

ILS Documentation within FamLink - Quick Help Guide

Adding IL Provider Information

1. Click **Utilities**
2. Click **Independent Living**

Independent Living Window will display

3. Click **Search**

Person Search will display

1. Enter **First and Last Name**
Or Enter **Person ID**
2. Select **Search**

Results will return in Person Returned Group Box

1. Click Radio button for youth
2. Click **Continue**

Independent Living Page will display

1. Click **Youth's Name** hyperlink

Person Management Page will display

1. Click **Insert** in Independent Living Provider Group Box

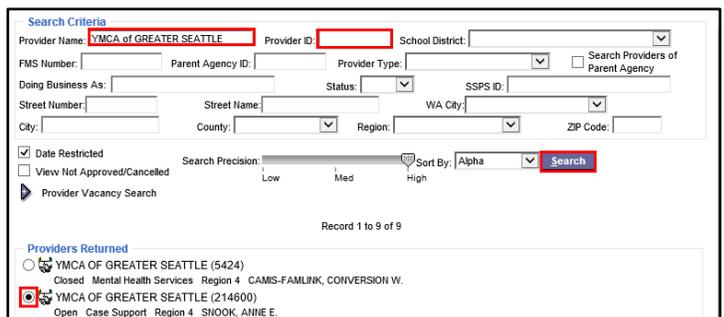
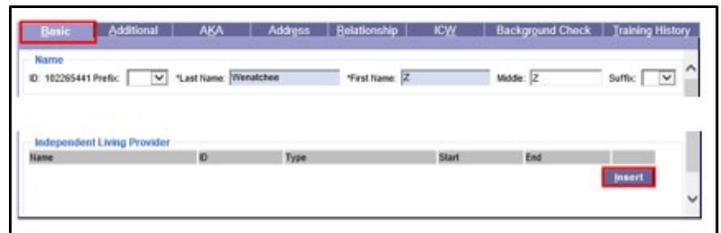
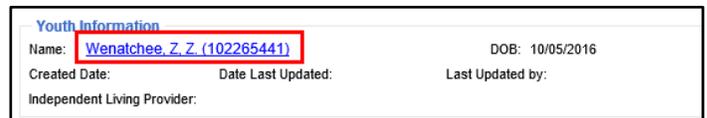
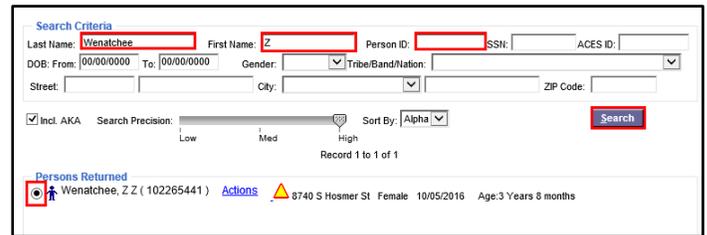
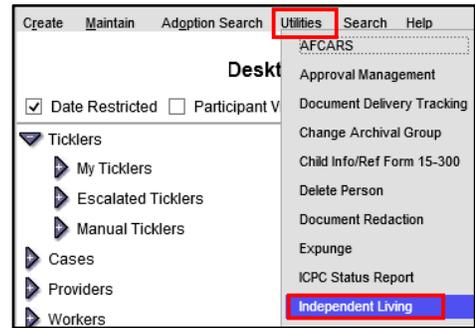
Search Provider Organization will display

1. Enter **Provider Name**
Or Enter **Provider ID**
2. Select **Search**

Results will return in Providers Returned Group Box

1. Click **Radio** button for Agency
2. Click **Continue**

Returns to Person Management Page



ILS Provider Group Box will now contain Agency Name

1. Enter **Start Date**
2. Click **Save**

Returns to Independent Living Page

Agency now shows as provider.



Each youth should have a generic IL provider number already listed.

Independent Living Provider					
Name	ID	Type	Start	End	
YMCA OF GREATER SEATTLE	214600	Case Support	00/00/0000	00/00/0000	Delete

Insert

Youth Information

Name: [Wenatchee, Z. Z. \(102265441\)](#) DOB: 10/05/2016

Created Date: Date Last Updated: Last Updated by:

Independent Living Provider: **YMCA OF GREATER SEATTLE (214600)**

Youth Exits IL Program

When a youth exits from your IL Program:

1. Enter **End Date** on IL Provider

Independent Living Provider					
Name	ID	Type	Start	End	
YMCA OF GREATER SEATTLE	214600	Case Support	06/30/2020	00/00/0000	Delete

Insert

Completing CLSA Assessment

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

CLSA Assessment Page will display

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".

