

LIFE SKILLS INVENTORY
INSTRUCTIONS

PURPOSE:

The purpose of this form is to provide a standardized, behaviorally oriented, worksheet to aid in the completion of the CS-1 ATT., the Independent Living (IL) Case Plan.

The form also serves as a needs assessment for youth entering the Independent Living Program (ILP). The IL Specialist can identify what a youth needs to be taught through the completion of this form. The CS-3 is optional if the youth is currently participating in Independent Living group training and has completed the Daniel Memorial Assessment.

Additionally, this form serves as a document which records a youth's progress in IL skills acquisition. Ultimately, this tool serves as an assessment of a youth's readiness for living independently, even though the Independent Living Arrangement may not be in the immediate future.

NUMBER OF COPIES AND DISTRIBUTION:

The form is completed prior to the initial six month PPR and annually thereafter. Additional entries may be made throughout the year on the same form by the Children's Services Worker, IL Specialist, and/or care provider, as the youth learns individual IL skills.

The original is filed in the youth's case record. Copies shall be given to the youth, IL specialist, foster parent, residential treatment staff, or appropriate other adult working with the youth in IL skills training. A copy of the form is to be placed in the service county record, and follows the youth in subsequent placements.

INSTRUCTIONS FOR COMPLETION:

This form is completed by the Children's Services Worker or IL Specialist, assisted by the youth and birth/foster parents or residential treatment staff. The Inventory may be completed by printing in ink.

- Name of Youth: Enter the full name of the youth.
- Date of Birth: Enter the youth's birthday.

- Dates: Enter the date that this Inventory is completed. Place date under appropriate Initial or Annual column.
- Children's Services Worker: Enter alongside the current date the name of the Child's Services Worker who completed this inventory.

The Inventory Scoring Sheet lists 13 specific life skill categories which are required for independent life in the community. Each category within the booklet has a list of tasks which a youth should be expected to master. A youth is designated as having a certain level of skill only when all tasks at that level have been mastered.

For example:

- A youth's skills for a particular category are "minimal" when he has received checks for all tasks listed under the heading Minimal.
- A youth's skills are "intermediate" when he has mastered all Minimal and Intermediate tasks.
- A youth's skills are "adequate" when he has mastered all Minimal and Intermediate and Adequate tasks.
- However, a youth's skills are "exceptional" if he/she receives a check on any task under the Exceptional heading, and if all Minimal, Intermediate, and Adequate tasks have been mastered.

The Children's Services Worker shall ask the youth and/or care provider to respond to each task statement by sharing knowledge about the youth's ability to do each task. The youth's perception of his/her ability to complete the task may differ from that of the care provider or the Children's Services Worker completing the assessment.

If the youth has accomplished the task to the satisfaction of the worker, then enter the following on the numbered pages within the Inventory booklet:

- For Initial Assessment or any Yearly Update, place a check (), in the appropriate column (Initial or Annual), beside each particular task which youth has accomplished.
- For interim entries between yearly assessments, date the space after the task statement, identifying when the youth learned/demonstrated an individual task.

• Date Skill Level Attained:

After the youth's skills have been inventoried, rate on the Life Skills Inventory Scoring Sheet the youth's skills in each category as "minimal," "intermediate," "adequate," or "exceptional," and enter the date of the assessment in the appropriate skill level box. A rating of at least "adequate" is necessary in any particular category before skill acquisition in that category may be considered sufficient.

RETENTION:

This form shall be retained in the youth's record until the entire case is destroyed.

MEMORANDA HISTORY: CS89-44; CS96-66;