

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/>

The screenshot displays the Casey Life Skills Assessment website interface. At the top, there is a navigation bar with 'Youth' and 'Reports' tabs, a 'Signed in as' dropdown menu, and a 'Help & Training' link. On the left sidebar, the 'Add new youth' button is highlighted with a red box. Below it, there are options for 'Print blank assessment' (with a 'CLS' dropdown and a 'Print' button) and a list of assessment categories: 'Pregnant and Parenting', 'Education', 'American Indian', 'GLBTQ and Homeless', and 'Younger Youth'. The main content area features a 'Create New Youth' modal form with a 'Cancel' button in the top right corner. The form contains three input fields: 'First Name' (with the value '12345'), 'Last Name' (with the value '678910'), and 'Birthdate' (with the value '09/15/1996'). A yellow 'Create New Youth' button is highlighted with a red box at the bottom of the form.

- 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)

Youth Details

12345 678910 (Y-37892) [Edit](#)
Age 16

Begin new assessment:

[Start now](#)

or

[Send via email](#)

Assessment	Completed	Started
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There are no assessments available

[Send Youth email to create their CLS login](#)

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- 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)

Provider has been logged out. Youth can now take an assessment.

Which assessment are you taking today?

Casey Life Skills Assessment

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I agree to the terms and conditions.

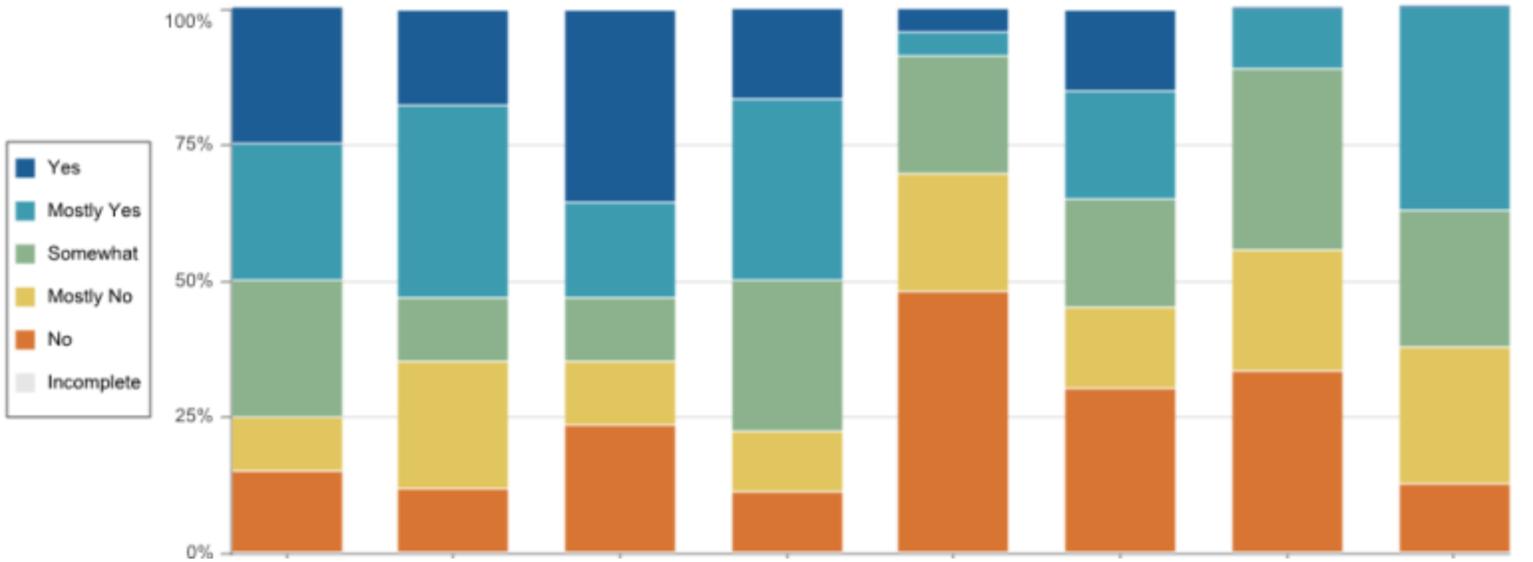
Start Assessment

- 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)

Casey Life Skills Assessment 09/16/2012
12345 678910 (Y-37892) (P-11831)

Print View

Email Results



Casey Life Skills Assessment 09/16/2012
12345 678910 (Y-378)



Permanency

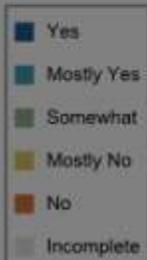
Send Assessment

Cancel

Email

Comment

A Casey Life Skills Assessment has been completed and the results can be reviewed by clicking on the link below.



