



Job-Retention Needs Assessment for New Service Recipients

Directions: Respond to the questions about the individual's ability to perform the activity. When doing so, use the following definitions rating the terms:

Excellent: *The consumer's ability is not limited*

Good: *The consumer can perform the activity satisfactorily most of the time*

Fair: *The consumer can perform the activity satisfactorily some of the time*

Poor: *The consumer is not able to perform this activity satisfactorily*

Retention hours should not exceed 25% of the total hours worked by the consumer. However if the agency is unable to provide face to face retention services due to consumer request or nature of the job, the amount of support hours provided should be adjusted accordingly.

1. Name of consumer: _____ 2. Age _____

3. Persons involved in this discussion: _____

4. Person completing this form: _____

5. Is the agency staff allowed to monitor the individual at his/her job site? yes no other

If the answer to this question is no or other please explain: _____

6. Does the consumer have a secondary disability that affects his/her job stability? yes no

If yes, what is the secondary disability? _____

7. a. Job coaching started on: _____

b. Job coaching is expected to end on: _____

8. The consumer's ability to understand and remember short, simple instructions is:

excellent (1) good (2) fair (3) poor (4) _____ Points

9. The consumer's ability to carry out short, simple instructions is:

excellent (1) good (2) fair (3) poor (4) _____ Points

10. The consumer's ability to accept instructions and respond appropriately to criticism from supervisors is:

excellent (1) good (2) fair (3) poor (4) _____ Points

11. a. The consumer's ability to attend work when scheduled without support is:

excellent (1) good (2) fair (3) poor (4) _____ Points

b. The consumer's ability to be on time for work without support is:

excellent (1) good (2) fair (3) poor (4) _____ Points

12. The consumer's ability to maintain attention and concentration for extended periods is:

excellent (1) good (2) fair (3) poor (4) _____ Points

13. The consumer's ability to work with or near others without being distracted by them is:

excellent (1) good (2) fair (3) poor (4) _____ Points

14. The consumer's ability to perform at a consistent pace is:

excellent (1) good (2) fair (3) poor (4) _____ Points

15. The consumer's ability to produce the quantity of work expected by his/her supervisor is:

excellent (1) good (2) fair (3) poor (4) _____ Points

16. The consumer's ability to produce the quality of work expected by his/her supervisor is:

excellent (1) good (2) fair (3) poor (4) _____ Points



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17. The consumer's ability to get along well with key persons in his/her workplace is:

- Excellent (1) Good (2) Fair (3) Poor (4)

_____ Points

18. Are there special circumstances to be considered in determining the individual's need for retention services? Using history of what the individual has always used in the past, the individual, case manager, and agency staff can assign up to 3 additional points for extenuating circumstances

_____ *Please circle points: (1) (2) (3)*

Total Job Retention Point per the assessment tools: _____

Directions:

- Match the points totaled above to the point range below to determine the range of annual retention hours an individual is eligible for based on the assessment tool. Once the range is determined, select the appropriate amount of annual hours that the individual needs. For example, if an individual scores a 11, they would fall within the range of 105-209. Because they scored 11, you may determine the individual needs 105 retention hours a year (per the assessment tool).

- Point Range:**
- 11-19 points = 105-209 Annual Hours
 - 20-29 points = 210-314 Annual Hours
 - 30-39 points = 315-419 Annual Hours
 - 40-44 points = 420-520 Annual Hours

Annual Retention Hours per the Assessment Tool: _____

- Because the maximum amount awarded per the assessment tool should not exceed 25% of the annual hours worked per the definition of retention, please complete the following formulas:

Weekly hours worked X 52 weeks = Annual Hours Worked

Annual Hours Worked X 0.25 = Maximum Amount of Retention Hours

- Determine which is the lesser of the two numbers (annual hours per the assessment tool or annual hours determined by the definition of retention):

- To determine the estimated monthly hour average, divide the answer in number 3 by 12.

Monthly Average:

Individual if 18 or above and own Legal Guardian

Date

Parent/Primary Caregiver/Legal Guardian

Date

Legal Guardian, if different from above (i.e. DFS)

Date

SLRO Service Coordinator/DD Resources Service Advocate

Date

Agency Staff Representative

Date