

## **16.17 Assessment of Persons Served**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to thoroughly assess the abilities and needs of all program participants.

### Procedure:

Intake interviews conducted by the assigned Career Services staff member will identify a participant's abilities and needs including, but not limited to, the following:

- Personal and vocational strengths
- Activities of daily living related to functional limitations
- Communication skills
- Health (including chemical dependency)
- Education/Training
- Family/Social
- Work background and goals
- Review referring needs and identify the participant's self-determined needs

All available diagnostic information will be requested.

Assessment information will be analyzed and used to develop individualized plans. Individual Plans will be shared with assigned personnel and participants.