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**Table 1.1. Description of Menu Module Activities**

<b>Activity #</b>	<b>Level</b>	<b>Activity Description</b>	<b>Material</b>
1. Search & Locate: List Activities	1,2	Lists are used to locate specific information on the menus, find prices, calculate totals, or compare and identify discrepancies. Lists vary in number of items and presence of distractor items	<ul style="list-style-type: none"> <li>- Dark Blue Direction cards 1.1-1.6</li> <li>- Lists chosen from electronic files,</li> <li>- Brunch or Café Picture Menu.</li> </ul>
2. Search and Locate: Picture cards	1,2	Picture cards are compared to the a) menu, b) lists or c) both menu and lists. This can include sorting the pictures cards into items that are included on the menu, list, both or none. Café menus can also be compared for discrepancies (ques 2.6)	<ul style="list-style-type: none"> <li>- Light Blue Direction cards 2.1-2.5</li> <li>- Small food picture cards (light blue)</li> <li>- Brunch or Café picture menu.</li> <li>- Optional: Lists from electronic files</li> <li>Ques #2.6 requires two Café menus</li> </ul>
3. Shifting: Direction Cards	2-3	Involves searching, finding and marking items on the menu differently according to different rules, criteria or changing directions	<ul style="list-style-type: none"> <li>- Green Direction Cards # 3.1 to 3.8</li> <li>- Café menu's 1, 2 or 3</li> <li>- and Lists for (ques 3.7-3.8)</li> <li>- Electronic answer sheets</li> </ul>
4. Shifting: Sorting Activities	1,2,3	Menus, lists, picture cards or restaurant cards are used to identify categories or to generate different ways of grouping information. Level 1 = 4a, 4c; Level 2= 4a,4b,4c, Level 2-3 – Restaurant cards	<ul style="list-style-type: none"> <li>- Green Direction card # 4.1</li> <li>- Choose from: picture menu's, lists, or picture or restaurant small cards</li> <li>- Optional: Structured menu worksheets; electronic directions, answer sheets</li> </ul>
5. Entering Information: Hospital Menu Activities	1-2	Select food items on Hospital Menu from a list or according to dietary restrictions or food preferences	<ul style="list-style-type: none"> <li>- Hospital 3 or 5-day Menu</li> <li>- Electronic File questions</li> </ul>
6. Entering Information: Hospital Menu Activities	2	Enter information into blank meal schedules or create a menu schedule according to days that meals are available, food preferences and dietary restrictions.	<ul style="list-style-type: none"> <li>- Electronic Files</li> <li>- Question Sheets</li> <li>- Blank Menu schedules</li> </ul>
7. Questions. Finding Information	1-2	Short questions that require finding information on the menu and keeping track of information found.	<ul style="list-style-type: none"> <li>- Small red activity cards “finding information cards” (7.1- 7.20)</li> <li>- Brunch or Café picture menu</li> </ul>
7a. Questions. Calculation	1-2	Questions involving finding and calculating food items from the menu.	<ul style="list-style-type: none"> <li>- Choose Brunch or any Café menu</li> <li>- Electronic Files: questions &amp; ans</li> <li>- Calculator</li> </ul>
8. Questions Listing Options	2	Questions require listing menu options based on multiple criteria and budget	<ul style="list-style-type: none"> <li>- Choose Picture Menus</li> <li>- Red Direction Cards</li> <li>- Electronic Files: questions &amp; ans</li> </ul>

Activity #	Level	Activity Description	Material
9a. Questions Choosing Restaurants	3	<i>Complex Questions:</i> Choose restaurants based on both information from restaurant cards and an information sheet.	<ul style="list-style-type: none"> <li>– Small Restaurant Cards (green)</li> <li>– Information Sheet in electronic files</li> <li>– Questions – electronic files</li> </ul>
9b. Questions Meal Planning	3	<i>Complex Questions:</i> Choose or select menu's and meals to order based on numerous criteria. Some questions involve use of multiple menus.	<ul style="list-style-type: none"> <li>– Questions – electronic files</li> <li>– Multiple Menus in electronic files</li> </ul>

**Description of Levels of Difficulty** – Levels of difficulty represent a means of organizing activities into those with low, medium and high cognitive demands. The categories are not absolute and overlap with each other.

