



***“What is essential  
is invisible to the eye”***

**Pedagogical Model  
Observation sheet**

**Gabriella Fabrizi**

## **ATTACHMENT 2**

## Tool no 2 – Observation sheets

### 1<sup>st</sup> OBSERVATION SHEET

NAME .....

SURNAME .....

AGE ..... YEAR OF ENTRANCE TO COURSE .....

#### PREMISE

The following observation sheet is to be used by the professional who works with the member to document his or her change during the course and should be edited at least twice per year. It constitutes the basis for planning the individual objectives of each member.

It should be filled in only on the basis of the direct observation of the professional and not based on interviews with the family or others. Due to its complexity, it can be compiled over two or three meetings. Indeed, this is not an examination, but a synthesis of precise observations collected during the activity.

#### **COMMUNICATION - SOCIALIZATION**

1 – greets spontaneously	YES	NO
2 – responds to greetings	YES	NO
3 – states upon request		
(by memory or finds it on ID):		
- name and surname	YES	NO
- address	YES	NO
- city	YES	NO
- telephone number	YES	NO
- date of birth	YES	NO
- age	YES	NO

- 4 - listens to the person speaking to him or her      YES      NO
  
- 5 - tells of experiences:
  - spontaneously      YES      NO
  - when asked      YES      NO
  
- 6 - listens to instructions      YES      NO
  
- 7 - follows them      YES      NO
  
- 8 - collaborates with companions      YES      NO
  
- 9 - respects the rules of the group      YES      NO
- 10 - shows particular behavioral problems?      YES      NO

- how are they manifested? .....

.....

**SCHOLASTIC ABILITIES:**

11 – Can read?:      NO      YES: -

	print	cursive
Only letters		
words		
sentences		

12 – Understands what is read?      NO      YES

13 – Can write:      NO      YES

	copies	When dictated	autonomously
Only letters			
words			
sentences			

14 – Can write own signature?                      YES              NO

15 – Can read numbers?:

- NO
- from 0 to 9
- 2-digit numbers
- 3-digit numbers
- 4-digit numbers
- beyond

16 – Knows and uses the four operations?

addition                      subtraction                      multiplication                      division

17 – Knows how to use a calculator?                      YES              NO

**EVERYDAY ABILITIES**

18 – possesses the concept of the passage of time:

- during the day (before and after)                      YES              NO
- over long periods (past, present, future)                      YES              NO

19 - recognizes the succession of the days of the week?

YES              NO

20 – can give when asked the day of the week?                      YES              NO

21 – knows what a watch is for?                      YES              NO

22 – uses one regularly?                      YES              NO

23 – knows how to read it?

- |                                   |     |    |
|-----------------------------------|-----|----|
| - with the hour and minutes hands | YES | NO |
| - digital                         | YES | NO |
| - no                              |     |    |

24 – asks information from strangers:

- |                 |     |    |
|-----------------|-----|----|
| - spontaneously | YES | NO |
| - when asked    | YES | NO |

25 – recognizes its usefulness

YES NO

26 – follows simple instructions

YES NO

27- follows complex instructions

YES NO

(more than two pieces of information)

### **ON THE STREET**

28 – understands the usefulness of crossing correctly (has a sense of danger)

YES NO

29 – stops spontaneously on the sidewalk before crossing

YES NO

30 – looks to the left and the right before crossing

- spontaneously
- when asked
- no

31 – knows the function of the pedestrian crosswalk

YES NO

32 – looks for the crosswalk before crossing:

- spontaneously
- when asked
- no

33 – reads the traffic light:

- spontaneously
- when asked
- no



48 – has difficulty within the vehicle? (e.g.: balance, locating the exit fear of the crowd, etc...)	YES	NO
- which? .....		
49 – shows bus pass or stamps ticket?		
- spontaneously		
- when asked		
- no		
50 – knows how to find the subway stop?		
- counting the stops	YES	NO
- reading the stops	YES	NO
51 – recognizes the usual stops?	YES	NO
52 – signals spontaneously?	YES	NO
53 – knows how to ask others for help identifying an unfamiliar stop? (asking the driver, other passengers...)	YES	NO
54 – can do so:		
- spontaneously		
- when asked		
- no		
55 – can use public transport alone?	YES	NO
If yes: - to come to the club	1	+ than 1
- to return home	1	+ than 1
- other routes (specify)		

**GETTING LOST**

56- knows what it means to get lost?	YES	NO
57 - in situations, he or she realizes this?	YES	NO
58 – knows how to behave if they get lost?	YES	NO
59 – can put it into action?	YES	NO
60 – is aware of the importance of always having personal ID of some sort on person?	YES	NO
61 – habitually does so?	YES	NO



## **IN SHOPS**

62 – knows how to identify the store that corresponds to the product sought out?      YES      NO

63 – which stores does he or she easily identify? .....

