# Community-Based Situational Assessment (CBSA) and Assessment to Hire

# Multi-Use Form

This multi-use form was developed to avoid duplication and confusion with multiple forms and provide a means to streamline the reporting process. The CBSA and Assessment to Hire each have similarities but differ in purpose.

## CBSA

A Community-based Situational Assessment or CBSA is utilized to assess a client’s skills, abilities, strengths, barriers, and need for long term support in a competitive work environment. An Assessment to Hire is utilized to evaluate a potential placement by assessing a client’s skills, abilities, strengths, barriers and need for long term support in the job, and comparing these to the job responsibilities and requirements. In a CBSA, the Employment Specialist would determine what, if any additional support might be needed for the client to be successful. The Vocational Rehabilitation Counselor (VRC) may be reasonably certain a client has the skills for a specific job, but may be unsure of what services might be necessary to best ensure the client’s success over time. It is often necessary to evaluate the client’s abilities to meet those demands by observing him/her in the actual work environment. A CBSA also provides the employer an opportunity to see a client “in action”. A job offer may be an outcome of the SA, in which case, the information gathered will be utilized to create the Individualized Plan for Employment (IPE).

| Required Information:  |
| --- |
| Client Name:       |
| Report Date:       |
| Referring VRC:       |
| CRP/Agency:       |
| Employment Specialist:       |
| Job Coach:       |
| Purpose of Service:       |
| Assessment Site and Address:       |
| Assessment Date(s):       |
| Assessment Schedule:       |
| Client Job Position (Title):       |
| Total number of hours client worked during assessment: Daily:  |       | Weekly: |       | Total: |       |
| Number of onsite, direct support/job coaching hours required during this assessment:       |
| Responsibilities of client’s job position:       |

### Billing Information

| **Date (when)** | **Activity (who, what, where)** | **Actual hours** |
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| --- | --- |
| Wages:  |       |
| Total hours used: |       |
| Future hours requested: |       |

## Work Performance

### **Work Orientation**

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Work Orientation.

 B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Indicates or demonstrates does not want to work [ ]  Demonstrates ambivalence about work.

[ ]  Desire to work at some point in the future indicated [ ]  Demonstrates desire to work now

### 2. Work Initiative

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Work Initiative.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Avoids work even after assigned. [ ]  Accepts work once assigned. [ ] Initiates preferred work

[ ]  Seeks work/meaning activity when assigned tasks are completed.

### 3. Orientation to Work Site

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Orientation to Work Site.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ] Needs assistance after orientation training [ ] Orients well to room/work area. [ ] Orients to building & grounds

### 4. Work Productivity

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Work Productivity.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Unaware of speed as a component of job expectation.

 [ ]  Recognizes speed as a component of job expectation but does not demonstrate effort and/or ability to improve.

 [ ]  Recognizes speed as a component of job expectation and demonstrates efforts to meet and maintain expectations.

### 5. Work Quality

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Work Quality.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Unaware of quality as a component of job expectation.

 [ ]  Recognizes quality as a component of job expectation but does not demonstrate effort and/or ability to improve.

 [ ]  Recognizes quality as a component of job expectation and demonstrates efforts to meet and maintain expectations.

#### Additional Work Quality Observations

([ ] These behaviors or actions are not a component of this assessment and/or were not observed)

|  |  |  |  |
| --- | --- | --- | --- |
| Work Pace : | Fast [ ]  | Moderate [ ]  | Slow [ ]  |
| Work Schedule: | Intermittent [ ]  | Steady [ ]  |  |
| Stamina | High [ ]  | Medium [ ]  | Low [ ]  |
| Arrival to Work | Early [ ]  | Timely [ ]  | Late [ ]  |
| Departure from Work | Early [ ]  | Timely [ ]  | Late [ ]  |
| Appropriate Breaks | Always [ ]  | Sometimes [ ]  | Never [ ]  |
| Ability to Recognize Surroundings | Always [ ]  | Sometimes [ ]  | Never [ ]  |
| Ability to Work Safely and Independently | Always [ ]  | Sometimes [ ]  | Never [ ]  |

Comments:

### 6. Independence Regarding Work Performance

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Independence Regarding Work Performance.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Requires supervision at all times. [ ] Requires frequent supervision.

 [ ]  Independent with reminders to stay on task. [ ]  Independent.

### 7. Ability to Follow Directions

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Ability to Follow Directions.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Carries out 1 step with cues. [ ]  Carries out 1 step without cues.

 [ ]  Carries out multiple steps with cues. [ ]  Carries out multiple tasks without cues.

### 8. Adaptability

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Adaptability.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Requires rigid routine. [ ]  Adapts to consistent routine after orientation.

 [ ]  Adapts to changes in routine with orientation. [ ]  Adapts to change on request.

### 9. Computer Proficiency

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Computer Proficiency.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Can clock in and out for work. [ ]  Can’t turn computer on.

 [ ]  Is able to navigate/browse the internet. [ ] Is able to use Microsoft Word and/or other software.

### **10. Comparing Data**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Comparing Data.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ] Unable to demonstrate making comparative judgments [ ]  Ability to demonstrate making comparative judgements

[ ]  Ability to compare data & things & make judgments requiring classification of two or more categories

### **11. Worker Safety**

( [ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Worker Safety.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Unaware of safety as a job component, requires close supervision

 [ ]  Recognizes safety as a job component, intermittent supervision required

 [ ]  Recognizes safety as a job component, demonstrates alertness to potential hazards

### 12. Flexibility in Work Hours

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Flexibility in Work Hours.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  No flexibility [ ]  Some, requires approval from other (i.e. guardian, residential staff, adherence to court order, etc.)

