How to Enter Casey Life Skills Assessment Information in TFACTS
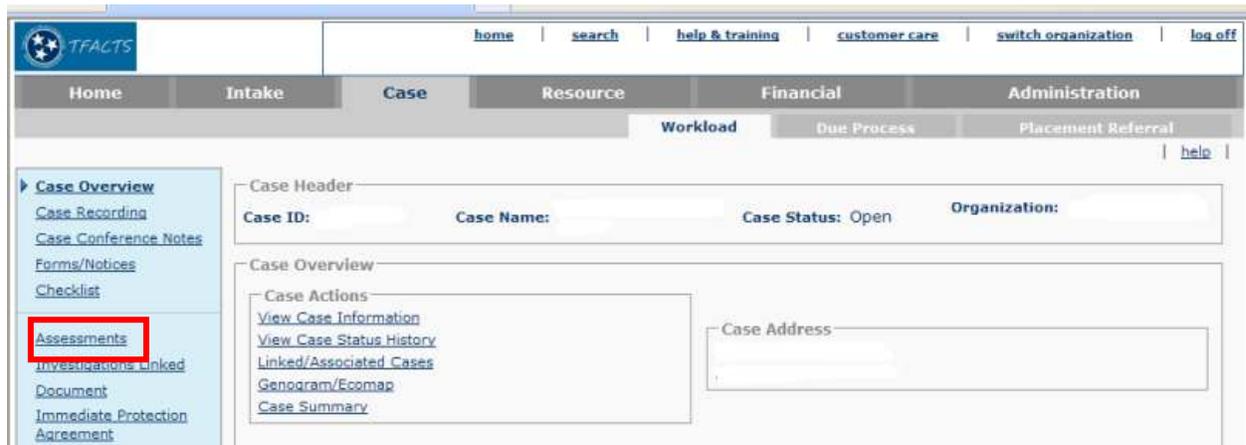
1) This storyboard starts with the assumption that you have completed a Casey Life Skills Assessment, and already determined whether each area of the assessment's results are Strengths or Concerns

2) Navigate to the Case in TFACTS that the youth is a case member of (see screen print, below):

   ➢ Click the "Assessments" link in the left hand navigation bar

3) Scroll down to the bottom of the page (see screen print, below)

   ➢ Select Assessment type "Life Skills" from the drop down box

   ➢ Click "Add Assessment"

   ➢ Note: No individual populates to pick from for this assessment! You will pick the participant(s) once you get into the assessment itself!

4) You are now on the Life Skills Information tab (see screen print, below)

Case > Workload > Assessments

Life Skills Information	Life Skills Participant(s)	Life Skills Assessment

Case Header
Case ID: Case Name: Case Status: Open   Organization:

Information Details +

Life Skill Assessment Type:*   [▼]
                                 CLSA
Primary Case Worker: Other   Life Skills Organization ID:*   [▼]

Result Date: Status: In Progress

www.caseylifeskills.org

[Apply] [Save] [Cancel]

- ➢ Click the drop down box next to: Life Skill Assessment Type

- ➢ Select "CLSA " The green arrow is pointing to that value

Case > Workload > Assessments

Life Skills Information	Life Skills Participant(s)	Life Skills Assessment

Case Header
Case ID: Case Name: Case Status: Open   Organization:

Information Details +

Life Skill Assessment Type:*   [CLSA ▼]

Primary Case Worker: Life Skills Organization ID:*   [TNDCSSHELBY ▼]

Result Date: 11/21/2012   [📅]   Status: In Progress

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[Apply] [Save] [Cancel]

- ➢ Enter the date the Life Skills Assessment was completed/results generated from the Casey Life Skills site in the "Result Date" field

- ➢ Click the drop down box next to: Life Skills Organization ID

- ➢ Select one of the following from the drop down box (these will correspond with your Casey Life Skills site Provider/Agency:

