

LIFE SKILLS STRENGTHS/NEEDS ASSESSMENT GUIDELINE QUESTIONS, CD96, AND LIFE SKILLS STRENGTHS/NEEDS REPORTING FORM, CD97, INSTRUCTIONS

Purpose: These forms are interview style paper tools to assist in the planning process. The strengths/needs assessment uses a holistic approach to develop rapport and engage the youth. The assessment covers nine domains with questions and provides a snapshot in time. This tool is used to assist in determining what a youth wants to work on (need statement) right now for goals in the Adolescent FST Guide and Individualized Action Plan/Learning Plan.

Number of Copies & Distribution: The youth receives a copy of the completed form and a copy is filed in the youth's record. Life Skills Strengths/Needs Assessment Reporting Form, CD-97, is required to be completed in order to complete the Individualized Action Plan, CD-94, but does not have to be submitted to the Older Youth Transition Specialist for referral to the Older Youth Program.

Instructions for Completion: This form is completed with the youth within the first 60 days of a youth turning 14 or coming into care after the age of 14. The form should also be completed again as the youth achieve their goals and need to set additional goals if other strengths/needs are needed to assist in goal development. In each of the domains are questions with the right side pertaining to strengths and questions on the left pertaining to needs. These questions are to be used as a guideline and do not have to be asked in entirety but should be used to elicit conversation and information regarding the youth's perceptions of their strengths and needs. Strengths and needs should be written down with the youth choosing and circling three to five areas that they would like to work on in their Individualized Action Plan (CD94). Needs should become strengths with life skills instruction continuing to build upon what the youth already knows. The youth's name and worker's name are entered as well as the date the form is completed or updated. Complete sentences are not required in the category boxes but the word must capture the strength or need it is conveying. If the youth is incapacitated, a listing of strengths and needs should be completed by the Family Support Team.

Forms Retention: The reporting form is filed in the Older Youth Program Services section of the case file and retained indefinitely.

Memoranda History: