”)	
Comprehension of time regarding work schedule (“How many hours before lunch?”, “What time do you leave? How many hours away is that?”)	
Able to set clock to specific time	
Able to fill out time sheet	

Comments:

Money

Recognizes/names coins and bills	
Gives correct value to coins and bills	
Able to add the sum of items	
Able to find “cash back” after transaction	
Able to use calculator	

Comments:

Math

Addition	
Subtraction	
Multiplication	
Division	
Word Problems	

Comments:

Reading

Word recognition	
Able to read articles and answer questions (easy, medium, hard)	
Able to read paragraph and identify mistakes	

Comments:

Language

Able to hear an order of words/items and repeat them in order	
Able to hear an order of words/items and write them in order	
Able to categorize items	

Comments:

Cleaning

Vacuuming	
Wiping off surfaces	

Dusting	
Washing dishes	
Taking out trash	
Sweeping	
Mopping	

Comments:

Mail

Counting envelopes	
Stuffing envelopes	
Addressing envelopes	
Delivering envelopes	

Comments:

Computer Skills

Turning computer on	
Locating Microsoft Word	
Typing a document	
Saving a document	
Printing a document	
Locating Internet Explorer	
Tying website address into address bar (coj.net,	

grovehouseservices.org, etc)	
Understanding contents of website	
Navigating a website	
Exiting a program	

Comments:

Perdue Pegboard

Fine motor skills	
Right hand coordination	
Left hand coordination	
Both hand coordination	
Assembly	

Comments:

Miscellaneous

Making coffee	
Finding businesses in Yellow Pages	
Finding individuals in White Pages	
Folding napkins	
Rolling napkins with silverware	
Writing down a food order using verbal cues	
Writing down a food order using picture cues	
Paper clipping collated stacks of paper	
Tallies numbers of items in cabinets	
Ordering Supplies	

Filling out Application	
Penmanship	

Comments:

What Time Will It Be?

Directions: Read the word problems and figure out what time it will be.

1. It is 10:15 in the morning. Your lunch break is in 2 hours and 15 minutes. What time is your lunch today?
2. You have to leave work early today because you have a doctors appointment this afternoon. You must leave work at 4:00 to get there on time. If you usually work until 5:30, how many hours early are you leaving today?
3. It is 3:15 in the afternoon, and you leave work at 5:30. How much longer do you have to work today?
4. At 11:30, your boss wants you to call a local restaurant and order lunch for the staff meeting. It is 9:45 now. How many hours until you must call the restaurant?
5. You got back from lunch late today. Instead of taking a 30 minute break, you took a 45 minute break. How many extra minutes were your lunch break today?


Cleaning Checklist

<i>Task</i>	<i>Complete</i>	<i>Incomplete</i>
Vaccum Floors Hallway Conference Room		
Empty Trash Cans Conference Room Bathroom		
Wipe Surfaces Conference Room Kitchen Bathroom		
Wash Dishes Kitchen		
Sweep Floor Kitchen Bathroom		
Mop Floor Kitchen Bathroom		


Counting dimes, pennies, nickels and quarters.

Complete these tables:

1. Counting nickels (5-cents coins)

	Nickels	1	2	3	4	5	6	7	8
	Value:	\$.05	\$.10				\$.30		

2. Counting pennies (1-cent coins)

	1	2	4	6	8	10	15	20	25	30
	\$.01					\$.10				

3. Counting dimes (10-cents coins)

	1	2	4	6	8	10	12	14	16
	\$.10					\$1			

4. Counting quarters (25-cents coins)

	1	2	3	4	5	7	10	12
	\$.25				\$1.25			



Ring: 25c



Necklace: 30c



Candy bar: 10c




Lollypop : 5c



Paper Clip: 1c

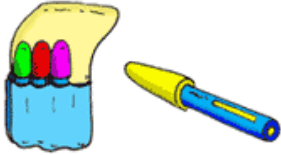
. Use the object prices shown above to solve these problems.

I pay with these coins:	I buy:	My change:
		
		
		

Shopping

Cost of Each Item:

Find Total Cost of Each Item:



Set of markers: 45c



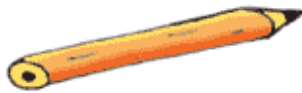
Necklace: 30c



Eraser: 10c



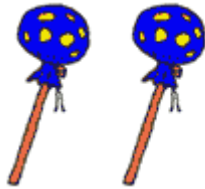
Lollypop : 5c



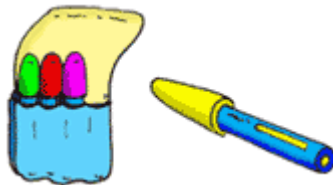
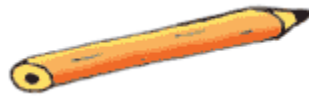
Pencil: 5c



Ring : 25c













Using the White Pages

Directions: Locate the phone numbers and addresses of the people listed below.

1. Kimberly Dailey

Phone: _____

Address: _____

2. William Levey

Phone: _____

Address: _____

3. Jessie Oliver

Phone: _____

Address: _____

4. Lee Stine

Phone: _____

Address: _____

5. Chris and Dawn York

Phone: _____

Address: _____

Using the Yellow Pages

Directions: Locate names and phone numbers for the businesses listed below.

1. A co-worker's car broke down in the parking lot at work. She needs a taxi to pick her up from work and take her home. Using the Yellow Pages, find her a phone number for a taxi company.

Company Name: _____

Phone Number: _____

2. Over the weekend, there was a thunderstorm that caused flooding in the neighborhood where you work. On Monday, you get to work and find that the water has damaged the flooring in your office. Your boss has a very important meeting first thing in the morning and asks you to find two carpet companies who could give him a bid on replacing the carpet.

Company #1 Name: _____

Phone Number: _____

Company #2 Name: _____

Phone Number: _____

3. Your office is having a Christmas Party and your boss wants to hire a restaurant to cater the event. Using the Yellow Pages, choose three restaurant names to give to your boss as possible choices.

Restaurant #1 Name: _____

Phone Number: _____

Restaurant #2 Name: _____

Phone Number: _____

Restaurant #3 Name: _____

Phone Number: _____

Using the Yellow Pages

Directions: Locate names and phone numbers for the businesses listed below. Contact businesses if necessary.

1. A co-worker's car broke down in the parking lot at work. She needs a taxi to pick her up from work and take her home. Using the Yellow Pages, find her a phone number for a taxi company.

Company Name: _____

Phone Number: _____

2. Over the weekend, there was a thunderstorm that caused flooding in the neighborhood where you work. On Monday, you get to work and find that the water has damaged the flooring in your office. Your boss has a very important meeting first thing in the morning and asks you to find two carpet companies who could give him a bid on replacing the carpet. Call these businesses and inquire the price per square inch for contractor grade carpet.

Company #1 Name: _____

Phone Number: _____

Price Per Square Foot: _____

Company #2 Name: _____

Phone Number: _____

Price Per Square Foot: _____

3. Your office is having a holiday party and your boss wants to hire a restaurant to cater the event. Using the Yellow Pages, choose three restaurant names to give to your boss as possible choices. Contact each restaurant and inquire about pricing for a group of 20 people.

Restaurant #1 Name: _____

Phone Number: _____

Catering Price: _____

Restaurant #2 Name: _____

Phone Number: _____

Restaurant #3

Catering Price: _____

Name: _____

Phone Number: _____

Catering Price: _____