

ADP daily living component activity 8 – reading and understanding signs, symbols and words

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Introduction

1. This chapter provides information on activity 8 of the daily living component of Adult Disability Payment (ADP).
2. This chapter should be read and applied in line with the Overview of Decision Making [[LINK TO OVERVIEW OF DECISION MAKING](#)] and the Daily Living Component Introduction [[LINK TO DAILY LIVING COMPONENT INTRODUCTION](#)].
3. Daily living component activity 8 considers an individual's ability to read and understand written or printed information in their native language.
4. A case manager should consider which descriptor applies to an individual for them to be able to complete the activity in line with the reliability criteria. [[LINK TO RELIABILITY CRITERIA IN OVERVIEW OF DECISION MAKING](#)]
5. An individual should be able to see the information. Accessing information via Braille should not be considered as reading for this activity.
6. It is most likely that individuals will have difficulty with this activity for one or more of the following reasons. This list is not exhaustive. It may be because they:
 - are blind or have a visual impairment
 - have a cognitive or learning disability

Illiteracy is not taken into consideration for this activity, unless it is a consequence of a disability or health condition.

7. Written information is information written in standard size text. If an individual requires large print to be able to read, then a scoring descriptor should be considered.
8. A case manager should consider whether an individual is able to complete activity 8 both indoors and outdoors.

9. A case manager should make a distinction between basic written information and complex written information. These should be treated differently when selecting a descriptor and are defined as below:

- basic written information includes signs, symbols and dates written in standard size text in the individual's native language.
- while basic written information will be conveyed in a simple sentence, it should still be information of practical use
- complex written information is usually more than one sentence but could also be one complex sentence of standard size text in the individual's native language . For example, "Your home may be at risk if you do not keep up repayments on your mortgage or any other debt secured on it. Subject to terms and conditions"

10. Daily living component activity 8 does not consider the following:

- an ability to read lengthy written information, such as a book which is more than complex information, as per the definition of complex information
- an ability to remember and retain information that has been read
- mental health symptoms such as lack of motivation, unless the mental health condition has led to an impact on an individual's cognitive ability
- physical symptoms such as fatigue or pain, which only relate to holding the text being read
- the distance from the text for reading. If an individual has to hold the text closer to their face, but is then able to read, this would be an acceptable standard
- Braille is not considered reading for this activity
- if an individual has the ability to learn to read and no health condition that would stop them from learning, but has not learned, this would not be considered

Use of glasses or contact lenses prescribed by an ophthalmologist are not considered to be an aid when reading. If this is the only support needed in relation to carrying out this activity, someone using them would score under Activity 8 descriptor A.

11. The daily living component activity 8 descriptors describe five levels of functional ability to complete the activity.

- A. can read and understand basic and complex written information either unaided or using glasses or contact lenses
- B. needs to use an aid or appliance, other than glasses or contact lenses, to be able to read or understand either basic or complex written information
- C. needs prompting to be able to read or understand complex written information
- D. needs prompting to be able to read or understand basic written information
- E. cannot read or understand signs, symbols or words at all.¹

1 ADP regs, Schedule 1 Part 2 - Daily Living Activities, Activity (8)

12. An individual may use an aid or aids to assist them in completing this activity, and this may mean that they satisfy daily living component activity 8 descriptor B, which is covered later.

13. Case managers will also consider if the individual needs prompting from another person to complete the activity.

'Prompting' means reminding, encouraging or explaining by another person. This does not have to be in the physical presence of the individual.

Daily living component activity 8 descriptor A (0 points) – can read and understand basic and complex written information either unaided or using glasses or contact lenses

14. Within the assessment criteria, the ability to perform an activity unaided means without either the use of aids or appliances and without prompting, supervision or assistance.
15. The distance from the eyes to the written material to be read is not relevant. Some individuals hold text closer to their eyes than others, but if it can be read without aids, then this descriptor will apply.

Daily living component activity 8 descriptor B (2 points) – needs to use an aid or appliance, other than glasses or contact lenses, to be able to read or understand either basic or complex written information

16. An example of an individual who may satisfy daily living component activity 8 descriptor B could be an individual who requires a vision aid, such as a magnifying glass to assist them with reading.
17. Another example of an individual who may satisfy daily living component activity 8 descriptor B could be an individual who is dyslexic and uses a coloured overlay to assist them with reading.
18. An individual may have prisms in their glasses prescription to correct their vision. In such cases, the prism should not be considered an aid as it would be part of the glasses prescription. If a larger prism has to be held in front of an individual's glasses, then the prism lenses should be considered an aid.

Example: an individual with myasthenia, who requires an aid in addition to her glasses

Gill has myasthenia gravis, which causes weakness and drooping of the eyelids and weakness of eye muscles. This results in some double vision. This double vision is more apparent when she is reading after a very short time, so she has a prism that she uses in front of her normal glasses to enable her to continue to read.

19. An individual should be able to read and understand information, both indoors and outdoors

This descriptor may apply if an individual uses or could reasonably be expected to use aids or appliances, such as screen magnification, to read text when indoors and a portable magnifying glass to read when outdoors. If despite the use of aids the individual cannot read basic or complex information both indoors and outdoors, a higher descriptor may apply.

