



MISSOURI DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF FAMILY SERVICES  
LIFE SKILLS INVENTORY





MISSOURI DEPARTMENT OF SOCIAL SERVICES  
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**LIFE SKILLS INVENTORY SCORING SHEET**

NAME OF YOUTH				DATE OF BIRTH			
<b>DATES</b>				<b>CHILDREN'S SERVICES WORKER</b>			
INITIAL	ANNUAL						
<b>CATEGORY</b>				<b>DATE SKILL LEVEL ATTAINED</b>			
				MIN.	INT.	ADQ.	EXCEP.
MONEY MANAGEMENT/CONSUMER AWARENESS							
HOUSING							
HOUSEKEEPING							
FOOD MANAGEMENT							
HEALTH, PERSONAL HYGIENE							
EMERGENCY, SAFETY SKILLS							
TRANSPORTATION							
KNOWLEDGE OF COMMUNITY RESOURCES							
DECISION-MAKING AND COMMUNICATION SKILLS							
EDUCATIONAL/VOCATIONAL PLANNING							
JOB SEEKING SKILLS							
JOB MAINTENANCE SKILLS							
LEGAL ISSUES							

	INITIAL	ANNUAL		
<b>I. CATEGORY: MONEY MANAGEMENT AND CONSUMER AWARENESS</b>				
<b>A. MINIMAL</b>				
1. Knows values of coins and currency.				
2. Can make a transaction at a local store and count change.				
3. Has an understanding of the difference between "luxuries" and "necessities" in food, transportation, clothing, housing, etc.				
4. Understands the difference between "sale price" and "regular price."				
5. Knows how to clip and use coupons.				
<b>B. INTERMEDIATE</b>				
1. Can open a checking or savings account.				
2. Can write checks/make withdrawals and make deposits.				
3. Can record banking transactions (either checking or savings).				
4. Can budget allowance to last for a week. (Shows some understanding of the concept of saving.)				
5. Has an understanding of the difference between gross wage and take home pay.				
6. Can use a calculator to add, subtract, divide and multiply.				
<b>C. ADEQUATE</b>				
1. With assistance can make out a monthly budget covering regular expenses for independent living.				
2. Shows some "sales resistance" to "something for nothing" advertising and "low weekly payment" credit plans.				
3. Can read monthly bank statements, compare balances, make adjustments as necessary (deduct service charges, check fees, adjust for differences in the balance).				
4. Understands the responsibility of filing a federal and state tax form. Knows the information that is required for filing taxes and knows where to go to get assistance in filing taxes.				



	INITIAL		ANNUAL	
<b>II. CATEGORY: HOUSING</b>				
<b>A. MINIMAL</b>				
1. Understands the concept of renting and knows the role of the landlord.				
<b>B. INTERMEDIATE</b>				
1. Can read want ads for vacancies.				
2. Understands basic terms (lease, sub-let, utilities, studio, efficiency, security deposit, reference, etc.).				
3. Can calculate the costs associated with difference types of housing.				
<b>C. ADEQUATE</b>				
1. Can identify type of housing that is within budget and meets current housing needs.				
2. Can calculate "start up" costs. (Utility deposits, connection fees, security deposits, first month's rent, purchase of furniture and all other household items.)				
3. Can complete a rental application.				
4. Can ask the landlord about apartment to determine if apartment meets needs.				
5. Knows how to inspect the apartment to make sure appliances work and that the landlord has supplied accurate information about the apartment and the neighborhood.				
6. Shows some concerns for the rights of other residents with regard to property and noise.				
7. Understands the implications if the rights of other residents are not respected.				
8. Understands the implication of the security deposit.				
<b>D. EXCEPTIONAL</b>				
1. Demonstrates the ability to get along with other residents and the landlord.				
2. Knows how to get help if there is a conflict with the landlord.				

