How to Create and Administer the Casey Life Skills Assessment

This storyboard is used once you have established a login account

Steps to complete the Casey Life Skills Assessment

1) Log on to the Casey Life Skills Site: http://www.caseylifeskills.org/

- Click: Add new youth
- Enter the following:
  - First Name: Youth’s TFACTS Person ID
  - Last Name: Youth’s TFACTS Case ID
  - Birthdate: Youth’s date of birth
- Click: Create New Youth

2) Scroll down to the bottom of the screen and find the youth record you created. (see screen print, below)
Note where it says “Begin new assessment: Click “Start Now”

Do not send youth an e-mail to create a login

You may choose the option to “Send via e-mail” (the yellow arrow is pointing to that button)

3) You will now see there is a statement that says “Provider has been logged out” The idea is that the youth will now take the assessment. However, you will agree to the terms and conditions and complete the assessment; or, the youth can do that. (see screen print, below)
Click the check box next to the statement “I agree to the terms and conditions”
Click “Start Assessment”
Complete all areas of the assessment on the screens that follow and save the assessment
Give youth advance instructions on this if you use the e-mail option

4) You will now see a screen that contains the assessment’s results. Optionally Click “Print View” or “E-Mail Results” (see screen print, below)
If you want to e-mail the results, only e-mail them to someone within the DCS network, using Outlook.

Do not e-mail them outside of the network because that will not be secure

5) When you log back on to the website, you will be able to locate the assessment results. (see screen print, below)
You can locate the results by typing one of the ID numbers into the “Find Youth” search field (click on the link indicated by the yellow arrow, then click “Casey Life Skills Assessment” on the screen that follows on the website)

➤ You can also locate the results from the list (click the “CLS” link under the column “Recent Assessment”)

➤
6) If you want to administer the assessment to a caregiver as well, you need to be sure the youth’s assessment has been completed first. (See screen shot, below)

- Click on the Casey Life Skills Assessment link for any youth record. The screen will look like this when there is at least one assessment completed for that youth.
- It is recommended that you “Send via e-mail” (the yellow arrow is pointing to that button).
- The caregiver’s assessment will appear below the youth’s assessment on the record (see red box).
7) You can review and print the assessment results for all that you entered. Here is how you can get the average score for each Skill Area:

- When the assessment results are accessed, you are presented with this graph view.
- Click on each of the Skill Areas along the top to get each average score: In this example, we are choosing Skill Area # 4, Housing and Money Management (see screen print, below).
The Average Score for Housing and Money Management in this example is 1.96

Round up to the nearest whole number. For this example, the average score will be 2

Recommended Interpretation of the Casey Life Skills Assessment Scores (Round Scores Up)

✓ Round up to the nearest whole number

✓ The Casey Life Skills Practice Guide (see link on page 10) contains more information about use, and interpretation of, the assessment

<table>
<thead>
<tr>
<th>Skill Area Average</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scores 1 up to 3</td>
<td>Concern</td>
</tr>
<tr>
<td>Scores 4 up to 5</td>
<td>Strength</td>
</tr>
</tbody>
</table>
8) Share the assessment results with the youth, caregiver and other team members

- The FSW, youth and team members will work together to identify whether each area is a Strength or a Concern.
- Contact your IL Program Specialist if assistance is needed interpreting assessment results

Note: You can optionally print blank templates of any of the assessment versions by selecting them from the drop down box and selecting, “Print” (see screen shot, below—the yellow arrow is pointing to the print link). You can administer the paper versions and then enter them into the system.

- There are a bunch of help related items on the Casey Life Skills site for you to access
- There is also a resource that can be used to create action steps for the IL Section of the permanency plan, called the Resources to Inspire Guide
- These can be found, here:
  