20. Aids or appliances can include but are not limited to the following items:

- magnifying glass
- prism lens(es) not included in a pair of glasses
- coloured overlay
- enlarged text

Example: an individual with macular degeneration, who satisfies daily living component activity 8 descriptor B

Jonathan has macular degeneration, a condition that has caused his vision to decline over the last 6 years. He has completed his ADP application form, noting that when he uses a computer, he uses the magnifying function. He has included a letter from the eye specialist that confirms his condition and shows that his vision is 6/18 (moderately poor) in his left eye and 6/12 (reduced) in his right eye. Normal vision is 6/6.

In his application, as well as explaining that he uses the magnifying function on his computer, Jonathan reports that he uses a handheld magnifying glass when he reads letters that he receives.

As Jonathan has reduced vision in both of his eyes but has some vision, he requires something to help him see better, apart from glasses. The case manager determines that Jonathan satisfies daily living component activity 8 descriptor B, because the magnifying glass or magnifier on his computer is an aid to performing this activity.

Daily living component activity 8 descriptor C (2 points) – needs prompting to be able to read or understand complex written information

21. Prompting means reminding, encouraging or explaining by another person. [LINK TO DESCRIPTOR LANGUAGE IN OVERVIEW OF DECISION MAKING]
Prompting in this descriptor refers to the support of another person to interpret or understand complex information that is written.

22. An example of an individual who may satisfy daily living component activity 8 descriptor C could be an individual who requires another person to explain complex written information due to a cognitive condition.

Example: an individual who has a learning disability, who satisfies daily living component activity 8 descriptor C

Skye has a learning disability and attended a school for children with additional needs, where they were given extra support with reading. Along with their ADP application is a statement of educational needs which describes Skye's reading ability and states that although they could read some information well, they found more complex information difficult to read.

In their ADP application, Skye's partner writes that Skye opens letters themselves but if there is complex or confusing information in a letter, Skye now asks him to read it and explain it. In the past, Skye thought they had understood a letter they read on their own about a blood test but did not fast the night before it, because they did not understand the instruction to fast before the blood test in the letter.

As Skye needs help with understanding more complex information, it means that they cannot entirely complete this activity without support. The case manager determines that Skye satisfies daily living component activity 8 descriptor C because they need support from another person to understand complex written information.

Daily living component activity 8 descriptor D (4 points) – needs prompting to be able to read or understand basic written information

- 23. Prompting means reminding, encouraging or explaining by another person. Prompting in this descriptor refers to the support of another person to interpret or understand basic information that is written.
- 24. An example of an individual who may satisfy daily living component activity 8 descriptor D could be an individual who requires another person to remind them of the meaning of basic written information, due to a cognitive condition.
- 25. If an individual can read and understand some signs and symbols but needs support to interpret their meaning, daily living component activity 8 descriptor D may apply.

Example: an individual who has a learning disability, who satisfies daily living component activity 8 descriptor D

Michael has a learning disability and attends a daycentre through the week. He finished at a specialist high school last year, where he learned life skills but did not complete any formal exams. His ADP application was completed by his mother. She included a report from a child psychologist which shows that Michael has an IQ similar to a 4- or 5-year old.

In the application form, his mother explains that Michael uses picture cards to indicate things that he wants, and his mother uses the same picture cards to explain things that are happening that day. She gives an example of a card that shows a picture of his friends, and he knows that means he is going to the day centre. His mother explains that they have tried to introduce words to Michael like "shower". He was unable to understand this but was able to understand a picture of a shower to know that it was time to wash. She also explains that because he cannot understand words or numbers, he finds dates difficult to understand.

Michael's learning disability means he is unable to read words, but he is able to understand signs and symbols, which are basic written information. The case manager determines that Michael satisfies daily living component activity 8 descriptor D because he needs support to understand basic words and dates but is able to understand signs and symbols.

Daily living component activity 8 descriptor E (8 points) – cannot read or understand signs, symbols or words at all

26. An example of an individual who may satisfy daily living component activity 8 descriptor E could be an individual who requires another person to read everything for them, due to a learning disability or a condition that significantly affects their vision.

27. If an individual is blind or has significantly reduced vision, daily living component activity 8 descriptor E may apply.

Example: an individual who is blind, who satisfies daily living component activity 8 descriptor E

Kirsten is registered blind and lives with her assistance dog in supported accommodation. She completed her ADP application form using speech-to-text technology. She has attached a copy of her certificate of blindness to her application.

The application states that Kirsten has always been blind and has no vision in either of her eyes. She explains that she enjoys listening to books on her phone and computer. When she gets a letter in the post, she scans it with an app on her phone that recognises the words and reads them aloud to her.

As Kirsten is blind, she uses technology and electronic devices to help her to read, but does not read the words herself, which is a key requirement of this activity. The case manager determines that Kirsten satisfies daily living component activity 8 descriptor E, because she is unable to read written words.

[End of chapter]