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COMPREHENSIVE LIST OF TRANSITIONING SKILLS

ACADEMIC

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

	<ul style="list-style-type: none"> • Opening mail-what is junk • Not being swayed by advertisements/credit card offers
Time	<ul style="list-style-type: none"> • Days, Months, Years, Seasons • Can use calendar to find dates • Read a digital and analog clock • Sets an alarm • Understands how much time has passed • Can estimate time it takes to do something

SOCIAL SKILLS/PROBLEM SOLVING/CONFLICT MANAGEMENT

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

EXECUTIVE FUNCTIONING & TECHNOLOGY

	Skill Set	Higher Order Thinking
Time Management	<ul style="list-style-type: none"> • Gets up when alarm goes off • Enters information into a calendar • Uses Reminder features 	<ul style="list-style-type: none"> • Plans a few weeks in advance • Knows what to do when encounters a time conflict • Adapts schedule based upon calendar/uses time efficiently • Meets deadlines
Directions	<ul style="list-style-type: none"> • Follows single-step directions • Follows multiple step directions 	<ul style="list-style-type: none"> • Anticipates the next step in a direction
Waiting	<ul style="list-style-type: none"> • Can wait in line or wait for a turn 	
Making mistakes	<ul style="list-style-type: none"> • Knowing what to do if you make a mistake 	

TECHNOLOGY AND CONSUMERISM

	Skill Set	Higher Order Thinking
Phone	<ul style="list-style-type: none"> • Looks up number • Makes a call • Answers phone • Can leave a basic message • Can take a message 	<ul style="list-style-type: none"> • Can figure out what to do is one can't find a number (i.e. internet search, call a friend, etc.) • Can ascertain what a person is asking even if vague

	<ul style="list-style-type: none"> • Can schedule an appointment for a specific day and writes it into a calendar (asks to help getting to appointment) • Knows what to say if person on the phone can't do what is asked (i.e. don't have the day/ time person wants for an appointment.) 	<ul style="list-style-type: none"> • Knows who to and not to talk with on the phone (i.e. sales call) • Takes other scheduling things into account before making an appointment (i.e. transportation, time of day, other activities, work, etc.)
Computer	<ul style="list-style-type: none"> • Types (can write, save, and organize files) • Texts • Conduct internet search using single sources (i.e. yahoo) • Can send email • Understands basic internet safety rules (i.e. never give out name, phone number, SSN, bank information, credit card information, etc.) 	<ul style="list-style-type: none"> • Refined internet search using multiple sources • Knows how to write an appropriate email (based upon audience) • Understanding when an email or instant message is inappropriate • Knowing what to do if one receives unwanted messages
Not be taken advantage of	<ul style="list-style-type: none"> • Know advertising techniques and can analyze commercials • Knows when something ("a deal") is too good to be true/quackery 	<ul style="list-style-type: none"> • Know advertising techniques and can analyze commercials • Knows when something is too good to be true/quackery

HOME, FOOD, HYGINE RELATED, TRANSPORTATION, LEISURE

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

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

	<ul style="list-style-type: none"> • Purchases clothing (knows size and what to purchase) • Understands a good value (for clothing)
General Home	<ul style="list-style-type: none"> • Knows what to do if has pests • If something breaks, knows who to call
Transportation	<ul style="list-style-type: none"> • Rides bus/train • Gets license • Knows how to call a taxi or “The Ride” • Can read a map/use a GPS • Can find way around town • Crosses street safely
Leisure	<ul style="list-style-type: none"> • Has friends to call • Can schedule dates to get together • Knows what activities s/he enjoys • Can occupy one’s time with enjoyable activities (both along and with a group)

SELF-ADVOCACY AND DISABILITY RELATED NEEDS

	Skill Set
Advocating for self	<ul style="list-style-type: none"> • Attend IEP meeting • Had read IEP • Understands what own disability means • Understands what disability related needs are • Understands how to ask disability related needs • Understands who they should disclose information to about disability • Understands an employee’s rights • Knows number for discrimination commission
Government Benefits	<ul style="list-style-type: none"> • Knows own SSN • Has applied for government ID card • Applied for SSI • Registered to vote • Has established guardianship (if applicable) • Has applied for health insurance (if applicable) • Parents have set up trust/estate planning
Situations that occur	<ul style="list-style-type: none"> • Is called for jury duty • Is asked to join the military
Medical/Dental Needs	<ul style="list-style-type: none"> • Knows when need to see the doctor • Knows the difference between an emergency and a regular scheduled appointment • Knows who own Doctor, Dentist, and Psychiatrist (if applicable) is, their phone numbers, and addresses • Knows what an insurance card is and how to use it • Can answer questions from the doctor • Can tell the doctor in concise terms what the problem is • Knowing own medical history/history of parents-siblings

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

JOBS/COLLEGE

Resume	<ul style="list-style-type: none"> • Has written a resume (and is proofread) • Has written a cover letter • Can ask for 3 letters of recommendation
Application	<ul style="list-style-type: none"> • Can search for a job online or in a local newspaper • Can fill out job application with neat handwriting • Can fill out a college application, if applicable • Applies for financial aid, if applicable
Calling	<ul style="list-style-type: none"> • Calls to inquire about job • Can ask appropriate questions • Can respond to questions appropriately with positive attitude and expected response
Interviewing	<ul style="list-style-type: none"> • Dresses appropriately • Can fill out an application on the spot • Can provide 3 references (knows names, numbers)

	<ul style="list-style-type: none">• Shakes hand firmly• Is personable• Knows what information the employer is seeking when asking questions• Can answer questions concisely and on topic• Asks relevant and expected questions• Writes appropriate thank you note
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