



## Transition Skills Checklist

### Communication

- know how to express an idea, question or feeling
- let others know what I need
- know how to arrange for sign language or other interpreter, if needed
- know how to care for communication devices and use them independently
- know how to communicate by phone/TTY/TTD
- have a support person available if unable to communicate verbally
- know when, why and how to sign my name

### Self Awareness

- know who is involved in decision making and who to trust
- know my name, address, telephone number and who else may have this information
- know my height, weight and birth date
- carry personal I.D. when leaving home
- wear a medical alert I.D.
- know where my social security card and birth certificate are and when to use them
- know when and how to protect my identity and private information
- know how to describe my medical condition/disability and how it affects my life
- know my past medical history
- understand human sexuality

### Self Advocacy

- know how to stop and think and when to say “No”
- speak up for myself
- take part in my **IEP (Individualized Education Program)** meetings
- know people who can help me to take part in community activities
- know what agencies can support me as I become an adult
- know how to identify services and supports I may need, and know how to identify their eligibility rules and how the services and supports can be paid for
- know how to make contact with community advocacy organizations
- know how to call and ask for information, materials and booklets
- know where to get more information about my medical condition/disability
- have good communication with doctors and other professionals
- know about signing a form that will allow doctors to talk with parent(s) or legal guardian when I am 18
- know when to call the county or **Managed Care Organization (MCO)** or **Care Management Organization (CMO)** for Persons with Disabilities if I need help paying for services
- know to apply for long-term support services through my county human service agency or **Aging and Disability Resource Center (ADRC)** at 17 years and nine months of age





## Transition Skills Checklist

### Activities of Daily Living

- know how to take care of my personal needs (dressing, eating, hygiene and grooming skills)
- manage basic household chores
- know how to shop for groceries
- safely cook and prepare food
- know how to get a library card
- know how to read labels and know what they mean or who to ask about them
- know how to use household cleaners properly
- know how to do laundry
- understand Hot and Cold
- know how to use and read the thermometer to take my temperature
- know how to treat minor cuts, scrapes, burns and other simple first aid
- know how to contact utility services
- know who to call for basic household emergencies, such as power outages
- know what the landlord's job is and how to contact the landlord
- know how to care for my teeth and gums

### Safety

- know when and how to protect myself by wearing gloves and safety glasses
- know how to keep myself safe, such as being aware of strangers, using a seatbelt, being safe crossing the street, etc.
- understand the safe use of computers and phones
- understand the proper use of matches
- have emergency, fire, tornado and disaster plans made
- respond appropriately to fire alarms, know fire exits and know where the meeting place is located in an emergency
- have a fire extinguisher and smoke detector and know how to use and maintain them correctly
- understand who can help
- know how and when to use emergency telephone numbers, such as "911"

### Vision/Hearing

- use glasses or contact lenses independently as appropriate
- know how to get and who provides new prescriptions
- use hearing devices independently
- ask for accommodations for vision/hearing as needed





## Transition Skills Checklist

### **Nutrition and Fitness**

- understand if I have food allergies and how to safely deal with them
- understand if I have a specialized diet and how to get medical follow up on my dietary needs
- understand the basics of good nutrition, including healthy food choices
- understand funding and budgeting for the purchase of food
- understand the benefits of a health and fitness program
- take part in activities that keep me physically fit with modifications as needed
- know and understand the dangers of smoking, drugs, alcohol and abusive behaviors
- know where and how to get help to maintain a healthy lifestyle
- know how to prepare and store food safely

### **Recreation and Socialization**

- take part in activities with a group of peers/friends
- take part in activities that allow me quiet time for myself
- identify activities in the community that are meaningful to me and participate in them
- know what Day Service programs will be available after turning 18, and have a plan to tour a Day Service program (such as Goodwill Industries, Curative, etc.), if I am not otherwise employed or going to college full time

### **Transportation**

- know how to use transportation to get from place to place
- know how to get to doctor's office or other appointments
- know who can provide transportation and/or how to make arrangements
- know how to apply for a disabled parking permit
- understand safety aspects of walking
- know my home address
- know about funding or saving money to purchase a vehicle, needed adaptations or services

### **Legal and Financial Issues**

- know how to apply for Social Security
- know how medical decision making changes at age 18
- know about having an Advanced Directive
- have Power of Attorney issues for health care and finance that have been addressed.
- have financial trust issues that have been addressed
- know how to manage money
- know how to open a bank account





