

## 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