<div align="center">Org ID by DCS Region:</div>

- TNDCSDAV
- TNDCSEAST
- TNDCSHAM *
- TNDCSKNOX
- TNDCSMC
- TNDCSNE
- TNDCSNW
- TNDCSSC
- TNDCSSE *
- TNDCSSHELBY
- TNDCSSM
- TNDCSTSW

*TNDCSHAM and TNDCSSE fall under the TNDCSTV Provider/Agency on the Casey site

➢ When you're done on this tab, Click "Apply" This will keep you on the same screen

5) Next, select the Life Skills Participant (s) tab (see screen print, below)

➢ Click on the radio button next to the name of the youth you administered the Life Skills Assessment to. The green arrow is pointing to that

➢ Scroll down and Click "Apply" This will keep you on the same screen

Note: You can also optionally select or add a Caregiver

6) Next, select the Life Skills Assessment tab (see screen print, below)

Case > Workload > Assessment

Life Skills Information	Life Skills Participant(s)	Life Skills Assessment

Case Header

Case ID: **Case Name:**   **Case Status:** Open   **Organization:**

Life Skills Assessment Results

Domain	Youth Raw Score	Caregiver Raw Score	Other Assessment Information	Strength or Concern	Indicator
Education	3 %	%	Briefly describe how you and the youth/caregiver/team arrived at the result for this Life Skill Area/Domain	Strength Concern	IL Education
Housing / Home Life	%	%			
Health / Mental Health & Self Care	%	%			
Transportation	%	%			

➢ Enter the average scores into the "Raw Score" fields

➢ Optionally enter a brief description of how you determined a Domain is a Strength or Concern and the average score for each area (see the How to Create and Complete the Casey Life Skills Assessment storyboard for instructions on how to get the average scores)

➢ Select Strength or Concern for each Domain row. The green arrow is pointing to that

➢ Select the IL Indicator that corresponds with the Domain for each row. The orange arrow is pointing to that

Go to next page:

> ➢ The "Skill Areas" on the Casey Life Skills Assessment are not the same as the Domains in TFACTS. Use the following table to match them up:

TFACTS Domain to Record Result In	Casey Life Skills Assessment Skill Area
Education	Career and Education Planning
Housing/Home Life	Housing & Money Management
Health/Mental Health & Self Care	Self Care
Transportation	Housing & Money Management
Life Skills and Daily Living	Daily Living
Finances & Money Management	Housing & Money Management
Career Planning & Work Life	Work and Study Life
Social Relationships	Permanency & Looking Forward • Add the average scores together (already rounded up) for these areas and divide by 2
Communication Skills	Relationships and Communication
Overall Raw Score	• Enter a brief description of Overall Strength or Concern for all Domain/Skill Areas and Average Score: Get the average score by adding all scores for each area (already rounded up) and divide by 9 • Select "blank" for Strength or Concern • Select the "blank" as the IL Indicator

1) Scroll down to the bottom of the page (see screen print, below)

Social Relationships	2 %	%	Briefly describe how you and the youth/caregiver/team arrived at the result for this Life Skill Area/Domain	Concern ▾	IL Social Skills ▾
Communication Skills	1 %	%	Briefly describe how you and the youth/caregiver/team arrived at the result for this Life Skill Area/Domain	Concern ▾	IL Communication Skills ▾
Overall Raw Score	3 %	%	Briefly describe how you and the youth/caregiver/team arrived at the overall assessment result	▾	▾

FFA Documentation

FFA Supporting Documentation (Assessment of Well Being):

Enter FFA Supporting Information here.

[Spell Check] [Clear] [4000]

[Approval]

[Apply] [Save] [Cancel]

- ➢ Enter the average score for all Skill Areas and optionally describe how the overall assessment result was determined

- ➢ Enter supporting FFA documentation

- ➢ Click "Apply" This will save your information and keep you on the same screen

- ➢ Click "Approve" Route the assessment record to your supervisor for approval and Save

- ➢ Click "Save" to return to the Assessment list screen