

Casey Life Skills Assessment

Casey Life Skills Assessment (CLSA) is a set of free tools that assess the independent skills youth need to achieve their long-term goals. It aims to guide youth toward developing healthy, productive lives. Some of the functional areas that CLS assesses include:

- Daily living and self-care activities
- Maintaining healthy relationships
- Work and study habits
- Using community resources
- Money management
- Computer literacy and online safety
- Civic engagement
- Navigating the child welfare system

These assessments have been revised to ensure that they incorporate the needs of youth in the 21st century. They have been developed in collaboration with foster care alumni, resource parents, service providers and child welfare experts to center the needs and voices of youth.

The purpose of the CLSA is to identify the functional areas a youth needs to work on to increase their understanding and mastery of life skills. The toolkit includes a Resource to Inspire Guide that provides activities to help with youth skill development. The information from the CLSA helps to guide knowledge sharing with the youth and caregivers to increase awareness of self-sufficiency needs. The assessment should be reviewed and any domain that is lower than 5.00 or 100% be discussed with the youth so that they can decide which area they would like to focus on during their monthly contacts and shared planning meetings.

Tool kit is available to download at [Casey Life Skills Assessment Toolkit - Casey Family Programs](#).

After a Casey Life Skills Assessment (CLSA) is completed. The Total Raw Score from the assessment needs to be documented in FamLink and a copy of the CLSA needs to be uploaded into FamLink. This Assessment needs to be completed at least 1 time per year. This work is outlined in Policy [4310. Transitioning Youth for Successful Adulthood | Washington State Department of Children, Youth, and Families](#).

Course Icons You will see some symbols appear throughout this course. These icons are used to indicate the following:

| Icon | Function |
|---|--|
|  | This will be covered in more detail later in the course. |
|  | FYI – Helpful information related to Independent Living functions |
|  | Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient. |

Objectives

By the end of this module you should be able to:

- Download Tool Kit
- Assist Youth to complete assessment
- Launch IL Page in FamLink
- Access existing IL Page to Document Casey Life Skills Assessment Score
- Upload completed Assessment into FamLink

Casey Life Skills Assessment (CLSA)

Help the youth complete the Standard Assessment and Supplemental Assessments as applicable in one of the following ways at least 1 time per year:

- Excel format
- Printable PDF
- IL Provider Portal

Scoring the CLSA

Excel Version:

If the youth have completed the Excel version of the assessment the program will calculate the youths score and mastery percentage score on the Results tab.

Printed PDF or Provider Portal Version

Use page 12 of the Practitioners Guide from the toolkit to come up with skill area scores.

How to compute the Total Raw Score

Take the total score for each skill areas and add them together and then divide the total by the number of completed skill areas to come up with a Total Raw Score. The Total Raw Score must be input into FamLink. Please note the score is without the decimal.

For Example:

Here is a current score from a recent CLSA:

| CLS - Standard Assessment | Score | Mastery Score |
|--|-------|---------------|
| Daily Living Skills | 4.94 | 94% |
| Self Care Skills | 4.33 | 72% |
| Relationship and Communication | 4.29 | 79% |
| Housing, Money Management & Transportation | 4.90 | 95% |
| Work and Study Life | 4.79 | 95% |
| Career and Education Planning | 3.78 | 56% |
| Civic Engagement | 4.00 | 70% |
| Navigating the Child Welfare System | 3.60 | 50% |
| Looking Forward | 4.71 | 71% |

Add up the scores to come up with a total score. Then divide that number by the number of skills areas completed to get the Raw Score.

Total Score: 39.34
Skill Areas: 9
Raw Score: 4.37
FamLink Entry will be 437

Go to FamLink to Enter the Total Raw Score and upload a copy of the assessment.

Launch Independent Living page

The Independent Living Page needs to be launched for initial information to be completed. Once launched users can continue to update from Outliner by selecting Planning Icon and Independent Living hyperlink, when assigned to a case.

Option 1 – With Assignment to Case and Independent Living Page already launched

From FamLink Desktop

1. Click **Case Expando**
2. Click **Planning Icon**
3. Click **Independent Living** hyperlink



If the Independent Living skills for desired child does not display follow instructions in Option 2 below.



Independent Living Skills Group Box displays

Option 2 – Launch Independent Living Page for first time

From FamLink Desktop

1. Click **Utilities** on Banner Bar
2. Select **Independent Living**



Independent Living page will display

Youth Information Group Box

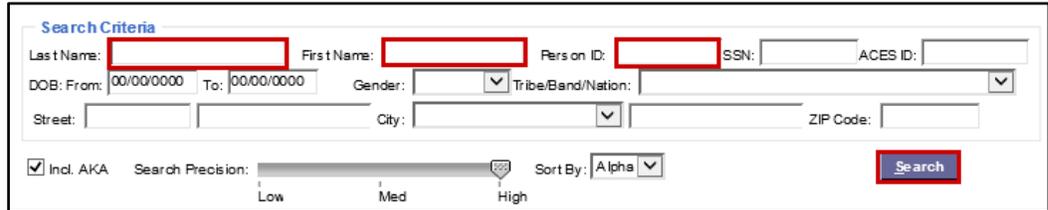
To populate with the desired youth name and information a search must be completed to select the youth.

Youth Information Group Box



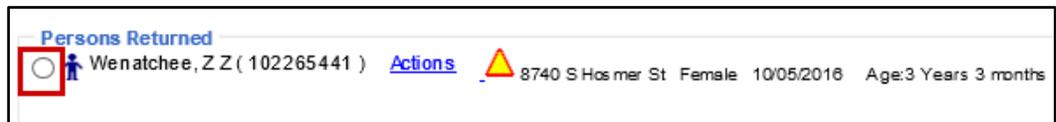
1. Click **Search** hyperlink

Person Search window displays



1. Enter Youth's Name or Person ID
 - Entering DOB will reduce information returned
2. Click **Search**

Search Results display



1. Select **Radio button** for desired youth
2. Select **Continue**

Information will populate into the Youth Information Group Box at the top of the Independent Living Page.

Documenting CLSA Assessment

Independent Living Group Box displays



1. Select **Assessment Plan Tab**
2. Click **Insert**

Ansel Casey Life Skills Assessment Group Box displays

1. Enter **Date**
2. Enter **Raw Score** (no decimals)
3. Click **Save**



If youth refuses CLSA enter Date and check "Refused to participate in ACLSA."

Upload Copy of CLSA into FamLink



From FamLink Banner

1. Click **Case Work**

Create Case Work page displays

1. Click **File Upload** pulldown
2. Select **Document**

Cases Group Box

1. Select **Case Name**

Case Participants Group Box

1. Select **Participant**
2. Click **Create**

File Upload page will display

1. Date of Image (Document) box: Enter **Date**
2. Category: Select **appropriate category**
3. Type: Select **Document**
 *The values in the Type list change based on the selection made in Category.*
4. Intake: Select **Intake from pulldown** if appropriate
5. Title textbox: Type **Title**
6. Click **Browse** button to select file from its location on computer
7. Comments textbox: Type **comments**, if needed.
8. Click **Save**