64 – consults the shop attendant in proper way asking for what is desired?

- alone
- with the help of aids (a sheet...)
- upon suggestion
- no

65 – goes to the cash register to pay?

- alone
- upon suggestion
- no

66- takes the receipt and whatever change?

- alone
- upon suggestion
- no

67 – maintains this behavior regardless of the store?      YES      NO

- if not, in which cases? .....

## **USE OF MONEY**

68 – carries money?

- less than 5 Euros
- between 5 and 10 Euros
- over 10 Euros
- no

69 – understands the use of money as a means for buying?      YES      NO

70 – which sizes of coins and bills does he or she recognize?

coins:	1 cent	2 cent	5 cent	
	10 cent	20 cent	50 cent	
	1 euro	2 euro		
bills:	5 euro	10 euro		
	20 euro	50 euro		
	100 euro	200 euro	500 euro	

71 – distinguishes the biggest/littlest among the various sizes of currency?

YES NO

(specify briefly which ones) .....

72 – can count coins of 1 and 2 euros?

YES NO

73 – can count cents?

YES NO

Which sizes? .....

74 – can count bills?

YES NO

which? .....

75 – can count coins and bills together?

YES NO

which? .....

76 – is able to read prices?

YES NO

(check the corresponding box)

	ones	tens	ones +cents	tens + cents	beyond
When practicing					
On the price tag					

77 – understands the meaning of the period and reads “and”

YES NO

78 – is able to give the correct amount:

- no
- yes, upon verbal request
- yes, upon written request

(check the corresponding box)

	ones	tens	ones +cents	tens + cents	beyond
When practicing					
At a store					

79 – understands that when there is something after the period he or she must add from the ones?

YES NO

80 – in concrete situations when buying something (usually)

- gives the right amount
- gives a higher amount
- has the shop attendant help

81 – understands the concept of change?

YES NO

82 – knows when to receive the change?

YES NO

83 – knows how much he or she should have in change?

YES NO

**TELEPHONE**

- |   |     |    |
|---|-----|----|
| 84 – answers the phone appropriately?                     | YES | NO |
| 85 – calls correctly from a private phone?                | YES | NO |
| 86 – can identify a public phone?                         | YES | NO |
| 87 – knows the procedure for calling from a public phone? | YES | NO |

88- knows how to use it?

- autonomously
- with help
- no

89 – can react adequately to the unforeseen?

- |                          |     |    |
|--------------------------|-----|----|
| - telephone out of order | YES | NO |
| - line is busy           | YES | NO |
| - recorded message       | YES | NO |

Other observations .....

.....

- |   |     |    |
|---|-----|----|
| 90 – knows how to use a mobile phone correctly? | YES | NO |
| 91 – is aware of the higher price for the call? | YES | NO |

**Yearly goals entrusted to the member:**

\* .....

\* .....

\* .....

\* .....

\* .....

Most difficult purchase carried out (type and price)

.....

Comments

.....

Date.....

Professional's signature .....

## 2<sup>nd</sup> Observation Sheet

### Form 1: Personal Care

Observation of:

*(name, surname, date of birth)* \_\_\_\_\_

Date carried out:

\_\_\_\_\_

By

*(name, surname, professional):* \_\_\_\_\_

		no	with help	alone
1) Bathing	washes hands	Spontaneously		
		When asked		
	Washes face	Spontaneously		
		When asked		
	Brushes teeth	Spontaneously		
		When asked		
	Uses the bidet	Spontaneously		
		When asked		
	Washes feet	Spontaneously		
		When asked		
	Takes a bath/shower	Spontaneously		
		When asked		
	Shampoos hair	Spontaneously		
		When asked		
	(M) Shaves with a razor	Spontaneously		
		When asked		
	(M) Shaves with an electrical shaver	Spontaneously		
		When asked		
	(F) Changes when menstruating	Spontaneously		
		When asked		
	(F) Puts on make up	Spontaneously		
		When asked		
	dries	Spontaneously		
		When asked		
	combs	Spontaneously		
		When asked		
	Recognizes toothbrush/toothpaste	Spontaneously		
		When asked		
	Recognizes hygiene products	Spontaneously		
		When asked		
	Goes to the bathroom alone	Spontaneously		
		When asked		
	Cleans/dries genitals	Spontaneously		
		When asked		

		no	with help	alone
2) dressing	gets entirely dressed			
	Puts clothes on in right way (right-side out, rightly layered, etc.)			
	Chooses clothes			
	Ties shoes			
	Buttons clothes			
	Recognizes summer/winter clothes			
	Recognizes underclothes			
	Uses mostly clothes and shoes of the following type (e.g. sweats, shoes with straps, loafers, etc.) .....			
	Recognizes when it's necessary to change clothes			
3) Eating alone				
	Distinguishes the cutlery			
	Uses the fork correctly			
	Uses the knife correctly			
	Uses the spoon correctly			
	Uses a glass			
	Opens/closes bottles			
	Pours drinks			
	Knows how to serve self from a serving plate			

	When asked			
Peels fruit	Spontaneously			
	When asked			
Knows how to use a knife and fork	Spontaneously			
	When asked			
Washes hands before eating	Spontaneously			
	When asked			

		no	yes
	Gets dirty while eating		
	Cleans mouth and hands		
	Eats everything		
	chews		
	Distinguishes sweet and salty		
	Is able to manage medicines administered at mealtime		
	Knows how to limit self while eating		
	Needs to be fed		
	Knows how to sit properly at the table		
	Knows how to stay within own space		
	Can distinguish between what is edible and what is inedible		
	Has food allergies which.....		



**Form 2 : Use of and care for own spaces**

Observation of:

(name, surname ,date of birth)\_\_\_\_\_

Date carried out:

\_\_\_\_\_

By

(name, surname, professional):\_\_\_\_\_

1)bedroom	no	yes
Shares bedroom with others?		
Understands the usefulness of keeping tidy?		
Considers it his/her own?		

NOTES:

---



---



---



---



---



---



---

	no	With help	alone
Able to place familiar things in proper places in bedroom?			
Cleans own room?			
2) bed			
Makes own bed?		Spontaneously	
		When asked	
Changes sheets?		Spontaneously	
		When asked	
Recognizes the top side and under side of sheets?			

Is able to evaluate when to change sheets?				
Uses and respects the bed as a place for sleeping?				
Usually sleeps in a bed:	single    bunk    queen-size			
		no	yes	
Needs a nightlight to fall asleep?				
Needs a person nearby to fall asleep?				
Tends to wake up during the night?				
Wakes up on own in the morning?				

3) Closet/wardrobe		no	With h hel p	alo ne
Puts objects and clothing in own closet?	Spontaneously			
	When asked			
Takes objects and clothing out of own closet?	Spontaneously			
	When asked			
Puts clean and dirty clothes in their proper places?	Spontaneously			
	When asked			
Folds own clothes?	Spontaneously			
	When asked			

NOTES:

---



---



---



---



---



---



---

### Form 3 : Use of and care for common spaces

Observation of:

(name, surname ,date of birth) \_\_\_\_\_

Date carried out:

\_\_\_\_\_

By

(name, surname, professional): \_\_\_\_\_

		no	yes	
Recognizes different areas of the house and their use				
1)house cleaning				
collaborates				
Has sufficient dexterity				
Distinguishes clean from dirty:				
		no	With help	alone
sweeps				
Spontaneously				
When asked				
Mops floors				
Spontaneously				
When asked				
Uses appliances (vacuum cleaner, etc...) which.....				
Spontaneously				
When asked				
dusts				
Spontaneously				
When asked				
Reads instructions				
Spontaneously				
When asked				
Understands written instructions				
		no	yes	
Understands verbal instructions				
Follows them				
Spontaneously				
When asked				
Knows how to ask for help				
Follows simple instructions				
Follows complex instructions				
Recognizes domestic hazards:		no	yes	
Electrical sockets				

	knives		
	gas		
	Razor blades		
	hairdryer		
	Slippery surfaces		
	Recognizes and distinguishes the various detergents		
	Uses them correctly		

2)dealing with areas				
kitchen:		no	With help	alone
Sets the table	Spontaneously			
	When asked			
Cleans off the table	Spontaneously			
	When asked			
Washes dishes	Spontaneously			
	When asked			
sweeps	Spontaneously			
	When asked			
Fills the waste bin	Spontaneously			
	When asked			
Mops floors	Spontaneously			
	When asked			
Takes out the trash	Spontaneously			
	When asked			
		no	yes	
	Distinguishes hot from cold water			
Dangers in kitchen	Recognizes as a danger:			
	Boiling water			
	oil			
	Poisonous detergents			
bathroom:		no	With help	alone
	Knows the individual objects/spaces own (brush, dishtowels, etc.)			

Others'				
Knows the uses of the various basins		no	yes	
sink				
toilet				
bidet				
bathtub				
shower				
		no	With help	alone
Does he/she clean them?		Spontaneously		
		When asked		
which.....				
Flushes the toilet		Spontaneously		
		When asked		
Cleans the toilet with brush		Spontaneously		
		When asked		
Turns off faucet		Spontaneously		
		When asked		

	no	yes
Knows what not to throw in the toilet		
Distinguishes hot and cold water taps		
Tidies the other common spaces (living room, workshops, etc.)	Spontaneously	
	When asked	
3)respect towards others	no	yes
Recognizes individual spaces		
Recognizes common spaces		
Cleans when dirty		
Knows how to share a space and common objects with others		
Respects common objects and spaces		
Knows how to communicate own needs		
Knows how to listen to others		

Cooperates with family and/or companions			
Takes initiative			
Respects common rules			
Has behavioral problems			
4)timelines/schedules			
Has awareness of time	During the day (before/after)		
	Over long periods		
Recognizes the days of the week			
Recognizes the times of the different breakfast meals			
	lunch		
	snack		
	dinner		
Knows how to tell time	analogue		
	digital		
Uses a watch			
<b>Other common instruments</b>			
5) telephone:		no	With help alone
Answers when it rings	Spontaneously		
	When asked		
uses:			
Land-based phone	Spontaneously		
	When asked		
Public telephone	Spontaneously		
	When asked		
Mobile phone	Spontaneously		
	When asked		

Answers the intercom	Spontaneously			
	When asked			
Answers the video entry phone	Spontaneously			
	When asked			
Looks through the peephole of the door	Spontaneously			
	When asked			

NOTES:

---



---



---



---



---



---



---



---

#### Form 4: Kitchen

Observation of:

(name, surname, date of birth) \_\_\_\_\_

Date carried out:

\_\_\_\_\_

By

(name, surname, professional): \_\_\_\_\_

1) Autonomous use of the provisions?		no	With help	alone
	Recognizes foods?			
	Recognizes fresh foods?			
	Recognizes preserved foods?			
	Recognizes frozen foods?			
	Recognizes canned foods?			
	Recognizes where the food goes:			
	In the refrigerator			
	In the cupboard			
	Reads the expiration dates			

		When asked			
	Cleans the fresh foods to preserve them	Spontaneously			
		When asked			
2)organization and management of grocery shopping					
	Prepares a shopping list (products and quantities)?	Spontaneously			
		When asked			
	Identifies missing products?	Spontaneously			
		When asked			
3)meal preparation					
	Knows how to choose and use utensils?				
	Knows how to choose and use pots and pans (specify which ones) .....				
	cutlery				
	knife				
	fork				
	spoon				
	Accessories: specify which (can opener, bottle opener) .....				
Kitchen appliances					
	Recognizes the connection between knob and burner?				
	Knows how to light a gas stovetop?	Spontaneously			
		When asked			
	With which instrument?				
			no	With help	alone
	Opens the gas main?	Spontaneously			
		When asked			
	Uses the oven?	Spontaneously			
		When asked			
	Knows how to cook a simple dish?(no more than two operations e.g. salad)				
	Knows how to cook a complex dish?(e.g. pasta)				
	Follows a recipe?	Spontaneously			



	When asked			
	Knows several procedures for preparing dishes?			
	Knows how to react to unforeseen situations (e.g. spilled milk)?			
	Chooses a dish and/or proposes to make more than one?			
	Distinguishes the first from the second dish, from the side and the desert?			
	Knows how to put together a meal?			

NOTES:

---



---



---