 [ ]  Health related considerations. [ ]  Adaptable to most hours

### **13. Environmental Considerations (Ability to tolerate the environmental conditions in the workplace**

([ ] This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Environmental Considerations.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ] Tolerance to cold [ ]  Tolerance to heat [ ] Tolerance to humidity [ ] Tolerance to scents

[ ] Tolerance to chemicals [ ]  Tolerance to light [ ]  Tolerance to noise [ ]  Tolerance to vibration

[ ]  Other

### **14. Health Maintenance (habits such as eating, sleeping, hygiene, etc.)**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Health Maintenance.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Likely to negatively impact other workers [ ]  Likely to interfere with attendance [ ]  Not likely to interfere with job

### 15. Standing

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Standing.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 16. Walking

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Walking.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 17. Sitting

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Sitting.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ] Constant

### 18. Driving

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Driving.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 19. Lifting

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Lifting.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 20. Carrying

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Carrying.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 21. Pushing

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Pushing.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

**22. Pulling**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Pulling.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 23. Climbing

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Climbing.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 24. Balancing

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Balancing.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 25. Stooping

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Stooping.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 26. Kneeling

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Kneeling.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 27. Crouching

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Crouching.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 28. Reaching

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Reaching.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 29. Communication

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Communication.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### **30.Hearing Required**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Hearing Required.

B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

## Interpersonal/Communication

### **31. Handling of Constructive Criticism**

 ([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Handling of Constructive Criticism:

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Demonstrative resistance becomes argumentative [ ]  Neither responds nor changes behavior

 [ ]  Acknowledges criticism; responds by withdrawal from tasks [ ]  Makes requested changes in behavior

### 32. Interaction with Co-workers, Employer and Public

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Interaction with Co-workers, Employer and Public.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Works better alone [ ]  Does not respond appropriately to working with or in proximity to other people

[ ]  Works effectively in groups [ ]  Adapts to working with one other person

[ ]  Adapts to working with several other people [ ]  Works well with public

### **33. Interaction with Supervisors**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Interaction with Supervisors.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Does not appear to understand supervisory role [ ]  Resistance to supervisory requests

 [ ]  Seeks to please but demands excessive time [ ]  Demonstrates respect of supervisory role

### **34. Providing Assistance**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Providing Assistance.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Responds to gestures and demonstration of help needed by people [ ]  Initiates providing assistance to others

 [ ]  Responds in courteous manner to verbal requests to assist

## Other Consideration

### **35. Family/Significant other’s Support for Work and Rehabilitation**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Family/Significant Other’s Support for Work & Rehabilitation.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not supportive to individual’s efforts to work [ ]  Indifferent to individual’s efforts to work [ ]  Inconsistent

 [ ]  Supportive of the individual’s efforts to work [ ]  Case manager, ASPIRE/TANF involvement

## Transportation

### 36. Transportation Availability

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Transportation Availability.

 B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Transportation from outsider

[ ]  Available from others within limits: Specify

[ ]  Available from others, flexible [ ]  Provides own transportation [ ]  Transportation unavailable

### 37. Independence Regarding Arranging Transportation

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Independence Regarding Arranging Transportation.

B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Requires assistance [ ]  Must be picked up and dropped off [ ]  Independent with reminders

[ ]  Independent

### 38. Reinforcement Needs

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Reinforcement Needs

 B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Requires continued reinforcement [ ]  Requires intermittent reinforcement

[ ]  Responds to natural reinforcement

### 39. Time Skills

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Time Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Unaware of time functions [ ]  Aware of time functions [ ]  Able to complete required task in allotted time

 [ ]  Needs additional time to complete required tasks

### 40. Money Skills

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Money Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Does not demonstrate money concepts

 [ ]  Conducts money exchanges, able to recognize the value of coins and bills

 [ ]  Recognizes the value to coins and bills, but does not make change [ ] Conducts money exchange and makes change

### 41. Math Skills

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Math Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Does not understand number concepts [ ]  Counts [ ]  Counts and adds [ ]  Add and subtracts

 [ ]  Understands measurement concepts [ ]  Demonstrated ability to do complex math

### 42. Copying Data

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Copying Data.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Does not copy numbers/letters [ ]  Copies numbers/letters but needs large spaces

 [ ]  Copies number/letters in appropriate spaces [ ]  Copies numbers/letters but has difficulty with sizing and placement

### 43. Gross Motor Skills

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Gross Motor Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 44. Fine Motor Skills

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Fine Motor Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Not present [ ]  Occasional [ ]  Frequent [ ]  Constant

### 45. Aggressive Actions or Communication

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Aggressive Actions or Communication.

 B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Not at all [ ]  Hourly [ ]  Daily [ ]  Weekly/Monthly

### 46. Reading Skills

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Reading Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

[ ]  Recognizes single numbers/letters/pictures- indicate- Cursive/Block

[ ]  Reads words/phrases- indicate- Cursive/Block

[ ]  Reads simple sentences indicate- Cursive/Block [ ]  Proficient reading skills

### **47. Writing Skills**

([ ]  This behavior or action is not a component of this assessment and/or was not observed)

A. Please describe in your own words, the behavior or actions that this individual demonstrates in the area of Writing Skills.

 B. Which item(s) below best describes the comments/narrative you have written above:

 [ ]  Writes sentences (single numbers/letters) and picture [ ]  Writes words and phrases- indicate-Cursive/Block

 [ ]  Writes simple sentences- indicate- Cursive/Block [ ]  Writes proficiently

Identify client’s primary strengths:

Identify client’s primary barriers to employment:

Do you see the need for supported employment services (on and/or off-site)? Please detail reasons for recommendations including number of hours of long term support recommended for this job position.

Based on this assessment, do you believe this worksite/type of employment is a good fit for this client? Please explain.

Additional notes if applicable:

Employment Specialist Signature:

Date: