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## COMPREHENSIVE LIST OF TRANSITIONING SKILLS

### ACADEMIC

	Skill
Writing	<ul style="list-style-type: none"> <li>• Writing neat and legibly</li> <li>• Fills out basic applications</li> <li>• Articulating what one wants to saw using concise language</li> <li>• Can write a “to do” list</li> </ul>
Reading Comprehension	<ul style="list-style-type: none"> <li>• Comprehending basic oral and written directions</li> <li>• Comprehending directions with multiple steps</li> <li>• Reading and comprehending prescription/medication labels</li> <li>• Knowing basic abbreviations</li> </ul>
Research Comprehension	<ul style="list-style-type: none"> <li>• Look up basic information using an index, tables of contents, and the internet</li> </ul>
Math	<ul style="list-style-type: none"> <li>• Add, subtract, multiple, and divide single and multiple digit numbers</li> <li>• Uses addition, subtraction, multiplication, and division to solve problems</li> <li>• Can round off single and multiple digits</li> <li>• Understands fractions and how to use them in real life</li> <li>• Understands percentage and can use them in real life</li> <li>• Understands decimals</li> <li>• Weight and measurement</li> <li>• Can read charts and graphs (can interpret meaning)</li> </ul>
Math/Money	<ul style="list-style-type: none"> <li>• Knows value of coins/bills</li> <li>• Can count coins/bills</li> <li>• Uses coins/bills to make different combinations of money</li> <li>• Can receive correct change</li> <li>• Keeping money in a safe place (not flashing money, keep in pocket/wallet)</li> <li>• Can live within a budget</li> <li>• Can write a check</li> <li>• Pays bills</li> </ul>

Banking	<ul style="list-style-type: none"> <li>• Open a bank account</li> <li>• Use an ATM card</li> <li>• Make a deposit</li> <li>• Read a bank statement</li> <li>• Use online features ( i.e. paying bills on line)</li> <li>• Knows how not to be overdrawn</li> </ul>
Mail	<ul style="list-style-type: none"> <li>• Buying stamps</li> <li>• Addressing an envelop</li> <li>• Putting envelop in postbox</li> <li>• Opening mail-what is junk</li> <li>• Not being swayed by advertisements/credit card offers</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Days, Months, Years, Seasons</li> <li>• Can use calendar to find dates</li> <li>• Read a digital and analog clock</li> <li>• Sets an alarm</li> <li>• Understands how much time has passed</li> <li>• Can estimate time it takes to do something</li> </ul>

### **SOCIAL SKILLS/PROBLEM SOLVING/CONFLICT MANAGEMENT**

Getting along with others	<ul style="list-style-type: none"> <li>• Cooperation</li> <li>• Flexibly</li> <li>• Accepting feedback</li> <li>• Altering your behavior in the future based upon the feedback</li> <li>• Using listening skills and reflecting back what you are hearing</li> <li>• Expresses opinions in an expected way</li> </ul>
Problem Solving/ Conflict Resolution	<ul style="list-style-type: none"> <li>• Negotiating and compromise</li> <li>• Influencing and persuading</li> </ul>
Accepting feedback	<ul style="list-style-type: none"> <li>• Accepting feedback graciously</li> </ul>

### **EXECUTIVE FUNCTIONING & TECHNOLOGY**

	Skill Set	Higher Order Thinking
Time Management	<ul style="list-style-type: none"> <li>• Gets up when alarm goes off</li> <li>• Enters information into a calendar</li> <li>• Uses Reminder features</li> </ul>	<ul style="list-style-type: none"> <li>• Plans a few weeks in advance</li> <li>• Knows what to do when encounters a time conflict</li> <li>• Adapts schedule based upon calendar/uses time efficiently</li> <li>• Meets deadlines</li> </ul>

Directions	<ul style="list-style-type: none"> <li>• Follows single-step directions</li> <li>• Follows multiple step directions</li> </ul>	<ul style="list-style-type: none"> <li>• Anticipates the next step in a direction</li> </ul>
Waiting	<ul style="list-style-type: none"> <li>• Can wait in line or wait for a turn</li> </ul>	
Making mistakes	<ul style="list-style-type: none"> <li>• Knowing what to do if you make a mistake</li> </ul>	

## TECHNOLOGY AND CONSUMERISM

	Skill Set	Higher Order Thinking
Phone	<ul style="list-style-type: none"> <li>• Looks up number</li> <li>• Makes a call</li> <li>• Answers phone</li> <li>• Can leave a basic message</li> <li>• Can take a message</li> <li>• Can schedule an appointment for a specific day and writes it into a calendar (asks to help getting to appointment)</li> <li>• Knows what to say if person on the phone cant do what is asked (i.e. don't have the day/ time person wants for an appointment.)</li> </ul>	<ul style="list-style-type: none"> <li>• Can figure out what to do is one cant find a number (i.e. internet search, call a friend, etc.)</li> <li>• Can ascertain what a person is asking even if vague</li> <li>• Knows who to and not to talk with on the phone (i.e. sales call)</li> <li>• Takes other scheduling things into account before making an appointment (i.e. transportation, time of day, other activities, work, etc.)</li> </ul>
Computer	<ul style="list-style-type: none"> <li>• Types (can write, save, and organize files)</li> <li>• Texts</li> <li>• Conduct internet search using single sources (i.e. yahoo)</li> <li>• Can send email</li> <li>• Understands basic internet safety rules (i.e. never give out name, phone number, SSN, bank information, credit card information, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Refined internet search using multiple sources</li> <li>• Knows how to write an appropriate email (based upon audience)</li> <li>• Understanding when an email or instant message is inappropriate</li> <li>• Knowing what to do if one receives unwanted messages</li> </ul>

Not be taken advantage of	<ul style="list-style-type: none"> <li>• Know advertising techniques and can analyze commercials</li> <li>• Knows when something (“a deal”) is too good to be true/quackery</li> </ul>	<ul style="list-style-type: none"> <li>• Know advertising techniques and can analyze commercials</li> <li>• Knows when something is too good to be true/quackery</li> </ul>
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**HOME, FOOD, HYGINE RELATED, TRANSPORTATION, LEISURE**

	Skill Set
Nutrition	<ul style="list-style-type: none"> <li>• Understanding what good nutrition is</li> <li>• Read a nutrition label</li> <li>• Knows what a healthy portion is</li> <li>• Knows what a healthy weight is and how to weigh self</li> </ul>
Cooking	<ul style="list-style-type: none"> <li>• Can read a recipe ( and do the math to reduce or expand size of meal)</li> <li>• Creates a menu</li> <li>• Prepare a well balance meal</li> <li>• Uses appropriate utensils</li> <li>• Prepares small meal</li> <li>• Reading expiration dates and knowing what to do</li> </ul>
Eating Out/Take in	<ul style="list-style-type: none"> <li>• Can call for take out food</li> <li>• Knows not to call out every night</li> <li>• Can order from a menu</li> <li>• Speaks politely to waitstaff</li> <li>• If needs something from the waitstaff during a meal, knows how to get it</li> </ul>
Shopping	<ul style="list-style-type: none"> <li>• Can get to a store</li> <li>• Compares prices</li> <li>• Pays with credit card, check, or cash</li> <li>• Knows hoe to talk with the clerk</li> <li>• Knows what to do if don't have enough money to pay</li> <li>• Understands that a credit card is “borrowed money” that needs to be paid back</li> </ul>

Safety	<ul style="list-style-type: none"> <li>• Holds sharp objects/knives safety</li> <li>• Puts away sharp objects safely (i.e. knives down)</li> <li>• Turns off stove when finished</li> <li>• Handles cleaners in safe manner/knows how to mix chemicals</li> <li>• Knows how to use a fire extinguisher</li> <li>• Knows not to let strangers in house</li> <li>• Hearing glass break</li> <li>• Smelling gas</li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>• Knows to clean up after self and keeps house generally clean (or does chores)</li> <li>• Washes dishes</li> <li>• Mopping</li> <li>• Emptying trash</li> <li>• Knows what to do if has pests in house</li> </ul>
Appliances	<ul style="list-style-type: none"> <li>• Stove top</li> <li>• Oven</li> <li>• Dishwasher</li> <li>• Toaster</li> <li>• Microwave</li> <li>• Vacuum</li> <li>• Washing Machine</li> </ul>
Manners	<ul style="list-style-type: none"> <li>• Says please, thank you, you're welcome appropriately</li> <li>• Eats with utensils</li> <li>• Takes appropriate bites</li> <li>• Recognize when food is on face and uses a napkin</li> <li>• Uses a tissue instead of picking nose</li> <li>• Doesn't pick parts of the body (and doesn't eat them)</li> </ul>
Hygiene	<ul style="list-style-type: none"> <li>• Knowing when you are dirty</li> <li>• Knowing when to wash hands</li> <li>• Brushes teeth on regular basis</li> <li>• Washes body on regular basis</li> <li>• Brushes hair each day</li> <li>• uses deodorant</li> <li>• Does laundry on weekly basis</li> <li>• Trims nails regularly and keeps fingernails clean</li> <li>• Takes care of acne</li> <li>• Applying make up in an expected way (if applicable)</li> <li>• Shaving</li> <li>• For female, knowing what a menstrual period is and how to use a sanitary product</li> </ul>

