

TRANSITIONAL LIVING PROGRAM (TLP) ADVOCATE AND INDEPENDENT LIVING ARRANGEMENT (ILA) CHECKLIST, CSTLP-1, INSTRUCTIONS

Purpose: This form is used to show that the youth's residence in a TLA home, TLSS apartment, or an ILA residence meets the pertinent physical standards as set forth in Rule CSR 40-60.040, Physical Standards for Foster Homes. The form is used as documentation that the listed health and safety requirements are met.

Number of Copies & Distribution: This form is a one page, self carbonating form completed by the Case Manager or Service Worker. The canary copy of the completed checklist is given to the provider of TLA or TLSS Services or to the youth in an ILA. The white copy of the completed checklist is retained in the youth's record in the Older Youth Program Section. A copy is also provided to the Older Youth Transition Specialist in the perspective region for TLA and TLSS placements.

Instructions for Completion: Prior to placement, the Case Manager or Service Worker completes a home visit at the residence the youth will be residing in to determine that the placement meets approval requirements on the checklist. In each of the three sections, each of the standards must be met and checked in order for placement to be approved unless not applicable in which the standard should be marked as such. This form will need to be completed each time the youth moves to a new transitional living apartment, Transitional Living Advocate home, or an Independent Living Arrangement regardless of the reason for the move. The address of the residence and the name of the person completing the home visit and checklist should be listed in the comments section as well as the date of the visit.

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

Memoranda History: CS94-53