1. Level 1 or basic activities (#1, 2, 4, 5, 7, 7a) involve using the simple *brunch picture menu* or simple hospital 3-day menu. Directions include searching and locating specific items, matching picture cards to items on the menu, finding food items from a 6, 8, or 10 item list and answering simple questions, sorting items into 2-4 groups or performing basic calculations.
2. Level 2 activities involve using the *Café Menus* (#1-8). This includes the *Café Picture Menu* or written Café Menu's I, II or III. Activities involve longer lists (10,12 or 23 items) with distractors, and require greater selective attention (eg. choosing items within a specific price range) and working memory. Some activities involve calculations, flexibility, sorting items into 4-6 groups, or identifying different options from information provided.
3. Level 3 activities (9a and 9b) involve activities with high cognitive demands such as multitasking skills, adhering to multiple criteria, shifting between different sources of information, searching for information on detailed information sheets or across multiple menus while simultaneously keeping track of specific information, and planning or creating organizational structure for activities.

## Description of Materials

**Materials:** The materials in this kit are listed below and include 5 laminated dry erase menus, 108 small sized cards (2 ½ x 3½); 30 large size cards (index card size) and an electronic flash drive with files for activities.

### *Menus*

- Two picture laminated dry erase menus (Brunch Menu and Café Menu)
- Three laminated dry erase written menus (Café Menus I, II or III)
- Nine other written menus of varied types and cuisine (*electronic files- level 3*)

### *Four Sets of Direction/ Question Cards (3 ½ x 5)*

- 6 Dark Blue Direction cards (3 ½ x 5) – used with picture menus and lists
- 6 Light Blue Direction Cards - used with small food picture cards (light blue), picture menus/lists.
- 9 Green Direction Cards – used with Café menus II or III.
- 9 Red large *Question Cards* (3 ½ x 5), used with Café menus.

### ***Three Sets of Small Activity Cards (2 ½ x 3½)***

- 34 small food picture cards – used with Directions Cards #2 (light blue)
- 20 Small red *Question* cards, used with Brunch or Café Picture menus.
- 54 restaurant cards (green)-

### ***Electronic files*** on a flash drive

Includes lists, question worksheets for activities, alternate menus, restaurant information sheet, answer sheets or self-checking forms as well as *additional supplementary activities* for level 2 & 3.

**Description of Menu's** –The menus included within this module differ in complexity or in the number of items and degree of detail presented. The set includes 2 Picture Menu's and additional written menus.

### ***Picture Menus***

1. *Brunch Picture Menu* (8 ½ x 11) – Consists of a total of 20 items that includes 3 or 4 categories: Beverages, Main Breakfast Items, Lunch Items and Sides (optional category)
2. *Café Picture Menu* (11x17) – Consists of a total of 40 items that include 6 categories: Beverages, Desserts, Breakfast, Lunch, Dinner, and sides. The characteristics of the picture menus are summarized in Table 1.2 below.

### ***Written menus***

There are 3 café written menus (I, II, III) that contain the same items, however, the items and detail increase from menu I to III. For example, menus II and III include additional items that are not on menu I.

*Café Menu I* – This menu matches the Café Picture Menu exactly (except it is in a written form rather than displayed in pictures).

*Café Menu II* – This Menu matches items in Café I, but also includes additional items and details.

*Café Menu III* – This menu generally includes the same items as Café I and II, except that it is more detailed, and has additional choices and items.

*Hospital Menus*: Level 1 - 3 day menu and Level 2 - 5 day menu. (*electronic files level 1 and 2 only*)

*Multiple Menus* – Numbered from 1 to 9 – These are a variety of Menus with different types of cuisine that are used with higher level activities (*electronic files, level 3 only*).

*Level 2 Supplemental Menu Activities* – Michelle's Brunch Menu and Peter Place Dinner Menu (*electronic*). These written menus are a different format than the café menus and are used with search & locate activities.

**Direction Cards** (3 ½ x 5). The direction cards (3 ½ x 5) are double sided and include instructions or questions on one side and additional directions or prompts for the therapist on the back. The back of cards are labeled with the activity number and direction card number. For example, 1.3 and 1.4 indicates activity 1, direction card 3 and 4. Direction cards are used with activities 1, 2, 3, 4, along with menus.