Independent Living | **Assessment Plan** | NYTD Services | IL Notes | Baseline | Age 19 Follow-up | Age 21 Follow-Up

AssessmentPlan

Insert

Ansell Casey Life Skills Assessment

*ACLSA Date: 00/00/0000 Refused to participate in ACLSA

Level: [v] Total Raw Score []

List All Assessment Supplements Completed:

Others Who Completed Assessment:

CLSA should be provided to Assigned caseworker if the case is open, caseworker will upload into FamLink.

Documenting NYTD IL Provider

1. Select **NYTD Services** Tab
2. Click **Insert**

Independent Living | Assessment Plan | **NYTD Services** | IL Notes | Baseline | Age 19 Follow-up | Age 21 Follow-Up

Services/Activities

Insert

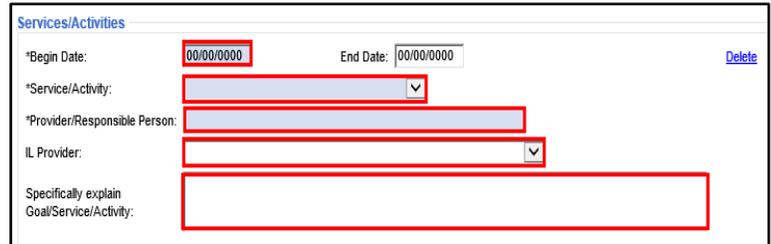
NYTD Services Page will display

1. Select **IL Service Category** from pulldown
2. Click **Save**
3. Click **Insert**



Services/Activities Group Box Displays

1. Enter **Begin Date**
2. Select **Service/Activity**
3. Enter **Provider/Person**
4. Select **IL Provider** from pulldown
5. Enter **Details**
6. Click **Save**



If IL Provider is not listed on pulldown the provider needs to be inserted on youth person mgmt page. See above instructions.

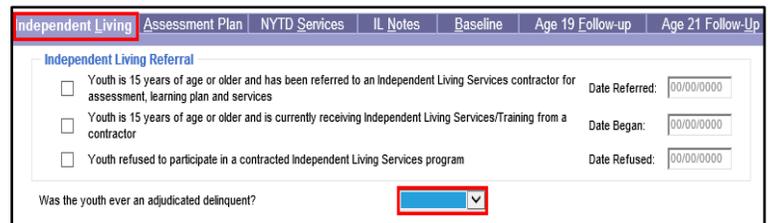
Documenting Adjudicated Delinquent

1. Select **Independent Living Tab**
2. Click **Select value** from pulldown
3. Click **Save**



A youth may have been arrested or spent time in a detention facility but is not considered an adjudicated delinquent if they were not found guilty by a judge.

Do not select Undetermined. Answer must be a yes or no. If a youth is a waiting judgment, select no.



Documenting Child is a Parent

From Person Management Page

1. Select **Additional Tab**

Scroll down to Child Information Group Box

1. Click **Child is Teen Parent** Checkbox
2. Click **Save**
3. Click **Close**

The screenshot shows the 'Additional' tab selected in the Person Management page. The 'Parent/Guardian Info' section is visible, containing fields for 'Child's Mother', 'Child's Father', 'Mother Married at Child's Birth', 'Paternity', 'PA Number', 'Current Relationship of Birth Parents to Each Other', 'Child's Guardian 1', and 'Child's Guardian 2'. There are search buttons for each of these fields. The 'Child's Father' section has radio buttons for 'Know n' and 'Unknown n'. The 'Alleged Father Information' section is partially visible at the bottom.

The screenshot shows the 'Child Information' section. The 'Child is a Teen Parent' checkbox is checked and highlighted with a red box. Other fields include 'Teen Parents Child Resides w ith Him/Her', 'Monthly Amount of any Child Unearned Income' (set to \$0.00), 'Child is Currently Enrolled in School', and 'Safety of New born Infant Act'. There are also fields for 'Child Ever Adopted', 'Adoption Date', 'Age First Adopted', 'Adopted By', and 'Additional Relationship of Adopted By'. A section for 'Has the Child been clinically Diagnosed by a qualified professional as having a disability?' is present, with sub-sections for 'Mental Retardation', 'Physically Disabled', 'Visually/Hearing Impaired', 'Other Medically Diagnosed Conditions', 'Emotionally Disturbed', and 'Medically Fragile'. The 'Armed Services Information' section is partially visible at the bottom. 'Save' and 'Close' buttons are at the bottom right.