Dressing	<ul style="list-style-type: none"> <li>• Dresses appropriately for weather</li> <li>• Dresses appropriately depending upon content (i.e. funeral, interview, family BBQ)</li> <li>• Purchases clothing (knows size and what to purchase)</li> <li>• Understands a good value (for clothing)</li> </ul>
General Home	<ul style="list-style-type: none"> <li>• Knows what to do it has pests</li> <li>• If something breaks, knows who to call</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Rides bus/train</li> <li>• Gets license</li> <li>• Knows ow to call a taxi or “the ride”</li> <li>• Can read a map/use a GPS</li> <li>• Can find way around town</li> <li>• Crosses street safely</li> </ul>
Leisure	<ul style="list-style-type: none"> <li>• Has friends to call</li> <li>• Can schedule dates to get together</li> <li>• Knows what activities s/he enjoys</li> <li>• Can occupy ones time with enjoyable activities (both along and with a group)</li> </ul>

### SELF-ADVOCACY AND DISABILITY RELATED NEEDS

Advocating for self	<ul style="list-style-type: none"> <li>• Attend IEP meeting</li> <li>• Had read IEP</li> <li>• Understands what own disability means</li> <li>• Understands what disability related needs are</li> <li>• Understands how to ask disability related needs</li> <li>• Understands who they should disclose information to about disability</li> <li>• Understands an employees rights</li> <li>• Knows number for discrimination commission</li> </ul>
Government Benefits	<ul style="list-style-type: none"> <li>• Knows own SSN</li> <li>• Has applied for government ID card</li> <li>• Applied for SSI</li> <li>• Registered to vote</li> <li>• Has established guardianship (if applicable)</li> <li>• Has applied for health insurance (if applicable)</li> <li>• Parents have set up trust/estate planning</li> </ul>
Situations that occur	<ul style="list-style-type: none"> <li>• Is called for jury duty</li> <li>• Is asked to to join the military</li> </ul>

## MEDICAL/MENTAL HEALTH/SEXUALITY

Medical/Dental Needs	<ul style="list-style-type: none"> <li>• Knows when need to see the doctor</li> <li>• Knows the difference between an emergency and a regular scheduled appointment</li> <li>• Knows who own Doctor, Dentist, and Psychiatrist (if applicable) is, their phone numbers, and addresses</li> <li>• Knows what an insurance card is and how to use it</li> <li>• Can answer questions from the doctor</li> <li>• Can tell the doctor in concise terms what the problem is</li> <li>• Knowing own medical history/history of parents-siblings</li> <li>• Knowing when to use sunscreen and insect repellent</li> <li>• Has created a vaccine card and medical history card</li> </ul>
Medical Forms	<ul style="list-style-type: none"> <li>• Knows what HIPPA regulations are and how to sign the form</li> <li>• Can fill out general medical forms</li> <li>• Knows what signing consent is</li> </ul>
Sickness and Emergencies	<ul style="list-style-type: none"> <li>• Knows to how to give vital information, name, DOB, health information, weight, height, phone number, emergency contact, allergies, medical conditions, medications taking</li> <li>• Knowing when to call 911, police, or poison control</li> <li>• When to take pain relievers</li> <li>• Basic first aid</li> <li>• Poison prevention</li> <li>• Take temperature</li> <li>• Who to call in the middle of the night, if need assistance</li> <li>• Knowing what medication you take and what the side effects are</li> <li>• Knowing what to do if you miss a dose</li> <li>• How to pick up medication at a pharmacy</li> </ul>
General	<ul style="list-style-type: none"> <li>• Understanding the dangers of drugs, tobacco, and alcohol</li> <li>• Understanding the dangers of drinking and driving</li> </ul>
Sexuality	<ul style="list-style-type: none"> <li>• Knows where an appropriate place to masturbate is</li> <li>• Knowing what to do when someone is “coming on” to you</li> <li>• Knowing how to ask someone out and what is expected behavior</li> <li>• Knowing how to prevent sexually transmitted diseases and unwanted pregnancy</li> <li>• Knowing how to handle being rejected by someone you are (or want to) date</li> <li>• Knowing how to break up with someone</li> <li>• Knowing what is expected behavior when talking about sex and sexuality</li> </ul>

## JOBS/COLLEGE

Resume	<ul style="list-style-type: none"> <li>• Has written a resume (and is proof read)</li> <li>• Has written a cover letter</li> <li>• Can ask for 3 letters of recommendation</li> </ul>
Application	<ul style="list-style-type: none"> <li>• Can search for a job online or in a local newspaper</li> <li>• Can fill out job application with neat handwriting</li> <li>• Can fill out a college application, if applicable</li> <li>• Applies for financial aide, if applicable</li> </ul>
Calling	<ul style="list-style-type: none"> <li>• Calls to inquire about job</li> <li>• Can ask appropriate questions</li> <li>• Can respond to questions appropriately with positive attitude and expected response</li> </ul>
Interviewing	<ul style="list-style-type: none"> <li>• Dresses appropriately</li> <li>• Can fill out an application on the spot</li> <li>• Can provide 3 references (knows names, numbers)</li> <li>• Shakes hand firmly</li> <li>• Is personable</li> <li>• Knows what information the employer is seeking when asking questions</li> <li>• Can answer questions concisely and on topic</li> <li>• Asks relevant and expected questions</li> <li>• Writes appropriate thank you note</li> </ul>