



Older Individuals who are Blind – Technical Assistance Center

Client name:
Date:
Program:
Assessment type:
DBS counselor:
Instructor:
Multiple Disabilities:

*rating scale located on last page of assessment

BACKGROUND	
Eye Condition and Visual Functioning	
Central field loss	
Peripheral field loss	
Difficulty with colors	
Difficulty with bright lights or glare	
Vision loss in last 3 months	
Medical or medication issues that would impact training.	
Note taking method	
Highest Education Level	

Technology Used	Yes	Specify
Computer, Tablet		
Smart Device		
Note Taker		
Peripheral (specify)		
Other (specify)		



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TO ASSESS COMPENSATORY SKILL: Access Technology			
General	PRE	POST	EVIDENCE SUPPORTING RATING
Demonstrate knowledge of computer devices.			
Operate a computing device using most appropriate software.			
Demonstrate accurate keyboarding skills necessary for effective computer use.			
Demonstrate competitive use of basic word processing as it relates to the individual's			
Effectively navigate and utilize the internet.			
Effectively utilize electronic communication			
Effectively utilize electronic note taker.			
Effectively utilize peripherals.(e.g. scanner, embosser, printer, etc.)			
Demonstrate good use of visual aids. (e.g. CCTV, magnifier, monocular, eyeglasses, etc.)			
Keyboarding	PRE	POST	EVIDENCE SUPPORTING RATING
Use keyboard accurately and efficiently.			
Keyboarding speed- CWPM (25)			
Peripherals - Hardware	PRE	POST	EVIDENCE SUPPORTING RATING
Identify hardware components			
Connect, pair devices			
Load paper into printer			
Troubleshoot printer			



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Operating System	PRE	POST	EVIDENCE SUPPORTING RATING
Startup, shut down, restart			
Perform general navigation of window and window hierarchy			
Identify and access elements.			
Minimize and maximize window.			
Access and activate menus.			
Open, close application			
Toggle between applications			
Create, delete and move folders and files			
Connect to Wi-Fi			
Manage alerts and notifications			
Access Help			
Backup and retrieve data			
Access Software	PRE	POST	EVIDENCE SUPPORTING RATING
Read and navigate			
Configure access software			
Start and close access software			
Use Doc and ApReader			
Word Processing	PRE	POST	EVIDENCE SUPPORTING RATING
Edit text			
Save document			
Open document			
Spell check			
Alter print configurations			
Format text			
Cut, copy and paste text			
Find, find & replace , go to			
Create, edit tables			
Create, edit headers and footers			
Create, edit references			



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Electronic Communication	PRE	POST	EVIDENCE SUPPORTING RATING
Access, organize messages and folders			
Create message			
Send message			
Reply and forward			
Manage attachments			
Insert, share attachments			
Add and alter contacts			
Create email folder			
Make a phone call			
Answer, disconnect phone call			
Internet	PRE	POST	EVIDENCE SUPPORTING RATING
Navigate website			
Identify and access links.			
Locate content on page			
Switch between web pages			
Add and access Favorites or Bookmarks			
Perform search or look up information			
Fill out a form			
Download content			
Navigate web apps.			
Peripherals - Scanner	PRE	POST	EVIDENCE SUPPORTING RATING
Start scan			
Read scanned document			
Save scan			

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Peripherals - Embosser	PRE	POST	EVIDENCE SUPPORTING RATING
Load paper into embosser			
Select embosser settings			
Troubleshoot embosser			
Utilize translation software			
Emboss using note taker			
Spreadsheets	PRE	POST	EVIDENCE SUPPORTING RATING
Create worksheet			
Navigate worksheet			
Enter data.			
Utilize formulas			
Format, edit cells and worksheet			
Sort and filter data			
Calendar	PRE	POST	EVIDENCE SUPPORTING RATING
Add and alter contacts			
Create appointment, reminder			
Navigate calendar			
Manage appointments, reminders			
Invite attendees			
GPS	PRE	POST	EVIDENCE SUPPORTING RATING
Get directions			
Look around			
Manage Points of interest			
Manage routes			
Presentations			
Create, navigate presentation			
Insert content			
Manage slideshow			
NARRATIVE SUMMARY:			