	INITIAL	ANNUAL		
<b>III. CATEGORY: HOUSEKEEPING</b>				
<b>A. MINIMAL</b>				
1. Can wash dishes adequately using soap and hot water.				
2. Can change a light bulb.				
3. Can make bed.				
4. Knows how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet, clean bath tub and sink.				
5. Knows appropriate cleaning products to use for different cleaning jobs.				
6. Knows how to dispose of garbage.				
<b>B. INTERMEDIATE</b>				
1. Can use vacuum cleaner properly and change bags.				
2. Can change bed linen.				
3. Knows how to prevent sinks and toilets from clogging.				
<b>C. ADEQUATE</b>				
1. Knows how to stop a toilet from running.				
2. Knows how to use a plunger and unstop a toilet or sink.				
3. Can defrost the refrigerator, if necessary.				
4. Can clean a stove.				
5. Knows what repairs a landlord should perform.				
6. Knows how to conserve energy and water.				
7. Can read clothing labels and determine which clothes are to be dry cleaned, hand washed and machine washed.				
8. Can sort and machine wash clothes at a laundromat using appropriate temperatures, amounts of soap, bleach, etc.				
9. Can dry clothes in a dryer using appropriate settings.				
10. Knows approximate cost of dry cleaning and can arrange for dry cleaning.				

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11. Can hand wash items following the instructions on the label.				
12. Can iron clothes.				
13. Can sew on a button and make minor clothing repairs.				
<b>D. EXCEPTIONAL</b>				
1. Perform routine housecleaning to maintain the home in a reasonably clean state.				
2. Uses drawers and closets appropriately for storage.				
3. Can do minor household repairs.				
4. Is able to contact the landlord and request repairs.				
5. Can change a fuse or reset a circuit breaker.				
6. Can measure a window for shades or curtains.				
7. Knows how to rid of and avoid roaches, ants, mice, etc.				

	INITIAL	ANNUAL		
<b>IV. CATEGORY: FOOD MANAGEMENT</b>				
<b>A. MINIMAL</b>				
1. Can order in a cafeteria or fast food restaurant.				
2. Can set the table properly.				
3. Knows name and use of cooking utensils.				
<b>B. INTERMEDIATE</b>				
1. Can order a meal from the menu in a family-style restaurant.				
2. Can fix a breakfast for one.				
3. Can fix a lunch for one.				
4. Can fix a dinner for one.				
5. Can make out a grocery shopping list.				
6. Can carry out a grocery shopping trip. (Selecting items on the shopping list and paying the cashier.)				
7. Can use cooking utensils effectively and safely (knives, grater, can opener, potato peeler, egg beater, etc.)				
8. Can use kitchen appliances effectively and safely.				
<b>C. ADEQUATE</b>				
1. Stores perishables under refrigeration.				
2. Recognizes signs of spoilage in food.				
3. Can follow the instructions for preparing canned or frozen foods.				
4. Can use acceptable table manners.				
5. Can plan weekly menu of nutritious meals.				
6. Can shop for a week's menu and stay within a food budget.				
7. Can prepare all meals on a week's menu.				

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D. EXCEPTIONAL				
1. Can follow recipes from a cookbook.				
2. Can adjust recipes to feed more or less people than is called for in the recipes.				
3. Understands how to use dates on food packages to prevent spoilage.				
4. Takes advantage of specials, seasonal produce, coupons, farmers markets, etc.				
5. Understands and can use unit pricing to comparison shop.				

	INITIAL	ANNUAL		
<b>V. CATEGORY: HEALTH, PERSONAL HYGIENE</b>				
<b>A. MINIMAL</b>				
1. Can open child proof container.				
2. Knows not to take someone else's medication.				
3. Knows that drugs, alcohol and tobacco may be harmful to your health.				
4. Knows parts of the body and sexual functioning.				
5. Knows how pregnancy occurs.				
6. Can dress self (including underwear, socks, and tied shoes) in a reasonably acceptable fashion.				
7. Can bathe self.				
8. Knows how to use soap, shampoo, deodorant, shaving cream and other common personal products appropriate to gender.				
<b>B. INTERMEDIATE</b>				
1. Can recognize and describe symptoms of colds, flu and other common health problems.				
2. Knows how to get emergency health care.				
3. Knows what to do for a minor cut, a minor burn, a splinter.				
4. Understands the risks of pregnancy and sexually transmitted diseases.				
5. Understands the risks of drug and alcohol abuse.				
6. Showers or bathes regularly.				
7. Brushes teeth regularly.				
8. Keeps hair clean and neat.				
9. Dresses in reasonably clean clothing.				