Cards with directions can be presented to the client, so that the person is required to read and figure out the directions themselves. Some directions are purposely less structured than others. This provides information on how the person handles and follows written directions that vary in structure and clarity. Alternatively, the therapist can also present the directions orally or read the card to the client.

**Red Question Cards (large and small)** – These cards are part of activities 7-8 and are used with menus.

*Finding Information Cards* (2 ½ x 3½): These small cards (red border) include short, basic questions that involve locating information on the Brunch or Café Picture Menu (activity #7). Questions range from those that involve identifying specific information to those that involve identifying information according to price ranges, categories or multiple criteria.

*Listing Options Questions:* (3 ½ x 5). These larger question cards (activity # 8) are used with any of the café menus (picture or I, II, III).

**Small Activity Cards** (2 ½ x 3½). These cards are used with direction cards or directions sheets (electronic file) and are part of activities #2, 4 and 9. They can be spread apart or arranged in different ways for sorting, matching etc.

*Food picture cards* – This set of cards with a light blue border includes individual food items on either the Brunch or Café menu as well as distractors. The cards are used with search and locate directions (light blue-#2) or sorting activities (#4). The cards can be compared to lists and/or menus for matches or discrepancies or they can be sorted into groups or categories.

*Restaurant Cards* – This set of 54 cards (green border) includes the restaurant name, location, type of food or cuisine, meals served and style such as fine dining or casual. Cards can be sorted in a variety of ways (#4), or combined with the restaurant information sheet to answer complex questions (#9a).

### **Electronic files on Flash drive: Lists, Worksheets or Blank schedules**

Lists and worksheets for activities are available electronically on the accompanying flash drive. Examples of selected activities and supplemental activities are also included within the appendix of this manual. The organization of the electronic files is outlined in the front of this manual (p. ii-iv) and may be helpful to review. The files are divided into level 1 activities that are used with the Brunch picture menu or 3-day hospital menu; Level 2 activities used with the Café Picture Menu or 5 day Hospital menu, and Level 3 activities used with an information sheet or multiple menus. All files for activities are labeled according to the activity number outlined in Exhibit 1.3 or Table 1.1. The electronic files include answer sheets so that the client can check their own work for accuracy.

Additional, supplementary activities are also included for levels 2 and 3. These include additional menu activities (level 2) as well as complex activities (level 3) that involve online shopping, online meal delivery services and sample criteria for searching and choosing plane tickets.

***Treatment Forms:*** The electronic files include a folder with treatment forms that can be used to guide the pre and post activity discussion as well as to help structure observations during treatment.

### **Presentation of Activities**

Like the schedule activities, the menu activities can be presented or arranged in a variety of different ways using a computer screen, cards, table top, standing at a magnet board or bulletin board or a combination. For example, the picture menu can be placed on a magnet board or bulletin board with the list of items behind the person. The picture menu can also be placed on the computer and the list of items on a table. Whenever possible, activity presentation should be varied so that activities sometimes require standing or use of a computer

*The Menu Manual and materials are accompanied by electronic materials on a flashdrive.*

## **Menu Module: Electronic Organization of Files on Flash (revised)**

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- **Level I:** Brunch Menu Activities
- **Level II:** Café Menu Activities  
Supplementary additional menus and activities
- **Level III:** Complex Questions: Multiple Menus or Information Sheets  
Supplementary higher-level activities
- **Treatment Forms**
- **Additional Activity:** Restaurant Lists & Directions (used with Restaurant cards)

### ***Electronic Files for Level 1 Activities:***

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#### **1. Search and Locate –Brunch Menu Lists and Answers**

- a. 6 item Lists that match Brunch Menu: Three 6 item lists & lists with prices
  - b. 8 item Lists that Match Brunch Menu: Two 8 item lists & lists with prices
  - c. 10 item List for Brunch Menu: (1) answers printed in red (2) optional checklist/ answers.
  - d. 14 item List for Brunch Menu: (1) answers printed in red (2) optional checklist/ answers.
  - e. 23 item List for Brunch Menu: (1) answers printed in red (2) optional checklist/ answers.
  - f. Combined File (all above activities combined in 1 file)
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#### **2. Search and Locate-Cards**