## Transition Skills Checklist

### Managing Medical Care and Finding a Medical Home

- understand my medical condition
- have a primary health care provider who knows me well and helps me in many ways
- know how to take care of my medical condition by myself at home
- keep a list of my health care providers, their phone numbers and office hours and carry this list with me when I leave the house
- have a care plan and understand how to use it in an emergency
- can describe changes/symptoms caused by my medical condition
- can call my primary care provider when I am having problems or need to give a progress report
- know the difference between an emergency (go to hospital) or illness (call my doctor)
- can follow the plan of care recommended by my doctor
- know what nursing services I will need and how to get them
- know how to find out if I am eligible for personal care assistance
- know how to hire a personal care assistant or get other assistance that I need

### Locating Adult Health Care Providers, Finding a Medical Home

- know the difference between primary care and specialists, and what each provides
- have talked with current pediatric provider(s) about potential adult provider(s)
- have considered living arrangements that are close to doctors and medical facilities
- have prepared questions for doctors, dentists, nurses and therapists
- have planned a meeting with new adult provider(s)
- have evaluated the accessibility of office and exam rooms
- have arranged for medical records to be sent to new provider(s)
- have a medical summary to give to the adult provider

### Insurance and Care Coordination

- understand that insurance plans may have approved providers
- understand managed care versus fee-for-service insurance
- can identify what services are covered by insurance plans
- know my insurance company and how to contact them
- carry my insurance card when leaving home
- know how and when to get a referral
- know how and when to use insurance and when to pay expenses out of pocket
- understand who assists with coordination of services and how to contact them
- know how and when to ask for help from case managers or customer service
- understand that insurance companies may have requirements (such as being a full-time student) in order to remain on my parent's insurance plan
- understand that when I turn 18 I need to document my disability again and reapply for **Medicaid** and/or **Medicare**





## Transition Skills Checklist

### Managing Appointments

- keep a calendar of doctor and dentist appointments
- know how to make appointments for doctors, laboratory tests and diagnostic tests
- call for referrals if needed
- write down any questions I have for my doctor and take them to the appointment
- take part in my doctor's visits

### Managing Medications

- know the names and purpose of my medicines and how and when to take each one
- know my medicine's side effects and what to do if they occur
- take medicine on my own without help from a parent or guardian
- fill a daily/weekly pillbox
- know when and who to call for prescription refills
- call my doctor when I have no refills left on a prescription
- get medicines refilled without help from my parent or guardian
- have a working relationship with the pharmacist
- know to ask the doctor or pharmacist if I have questions or need help
- know which prescription cards to show when picking up a prescription or having them delivered
- understand the meaning of "co-pay"

### Managing Equipment and Treatments

- know the purpose of special equipment, treatments or supplies that are needed
- understand and can do my own treatments and therapies when appropriate
- know who does my treatments and therapies and how often they occur
- know how to order medical supplies
- know how to fix minor problems with equipment
- know how to arrange for equipment maintenance – both routine and emergency

### Managing Medical Information/Record Keeping

- know how to write down recommendations of the doctor or dentist and have written follow-up given to me or ask for a visit summary
- keep a record of my medical information (such as clinic notes, test results, immunizations, summaries, functional assessment, etc.)
- know how to keep records organized
- know how to complete a medical records release form, and know when I would need to do so
- have a copy of a summary of medical information
- know how to designate a Medical Power of Attorney, or I have already done so





## Transition Skills Checklist

### Work

- have contacted the Division of Vocational Rehabilitation (DVR) office and know how to work with them
- have completed an Emergency Information Form (EIF) and given it to all who will need it
- know my rights and responsibilities under the Americans with Disabilities Act (ADA) and the 504 Rehabilitation Act
- have thought about possible careers and looked for information about those careers
- have learned about jobs by observing other people (such as family, relatives, and friends) at work and by talking with other adults about what they do for work
- have toured businesses to see what jobs they offer
- have learned about jobs through opportunities offered at school (classes about careers, tests to find out what careers might be best for me, job fair or job program)
- have completed a resume and a job application, or I know how to do this
- have gained paid or volunteer work experience
- know how to talk about what I need to be successful in a job
- know how to discuss my accommodation needs with an employer
- have considered the pros and cons of full-time and part-time work and how these options affect benefits offered

### Higher Education

- know how to get help from my high school counselor
- know when and how to apply for college and for financial aid and scholarships
- know what paperwork needs to be completed before starting school
- know what time management and study strategies work best for me
- have visited college fairs or toured college campuses
- can tell my teachers what I need and what I want to learn
- have asked for special help taking the SAT or ACT tests if needed
- understand how my disability affects my learning
- know about my educational options after high school
- have considered the pros and cons of full-time and part-time school and how these options affect benefits offered
- have met with the Disability Services office at the college I plan to attend and talked to the office staff about my needs
- have worked with health services at the college to plan for medical emergencies
- have requested an updated psychological evaluation (if needed) prior to attending college