	INITIAL	ANNUAL		
<b>C. ADEQUATE</b>				
1. Can take own temperature using an oral thermometer.				
2. Can nurse self through cold or flu.				
3. Recognizes and makes correct use of "over the counter" drugs for pain, stomach upset, diarrhea, fever, cold/allergy symptoms.				
4. Can call a doctor or dentist and schedule an appointment.				
5. Can read a prescription label correctly and follow the instructions.				
6. Can take medication without supervision.				
7. Knows how to dispose of drugs in a safe manner.				
8. Knows how to use what is included in a First Aid Kit.				
9. Has a copy of personal immunization records and medical history.				
10. Knows methods of birth control and how to obtain birth control devices.				
11. Knows how to prevent the spread of sexually transmitted diseases.				
12. Has selected a doctor, dentist or clinic for regular health care.				
<b>D. EXCEPTIONAL</b>				
1. Is conscious of diet, exercise, good eating habits and other preventive health measures.				
2. Can determine when to go to an emergency room and when to make an appointment with the family doctor or clinic.				
3. Understands the importance of medical insurance and how to obtain it.				
4. Knows the cost of and can budget money for special hair and nail care (i.e., permanents, braiding, manicures, etc.)				
5. Knows appropriate clothing to wear for almost all occasions.				

	INITIAL	ANNUAL		
<b>VI. CATEGORY: EMERGENCY AND SAFETY SKILLS</b>				
<b>A. MINIMAL</b>				
1. Knows functions of police, ambulance and fire department. Can reach each by calling the appropriate number.				
2. Is trained to evacuate the residence in case of fire.				
3. Knows proper way of disposing of smoking materials, if smokes.				
4. Knows how to lock and unlock doors and windows.				
<b>B. INTERMEDIATE</b>				
1. Understands basic fire prevention. (No smoking in bed, using gas stove to heat, excessive use of extension cords, frayed electrical cords, etc.)				
2. Knows how to check smoke alarm and how to replace battery.				
3. Knows that improperly used appliances can cause fires.				
4. Can recognize the smell of a gas leak.				
5. Knows what to do, who to call if s/he smells a gas leak.				
<b>C. ADEQUATE</b>				
1. Knows how to use a fire extinguisher.				
2. Knows the different methods for putting out different kinds of fires.				
3. Knows how to properly store cleaning materials.				
4. Can usually determine when professional medical help is needed.				
<b>D. EXCEPTIONAL</b>				
1. Has completed First Aid training.				
2. Has completed CPR training.				

	INITIAL	ANNUAL		
<b>VII. CATEGORY: TRANSPORTATION</b>				
<b>A. MINIMAL</b>				
1. Knows amount of money required for bus fare.				
2. Can make solitary trip on public transportation between two designated points.				
3. Can ride bicycle safely.				
4. Knows what is required to get a driver's license.				
<b>B. INTERMEDIATE</b>				
1. Knows how to call a taxi and provide information needed.				
2. Knows the approximate cost of taking a taxi.				
3. If given instructions, can make public transportation journey involving several transfers.				
4. Can obtain monthly or student bus pass.				
<b>C. ADEQUATE</b>				
1. Can use information on public transportation routes to get to any location on public transportation system.				
2. Knows how to travel between cities by bus or train. (Knows how to obtain travel information, make reservations, purchase tickets, get to station, find train/bus, etc.)				
3. Can arrange routine transportation to work or school.				
<b>D. EXCEPTIONAL</b>				
1. Can read a map.				
2. Has a driver's license.				
3. Can give directions.				
4. Can fix a bicycle.				
5. Knows how to do basic car maintenance.				
6. Can estimate cost of owning and operating a car for a month/year.				

