**The Community Work Services Inc. (CWS) 2020 Cumulative Worker Record**

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|  |  |
| --- | --- |
| Job Coach |  |
| Date record completed |  |
| Worker (W) |  |
| Birthdate |  |
| Date of school exit |  |
| Date worker became CWS client |  |
| Age in 2005 |  |
| Age at death:  Death date:  Cause of death | Accident/choking  Cancer  Dementia  Natural causes  Other: |
| Age in 2020 |  |
| Gender | Male  Female |

|  |  |
| --- | --- |
| Diagnostic Information | Moderate cognitive disability  Severe cognitive disability  Down syndrome  Seizure disorder  Cerebral palsy  Hearing impairment  Nonverbal  Visual impairment  Physical disability - uses walker  Physical disability - uses wheelchair  Prader-Willi syndrome  Microcephaly  Alzheimer disease  Cornelia de Lange syndrome  Autism  Heart disease  Other: |

**Residence and Support**

**Residence in 2005**

Not applicable

Apartment - come in support

Apartment - come in support - electronic monitoring

Apartment - live near support

Apartment - live in support

Home of biological parent(s)

Home of sibling

Adult Family Home

Group home

Other:

**Residence in 2020**

Not applicable

Apartment - come in support

Apartment - come in support - electronic monitoring

Apartment – live near support

Apartment - live in support

Home of biological parent(s)

Home of sibling

Adult Family Home

Group home

Other:

Hours per week out of residence - including transportation.

2005 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2020 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Table 1**

**Dates, years, months and hours per week worker spent in each work environment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Environment | Dates | Yrs. | Mos. | Hrs./Wk. |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |

**Date started working in integrated settings: \_\_\_\_\_\_\_\_\_\_**

**Total number of years working in integrated settings: \_\_\_\_\_\_\_\_\_\_\_**

**Table 2**

**Reasons for changes in work environments**

Work Environment

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Reason for change** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Business closed |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Business relocated too far away |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Change needed so the agency could provide needed support |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health problems |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Intellectual problems |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Job phased out or became obsolete |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No change |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Not a good job match |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parent(s) desired a different job |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Safety risk |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Significant other wanted W to retire |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W requested a more challenging job |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W requested a specific job |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W wanted to retire |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W was fired |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W was laid off |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work became too demanding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| W desired a different job |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Changes in hours worked per week over time**

Working about the same number of hours per week

Now working more hours

Worked or working fewer hours

Other:

**Reasons for changes in hours worked per week over time**

No Change

Employer requested fewer hours - lack of work

W desired more hours

W desired fewer hours

Parent(s) desired more hours

Parent(s) desired fewer hours

Reduced stamina

Significant other wanted different hours

Changes needed so agency could provide needed supports

Health problems required fewer hours

Intellectual problems required fewer hours

Behavioral problems required fewer hours

Not a good match

W seemed bored

W asked to leave job

Job became obsolete.

Other:

**Figure 3**

**Job tasks performed in each work environment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Tasks** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| 1. Three hole punching |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Alphabetizing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Assembling dental packets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Assembling packets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Assembling pizza boxes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Assembling software packets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Bagging and weighing bulk items |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Bagging food products |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Breaking down boxes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Bundling newspapers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Bussing tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Checking out sports equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Checking payment envelopes for missed checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning bathrooms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning coffee pots |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning CPR mannequins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning exercise mats |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning glass doors |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning hotel rooms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning vegetables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning vehicles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cleaning windows |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Collating |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Collating FBI forms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Counting and testing pens for election boxes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Counting out pills |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cutting advertisements out of newspapers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Cutting mug shots |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Data entry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Daycare- teacher assistant |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. De littering parking lots |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Delivering magazines |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Delivering mail |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. De stapling for microfilming |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Distributing ice water to patients |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Distributing pay checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Dust mopping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Dusting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Emptying garbage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Facing/stocking shelves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Filing |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Filling condiment containers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Filling salad containers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Folding laundry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Folding letters |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Folding towels |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Highlighting file folders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Labeling |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Labeling blood donor bags |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Labeling crime scene photos |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Labeling diskettes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mailing birth certificates |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Making salads |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Microfilming checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mopping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Mowing grass |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Opening and date stamping mail |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Packaging condoms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Packaging empty blood donor bags |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Packaging pharmaceutical supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Photocopying |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Picking up room service trays |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Preparing pipettes for DNA evidence |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Pricing items with pricing gun |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Pulling locator tabs off of voter registration books |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Recycling - collecting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Restocking church pews |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Scanning documents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Sensor stripping books |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Separating forms |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Setting up tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Shampooing carpets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Shelving returned video tapes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Shoveling snow |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Shredding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Shrink wrapping merchandise |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Simple food prep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Slicing and buttering buns |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Sorting and labeling photos |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Sorting forms by bank branch |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stamping books |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stamping envelopes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stamping money wrappers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Sterilizing safety glasses |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stocking dining stations |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stocking ice bins |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stocking salad bar |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stocking soda pop coolers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stocking supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Stuffing envelopes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Sweeping |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Using trash compactor |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Vacuuming |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Washing and putting away glassware |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Washing dishes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Washing vehicles |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Watering plants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 100. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 101. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Please provide current work task numbers from above list for current 2020 work tasks:

