

	GEORGIA DIVISION OF FAMILY AND CHILDREN SERVICES			
	CHILD WELFARE POLICY MANUAL			
	Chapter:	(13) Independent Living Program	Effective Date:	December 2014
	Policy Title:	Casey Life Skills Assessment		
Policy Number:	13.2	Previous Policy #:	1012.2	

CODES/REFERENCES

John Chafee Foster Care Independence Program (Foster Care Independence Act of 1999) P.L. 106-169

REQUIREMENTS

- The Division of Family and Children Services (DFCS) shall:
1. Utilize the Casey Life Skills Assessment (CLSA) to assess the life skills, strengths and vulnerabilities of youth ages 14-17¹ in foster care.
 2. Administer the initial CLSA within 15 calendar days of a youth ages 14 -17 entering foster care or a youth in foster care turning age 14.
 3. Administer subsequent CLSAs within 60 calendar days of the youth reaching age 15 and 17; unless a CLSA has been completed within the last 12 months.
NOTE: The CLSA may be administered more frequently based on the needs of the youth. See Casey Life Skills Practice Guide.
 4. Incorporate the initial CLSA results into the Written Transitional Living Plan (WTLP) submitted to the Court within thirty (30) calendar days of a youth ages 14-17 entering foster care. The results of subsequent CLSAs shall be used to update the WTLP for youth in foster care (see policy [13.3 Independent Living Program: Written Transitional Living Plan](#)).
 5. Utilize results of CLSA information in the development of the WTLP for youth ages 18 through 21 who participate in the Extended Youth Support Services (EYSS) program.

PROCEDURES

- Completing the Initial CLSA**
- The Social Services Case Manager (SSCM) will:
1. Within 15 calendar days of a youth ages 14-17 entering foster care **or** a youth in care turning age 14:
 - a. Conduct a face-to-face meeting with the youth and his or her caregiver to discuss the assessment process;
 - b. Access the website: www.lifeskills.casey.org/clsa_homepage and review the assessment with the youth and caregiver;
 - c. Have the youth complete the assessment online at: www.lifeskills.casey.org/clsa_homepage or on a hard copy (paper) version;
NOTE: The SSCM should allow the youth to complete the assessment independently or with minimal assistance unless the youth requires assistance due to his or her special needs. Under no circumstances should the SSCM or caregiver

¹ May be used for a youth ages 18 to 21 when appropriate.

- complete the CLSA without youth participation.
2. Within 30 calendar days of the youth 14-17 entering foster care or youth in foster care turning age 14:
 - a. Review the CLSA results with the youth and determine together the appropriate steps, goals, and services to be included in the youth's Written Transitional Living Plan (WTLP);
 - b. Select "yes" on the Youth Detail Report page in Georgia SHINES to indicate the completion of the CLSA;
 - c. Upload the CLSA into Georgia SHINES external documentation and label as the Casey Life Skills Assessment;
 - d. Incorporate the results from the CLSA into the steps and goals outlined in the WTLP.

Completing Subsequent Casey Life Skills Assessments

Within 60 calendar days of the youth in foster care reaching age 15 and 17, the SSCM will administer a Casey Life Skills Assessment by:

1. Conducting a face-to-face meeting with the youth and his or her caregiver to discuss the assessment process;
2. Accessing the website: www.lifeskills.casey.org/clsa_homepage and reviewing the assessment with the youth and caregiver;
3. Having the youth complete the assessment online at: www.lifeskills.casey.org/clsa_homepage or on a hard copy (paper) version;
NOTE: The same criteria concerning the youth's ability to complete the CLSA with minimal assistance is applicable as with the initial CLSA. It is not necessary to complete a CLSA if it is determined that a CLSA was completed within 12 months of the child reaching age 15 or 17.
4. Review the results of the subsequent CLSA's with the youth and caregiver and include the results into the WTLP with the youth.

Incorporating Casey Life Skills Assessment Results with Youth Ages 18-21

Within 15 calendar days of the youth agreeing to participate in the EYSS program, the SSCM will:

1. Review the most recent CLSA results and compare with the youth's most recent WTLP;
2. Assess the youth's current status and determine if a new CLSA is necessary in order to develop or revise the youth's WTLP;
3. Conduct a face-to-face visit with the youth:
 - a. Discuss prior CLSA results and WTLP goals;
 - b. If necessary, request the youth complete another CLSA and incorporate the results into the WTLP.

Supervisory Review and Approval

Upon completion of the initial and subsequent CLSA by the SSCM, the Social Services Supervisor will:

1. Confirm that the CLSA has been completed and uploaded into Georgia SHINES External Documentation;
2. Verify that the Youth Detail Page in Georgia SHINES has been updated to reflect completion of the CLSA; and
3. When reviewing and approving the WTLP in Georgia SHINES, ensure the results from the CLSA have been incorporated into the steps and goals of the plan.

PRACTICE GUIDANCE

Casey Life Skills Assessment

The Casey Life Skills Assessment (CLSA) tool was developed by Casey Family Programs (Casey) from 1994-2000 as a tool for child welfare to assess the life skills of youth. The CLSA is not an exhaustive list of all the skills required to live independently; rather, it provides an indication of skill level and readiness for living independently. The assessments are designed as the first step in preparing youth to live on their own. Other steps include goal setting, action planning, instruction, learning, and application, followed again by ongoing assessments to measure progress.

The Casey Life Skills Assessment and detailed information on how to complete the assessment may be accessed online at http://lifeskills.casey.org/clsa_homepage. The life skills assessments provide instant feedback with customized learning plans. These plans provide a clear outline of next steps.

The Casey Life Skills Assessment must be administered upon the youth's entry in foster care and at ages 15 and 17. Results from the assessments will be used as a basis for the goals of the Written Transitional Living Plan (WTLP). The CLSA may be used more frequently as the WTLP is updated based the individual needs of the youth. Additionally, the CLSA may be used as a tool to assess a youth as he or she demonstrates they have mastered a particular skill.

FORMS AND TOOLS

[Casey Life Skills Assessment](#)

[Casey Life Skills Practice Guide](#)