	INITIAL	ANNUAL		
<b>VIII. CATEGORY: KNOWLEDGE OF COMMUNITY RESOURCES</b>				
<b>A. MINIMAL</b>				
1. Knows location of nearest post office and how to use it.				
2. Knows how to get information by telephone.				
3. Knows where nearest park is located.				
4. Knows where nearest supermarket or shopping district is located.				
<b>B. INTERMEDIATE</b>				
1. Knows where nearest laundromat is located.				
2. Knows where personal bank is located.				
3. Can use the yellow pages to obtain information.				
<b>C. ADEQUATE</b>				
1. Knows who to contact if lost, frightened, depressed, anxious, sick, injured, out of food and money, utilities disconnected, or heat goes out.				
2. Knows where and how to register for selective service.				
3. Knows where the nearest state employment office is located.				
4. Can obtain a copy of birth certificate and a duplicate social security card.				
<b>D. EXCEPTIONAL</b>				
1. Has awareness of "specialized" resources: mental health counseling, consumer counseling, VD clinics, student aid offices, tenant groups, animal control, public recreation, etc.				
2. Knows who elected representatives are and how to contact them.				
3. Has obtained a library card.				
4. Knows what the Better Business Bureau does and how to contact it.				

IX. CATEGORY: <u>DECISION-MAKING AND COMMUNICATION SKILLS</u>	INITIAL		ANNUAL	
<b>A. MINIMAL</b>				
1. Can respond to introductions and answer simple questions.				
2. Can identify personal strengths and needs (with assistance if necessary).				
<b>B. INTERMEDIATE</b>				
1. Looks others in the eye and shakes hands if other person offers.				
2. Can make "small talk" (face to face).				
3. Can make introductions, including approaching others to introduce self.				
4. Can establish a realistic goal to meet an identified personal need (with assistance if necessary).				
<b>C. ADEQUATE</b>				
1. Accepts invitations from others to be involved in social activities.				
2. Makes arrangements with peers for social activities.				
3. Knows where to get help if unable to resolve interpersonal conflicts alone.				
4. Has some ability to resolve conflicts with others.				
5. Refrains from physical violence as a means of solving interpersonal conflict.				
6. Has practiced (in role play or mock situation) how to say "no" to a peer who is trying to persuade him/her to do something wrong.				
7. Can develop a realistic plan with appropriate steps identified to achieve goal.				
8. Can carry out plan with some assistance provided.				
9. Can describe the "best possible" outcome if the goal is achieved and the "worst possible" outcome if the goal is not achieved.				
10. Can describe the relationship between actions and consequences.				

	INITIAL	ANNUAL		
<b>D. EXCEPTIONAL</b>				
1. Labels and expresses anger or other strong feelings appropriately, "talks out" problems rather than "acting them out."				
2. Has demonstrated the ability to say "no" to peers.				
3. Can develop and carry out a personal plan for goal achievement without constant supervision.				
4. Can anticipate, with limited input from others, what consequences might be associated with different choices.				
5. Knows when and how to send a written thank you note.				

	INITIAL	ANNUAL		
<b>X. CATEGORY: EDUCATIONAL/VOCATIONAL PLANNING</b>				
<b>A. MINIMAL</b>				
1. Has a realistic view of his/her chances of completing high school and/or seeking higher education.				
<b>B. INTERMEDIATE</b>				
1. If high school graduation is not realistic, understands what GED is and how to obtain one.				
2. Understands future prospects and probable living standards relative to specific levels of education and/or specialized skills.				
<b>C. ADEQUATE</b>				
1. Can fill out forms to enroll in an educational program.				
2. Has a general idea of what job s/he wants.				
3. Has an appropriate educational plan for the job selected.				
4. Understands educational/skill requirements for job selected.				
5. Can discuss educational/vocational plans with teachers/counselor.				
6. Is aware of the cost of higher education/vocational training.				
7. Knows the difference between a loan and a grant.				
8. Is aware of educational resources available in the community.				
<b>D. EXCEPTIONAL</b>				
1. "Shops around" to find the best educational resources.				
2. Knows where to find and how to access adult education or vocational training in the community.				
3. Knows how to obtain financial aid/scholarships for additional education.				

