

01/01/03

PREREQUISITES FOR ENTRY TO BUSINESS ENTERPRISE PROGRAM

V.R. Counselor will be responsible that prerequisites are met:

General Statute Requirements

1. Age -18 y.o. minimum
2. Legally blind
3. U.S. Citizen

GENERAL:

(All applicants must complete training and evaluation in ATC)

Diagnosis and Evaluation - Most current - physical, eye, psychological, serology. Furnish reports to BE Program

Daily Living Skills - The Counselor shall assure that the referral displays:

Competency in daily living skills; ie, live independently, functional evaluation to include cooking skills (plan 1 week menu for all meals), read and interpret recipes, demonstrate skills to follow recipe, understand cooking utensils and uses, understand cooking terms and cooking terminology.

Functional evaluation will be done that demonstrates the following skills using adaptive cleaning techniques: mop, clean flat surfaces, knowledge of cleaning products (residential and commercial and their uses)

Functional Evaluation demonstrating that the referral can function Independently in the environment, demonstrate appropriate grooming. If evaluation shows need - a class in grooming may be required.

- Personal Characteristics Needed
- Pleasant, mature, self confident; well adjusted and stable personality, positive healthy outlook on life
- Clean, neat, well groomed
- Ability to relate to and work cooperatively with others
- No indication of deviant behavior, belligerence, or other antisocial characteristics.
- If there is a recent history of substance abuse (alcohol or drug), the client must have been on a successful rehabilitation plan for a minimum of one year.

Communication - ability to communicate in one or more of the following:

- Recording (must have another in addition to this skill), APH recorder use (index, and phone

phone patch), organize taped materials for personal use, appropriate labeling of recorded materials.

- Braille - ability to read and write Grade 1 or 2 including ability to facilitate computations and maintain financial records, relate to note taking, study, and record keeping. Keep complete reports and produce print copies.
- Hand writing - cursive, print using aids and adaptive equipment. Accurately maintain reports and produce print reports.
- Computer/Typing Skills. Touch type, adaptive equipment use, word processing, spreadsheets, daily reports.
- Reading & Spelling - comprehend study materials and written instructions, and their own study notes.\
- Manage written materials - Business letter, etc.
- Vocabulary - use of appropriate vocabulary.

ORIENTATION AND MOBILITY

Demonstrate skills in:

1. Spatial awareness
2. Self protective techniques
3. Independently travel in - training facility neighborhood, residential areas, downtown streets, to/from lodging to training, all forms of public transit safely and efficiently.

CLEARANCE:

Given the nature of the Idaho Program, to bid most Locations, a Licensee may be required to obtain security clearance to enter secured federal installations.

OTHER:

- Willing to relocate to any area of Idaho where a Location is available
- Score on WRAT (Wide Range Achievement Test) Rev. 3 (or equivalent)
- Spelling - 5th Grade
- Reading - 6th Grade
- Math - Understand/compute: whole numbers, fractions, decimals, percentages.

Must complete and pass ATC training.

The Supervisor, at their discretion, may waive any of the above prerequisites; except those required by statute.

Functional Limitation Form-Disability &Physical

Functional evaluation - physical capacity - Demonstrate good physical stamina. Evaluation of ability to function physically and to manage physical limitations independently; Bend, stretch, and

stretch, and lift, work up to 10 hrs daily 5-6 days per week without ill effects ability to lift up to 30 pounds without ill effects. Mobility to travel independently, use public transport, safely traverse distance between public transit and the workplace. These physical job responsibilities are an essential part of the daily activities of all Business Enterprise Program Managers.