100%
75%
50%
25%
0%

- 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)

Pregnant and Parenting
Education
American Indian
GLBTQ and Homeless
Younger Youth

Find Youth

Youth Number	Last Name	First Name	Recent Assessment	Birthdate
Y-37892	678910	12345	CLS	9/15/1996

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- 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)

12345 678910 (Y-37892) Edit
Male, Age 16

Begin new assessment: [Start now](#) or [Send via email](#)

Assessment	Completed	Started	
Casey Life Skills Assessment	09/16/12	09/16/12	
Comparison Report, Dave Aguzzi	0% Finish Now	10/31/12	

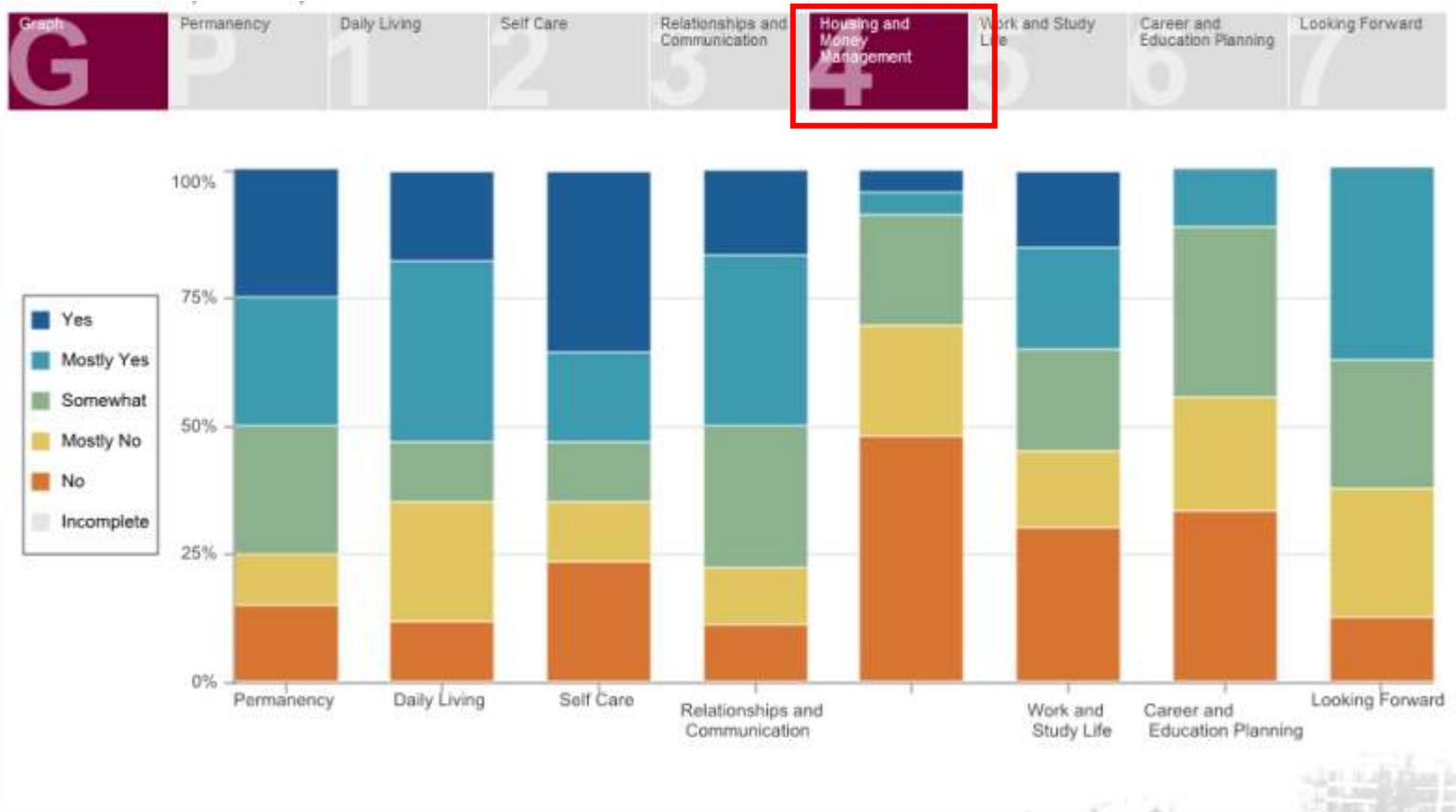
Send Youth email to create their CLS login

Begin caregiver assessment: [Start now](#) or [Send via email](#)

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- 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)



[Download Housing and Money Management Resource Guide](#)



STATEMENTS	RESPONSES
There is at least one adult that I have regular contact with, other than my case manager or other professional, who lives in stable and safe housing.	YES
I know an adult I can go to for financial advice.	MOSTLY YES
I understand the disadvantages of making purchases with my credit card. I know how to balance my bank account. I know an adult who would help me if I had a financial emergency. I know an adult I could live with for a few days or weeks if I needed to. I can figure out all the costs of car ownership, such as registration, repairs, insurance, and gas.	SOMEWHAT

- 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

Skill Area Average	Interpretation
Scores 1 up to 3	Concern
Scores 4 up to 5	Strength

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:

https://caseylifeskills.secure.force.com/clsa_cw_help_quickStartGuide