

EXHIBIT 1.2: COMPILING PERSONAL TRANSITION DATA

What follows are common starting points in compiling personal information for young people in career planning programs. Note that the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) establish strict federal standards concerning the use of health, education, and human services information. (See Chapter 4 for more information.) Programs or providers who are funded by the Workforce Investment Act should also review the Section 188 Disability Checklist and local service plans for guidelines on acceptable inquiries, confidentiality, accommodations, and universal access.

Transition Information Summary

Personal Information

Name _____ Date of Birth _____
Street Address _____ Telephone _____
City, State, Zip _____ E-mail _____

Support Network

Family Contacts/Roles _____

Other Adults/Roles _____

Friends/Roles _____

Living Arrangements

Current Situation _____

Education

Current Situation _____

Health

Current Situation _____

Transition Goals

Training/Education _____

Employment, Short-term _____

Employment, Long-term _____

Transportation _____

Independent Living _____

Recreation _____

Other _____

Personal Details

Living Arrangements

Stability _____

Independent Supports _____

Training Needs _____

Income/Monetary Status

Current Cost of Living _____

Current Expenses _____

Current Sources of Personal Income _____

Family/Other Sources of Income _____

Government Benefits _____

Transportation

Currently Uses: Public transportation Drives own car Drives family/other car Supported transportation

Needs: Drivers license Buy car Orientation/Mobility training

Health/Behavior

Medical Conditions _____

Physical Conditions _____

Communication Issues _____

Medical Treatment _____

Medications/Side effects _____

History/Prognosis _____

Adaptive Equipment _____

Assistive Technology _____

Mental Health History _____

Substance Use History _____

Counseling _____

Behavior at School _____

Behavior at Work _____

Contact with Courts/Law Enforcement _____

Incarceration/Probation _____

Other _____

Education Detail

Background

In School Where/Grade _____

Out of School Highest Level Completed _____

Assessments Completed _____

Reading Skills _____ Math Skills _____

Writing Skills _____ Other Skills _____

Memory Skills Issues _____ Speech Issues _____

Listening Skills Issues _____ Other _____

Schools/Colleges Attended

Most Recent _____

Plans for Additional Education/Training

No Yes

If yes, describe: _____

Personal Traits

Hobbies _____

Leisure Activities _____

Interpersonal Skills _____

Things that Motivate _____

Work History

Recent Employment

1. _____
2. _____
3. _____
4. _____

Wages/Reasons for Leaving

1. _____
2. _____
3. _____
4. _____

Employment Details

Resume completed Letters of recommendation Skills certification

Transferable Skills _____

Work Speed/Quality/Productivity _____

Learning Experiences _____

Volunteer/Other Positions

Disability Issues

Accommodations _____

Adaptive Equipment _____

Job Supports _____

Job Coach _____

Health Insurance Status _____

On-Going Medical Needs _____

Legal Issues _____

Other _____

Job Preferences

- Using my hands
- Using my mind
- Driving a truck or car
- Working with tools
- Working with machines
- Working with advanced technology
- Working with computers
- Working outdoors
- Working for a large company
- Working for a small company
- Consistent hours
- Flexible hours
- Daytime hours
- Early morning work
- Evening hours
- Part-time hours
- Using my education/training
- Jobs that require reading
- Jobs that require math
- Being challenged
- Doing physical labor
- Doing repetitious tasks
- Having a variety of duties
- Having frequent changes in routine
- Feeling needed
- Having others view my work as important
- Waiting
- Sitting for long periods of time
- Standing for long periods of time
- Doing heavy lifting
- Walking
- Working in loud, noisy places
- Being warm/hot
- Being cold
- Getting my hands dirty
- Working alone
- Working with others
- Being my own boss
- Having close supervision
- Having minimal supervision
- Being given detailed instructions
- Being given orders with no explanation
- Working in a relaxed atmosphere
- Being pressured to work fast
- Working toward a career goal
- Having the opportunity to be promoted
- Earning a lot of money
- Receiving company benefits
- Making new friends
- Being close to home
- Traveling
- Being home on weekends
- Working on weekends
- Taking the bus to work
- Traveling long distances to work
- Disclosing my disability

Job Search Assistance Needed

- Working independently
- Working with agencies
- Working with schools
- Clothing
- Resume
- Disclosure/Disability issues
- Informational interviews
- Applications
- Reference letters
- Finding job openings
- Job interviews
- Other support