**Reasons for changes in work tasks**

No Change

W desired different tasks

Parent(s) desired different tasks

Physical demands of work tasks could not be met

W needed more complicated tasks

W needed simpler tasks

Significant other wanted W to have different tasks

Changes needed so agency could provide needed supports

Health problems

Intellectual problems

Behavioral problems

Tasks became obsolete

Other:

Other:

**Figure 4**

**Hourly wages in each work environment**

|  |  |  |
| --- | --- | --- |
|  | 2005 | 2020 |
| Work Environment 1 |  |  |
| Work Environment 2 |  |  |
| Work Environment 3 |  |  |
| Work Environment 4 |  |  |
| Work Environment 5 |  |  |
| Work Environment 6 |  |  |
| Work Environment 7 |  |  |
| Work Environment 8 |  |  |
| Work Environment 9 |  |  |
| Work Environment 10 |  |  |
| Work Environment 11 |  |  |
| Work Environment 12 |  |  |
| Work Environment 13 |  |  |
| Work Environment 14 |  |  |
| Work Environment 15 |  |  |

**Changes in hourly wages over time**

W made about the same amount of money per hour over time

W made less money per hour over time

W made more money per hour over time

W made about the same amount of money over time

W made less money over time

W made more money over time

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reasons for changes in wages over time**

Productivity decreased

Productivity increased

Prevailing wage increased

Minimum wage increased

Moved from volunteer to paid employment

Number of work hours per week decreased

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Table 5**

**Extra work supports provided in each work environment**

**Environment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Supports** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| # spot checks per week |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| # spot checks per month |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 - 1 supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 - 2 supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 - 3 supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 - 4 supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 - 5 supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 - 6 supervision |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Changes in work supports over time**

Supports have remained constant

W requires fewer supports

W requires increased supports

Other:

**Lunch supports**

No extra supports

Travel assistance

Help heating food

Job Coach provides eating assistance

Job Coach cuts up food

Job Coach assists purchasing food

Job Coach assists opening packaged/bagged food

Job Coach assists in cleanup

Other:

Other:

**Changes in lunch supports over time**

No changes in supports

W requires fewer supports

W requires increased supports

Other:

**Mobility changes over time**

No changes

Walked without assistance

Walked with personal assistance

Used walker

Used wheelchair

Other:

**Personal care**

No extra support

Minimal restroom assistance

Substantial restroom assistance

Other:

**Personal care changes over time**

No changes

Increased personal cares

Other:

**Table 6**

**Transportation to and from each work environment**

**Environment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Transportation** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** |
| City bus |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Residential staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Parent(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Specialized van |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Walked |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Job Coach and specialized van |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City bus and specialized van in winter |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Residential staff to work and city bus home |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Major changes in transportation to and from work over time**

No changes

From public bus to \_\_\_

From specialized transportation to \_\_

From walking to specialized transportation

From \_\_\_ to \_\_\_\_

**Reasons for transportation changes**

Safety

Mobility problems

Weather

Accessibility

Health

Drop (falling) seizures

Other:

**Community functioning and recreation skills**

Not applicable

Shopping

Bowling

Zoo

Museums

Bakery

Library

Mini golf

Other:

Hours per week spent on community functioning and recreation skills in 2005 \_\_\_\_

Hours per week spent on community functioning and recreation skills in 2020 \_\_\_\_

**Reasons for community functioning and recreation skills**

These options do not exist elsewhere in her/his life

Healthy - exercise

Allows time away from residence

Other

**Parent status in 2020**

Both parent(s) were alive

Mother died at age \_\_\_\_

Age of W at time of mother’s death was \_\_\_\_\_\_

Father died at age \_\_\_\_

Age of W at time of father’s death was \_\_\_\_\_

**Guardianship**

**Legal guardian before death of both parents**

Worker

Mother

Father

Mother and Father

Sibling

Court appointed person

Other:

**Changes in guardianship before death of both parents**

From W to parent or parents

From parent or parents to W

Parent to sibling

Other:

**Reasons for changes in guardianship**

Intellectual difficulties

Parent unable to fulfill guardian role

Changes in service system from county to state (Family Care/IRIS)

Other:

**Legal guardian after death of one or both parents**

Worker

Surviving parent

Sibling

Court appointed person

Other:

Date of retirement/exit from work:

Age at retirement/exit from work:

**Major reasons for retirement/exit from work**

Not applicable

Physical functioning

Dementia

Motivation

Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Significant information over time (such as behavioral, cognitive, physical) that has not been reported above:**