	INITIAL	ANNUAL		
<b>XI. CATEGORY: JOB SEEKING SKILLS</b>				
<b>A. MINIMAL</b>				
1.			Has a reasonable idea of the types of jobs that will be available to him/her.	
2.			Knows what the minimum wage is.	
<b>B. INTERMEDIATE</b>				
1.			Can fill out a standard job application form.	
2.			Can read the want ads and find appropriate leads.	
3.			Can complete a mock interview giving appropriate answers to potential questions.	
<b>C. ADEQUATE</b>				
1.			Has a completed job application/fact sheet to take on a job interview.	
2.			Can make appointment for a job interview.	
3.			Knows to prepare for a job interview.	
4.			Knows appropriate clothing to wear for the interview.	
5.			Can complete a job interview.	
6.			Knows the function of and can contact the public employment agency.	
7.			Knows the function of and can contact private employment agencies. Understands that private employment agencies charge fees.	
8.			Can identify ads placed by private employment agencies.	
<b>D. EXCEPTIONAL</b>				
1.			Can write a resume.	
2.			Can follow up an interview with a letter.	
3.			Is able to maturely weigh the advantages of one job over another.	
4.			Understands legal discrimination and where to seek help if discriminated against illegally.	

	INITIAL	ANNUAL		
<b>XII. CATEGORY: JOB MAINTENANCE SKILLS</b>				
<b>A. MINIMAL</b>				
1. Dresses for work appropriately.				
2. Reports to work on time.				
3. Knows job responsibilities and how to complete job tasks.				
<b>B. INTERMEDIATE</b>				
1. Knows how to read a pay stub.				
2. Knows to contact employer when not able to go to work.				
3. Knows what behaviors will get a person fired immediately.				
4. Knows how to ask for help with a problem on the job.				
<b>C. ADEQUATE</b>				
1. Knows if eligible for sick time, vacation time or personal time.				
2. Knows what a grievance procedure is.				
3. Knows what to do to get a raise.				
4. Knows when and when not to talk with co-workers.				
5. Knows appropriate way to talk to supervisor.				
6. Has a plan for handling anger when angry at supervisor, co-workers, or customers.				
<b>D. EXCEPTIONAL</b>				
1. Can implement anger management plan in majority of cases.				
2. Knows how to use company grievance procedure to resolve disagreements.				
3. Knows company's "unwritten policies" and can function within them.				
4. Know how to ask for a raise.				
5. Knows what to do to be eligible for promotion.				
6. Knows legal rights as an employee.				

	INITIAL	ANNUAL		
<b>XIII. CATEGORY: LEGAL ISSUES</b>				
<b>A. MINIMAL</b>				
1. Would have the phone number of someone to call if arrested or victimized.				
2. Understands generally what actions are against the law and what the consequences are.				
<b>B. INTERMEDIATE</b>				
1. Knows rights of arrest.				
2. Knows what the function of a lawyer is.				
3. Knows legal age for buying alcohol and tobacco products.				
4. Understands the meaning of "legal age" in legal terms. (What you can do and what you cannot do.)				
5. Knows the legal requirements for marriage.				
<b>C. ADEQUATE</b>				
1. Knows responsibility for registering for selective service, if male.				
2. Aware of availability of free legal services.				
3. Understands the consequences of signing a contract or a lease.				
4. Knows comparative seriousness of following offenses:				
- Buying, possessing, selling and smoking marijuana and other drugs.				
- Buying and drinking beer and alcohol underage.				
- Trespassing.				
- Shoplifting.				
- Burglary.				
- Possession of stolen property.				
- Traffic violations.				
<b>D. EXCEPTIONAL</b>				
1. Shows good citizenship and an understanding of the rights and responsibilities of a citizen.				
2. Knows how and where to register to vote.				
3. Knows to go to vote.				
4. Knows the difference between "felony" and "misdemeanor."				

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Other Issues Effecting Youth's Ability To Become Self-Sufficient: