



# Basic Skills Screening Tool

Name: \_\_\_\_\_

I-Trac Customer ID: \_\_\_\_\_

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Can you complete the below 6 questions with reasonable accommodations?

Yes            No

1. Can you follow basic written instructions and diagrams with no help or little help?

Yes            No

2. Can you fill out basic medical forms and job applications?

Yes            No

3. Can you add, subtract, multiply, and divide whole numbers up to 3 digits?

Yes            No

4. Can you do basic tasks on a computer (accessing the internet and sending and receiving emails)?

Yes            No

5. Do you speak, write, and read English well enough to get and keep a job?

Yes            No

6. Do you have the basic skills to function on the job, in your family, or in society?

Yes            No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By typing your name above, you are signing this form electronically.

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For internal use only:

If any question is answered, "No," or the form could not be completed without reasonable accommodations, the individual should receive priority of service.

Name of Career Coach: \_\_\_\_\_