- 2a/2b. Matching Directions: Small food picture cards and Brunch menu
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#### **3. Shifting Activities**

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#### **4. Shifting: Sorting**

- a. Brunch picture menu sorting directions and structured worksheet
  - b. Directions for sorting small food picture cards
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#### **5. Hospital Menu Activities (3-day hospital menu)**

- a. Lists for selecting 3-day hospital menu items: Hospital menu list 1 and 2; answers
  - b. Choosing hospital menu items: 5.1–5.2; blank menu schedule, answers
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#### **6. No Level 1 Activities or files (only level 2)**

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#### **7. Brunch Calculation Questions**

- a. Brunch Menu Calculation Questions
- b. Answers to Brunch Menu Calculation Questions

## **Electronic Files for Level 2 Activities**

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### **1. Search and Locate – Cafe Menu Lists and Answers**

- a. 6 item Lists that match *Cafe* Menu: Two 6 item lists & lists with prices
  - b. 8 item Lists that Match *Cafe* Menu: Two 8 item lists & lists with prices
  - c. 10 item List for *Cafe* Menu: answers printed in red; optional checklist/ answers; worksheet
  - d. 14 item List for *Cafe* Menu: answers printed in red; optional checklist/ answers; worksheet
  - e. 23 item List for *Cafe* Menu: answers printed in red; optional checklist/ answers; worksheet
  - f. Combined file of all lists
- 

### **2.6 Search and Locate: Answers to Menu Comparisons**

- a. Café and Brunch menu comparisons
  - b. Comparison Café menu I to II
  - c. Comparison Café Menu II to III
- 

### **3. Shifting Direction Card Answers**

- a. 3.1-3.6 Café II Menu Answers
  - b. 3.1 – 3.6 Café Menu III Answers
  - c. 3.7 Café Menu Lists – 14 and 23 Item
  - d. 3.8 Café Menu Lists – 14 and 23 Item
- 

### **4. Shifting: Sorting**

- a. Cafe picture menu sorting directions, worksheets and answers
  - b. Answers to Café Menu 23 item list categories answers
  - c. Directions: Sorting small food picture cards
  - d. Directions: Restaurant card sorting
- 

### **5. Hospital Menu Activities (5-day Hospital menu)**

- a. 5.1 – 5.5 Choosing hospital menu items: questions, answer sheet, optional blank menu schedule
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### **6. Entering and Organizing Information into Weekly Menu Schedule**

- a. 6.1– 6.5 Entering items into menu schedule: questions, answer sheet, optional blank menu schedule
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### **7a. Café Menu Calculation Questions and Answers**

- a. All café menu calculation questions and answers
  - b. Café menu III calculation questions and answers
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### **8. Listing Options: Answers**

- a. Café menu question sheet
  - b. Cafe Menu I answers
  - c. Cafe Menu II answers
  - d. Cafe Menu III answers
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## **Additional Level 2 Activities**

- a. Michelle's Brunch Place Activities: Directions, 11 item Lists, Menu, highlighted answers, questions and answers
- b. Peter's Place Dinner Menu: Directions, 11 item Lists, Menu, highlighted answers, questions and answers

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## ***Electronic Files for Level 3 Activities***

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### **9. Complex Questions**

#### **9a. Selecting Restaurants:**

- Questions 1-14;
- Answers to Questions 1-14
- Restaurant Information sheet with and without distractors

#### **9b. Meal Planning:**

- Questions 1-12 with self-check lists and menu schedule worksheets.
- Other Menus (Menus # 1 to 10)
- Generic Menu Schedule Worksheets (can be used with any questions)
- Combined file with all questions 9.1-9.12 (without self-check forms)

#### **Supplementary Activities:**

1. Online Meal delivery Ordering
2. Online drugstore shopping version 1
3. Drugstore shopping version 2
4. Online shopping for household items
5. Airline ticket activity
6. Ordering from online menus

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## ***Treatment Forms***

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1. Pre Activity Questions: Anticipation and Strategy Questions
2. Post Activity Questions: Awareness of performance and strategies
3. Observation Recording Sheet during each activity
4. Performance Analysis Observation Guide
5. DIM General performance analysis