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

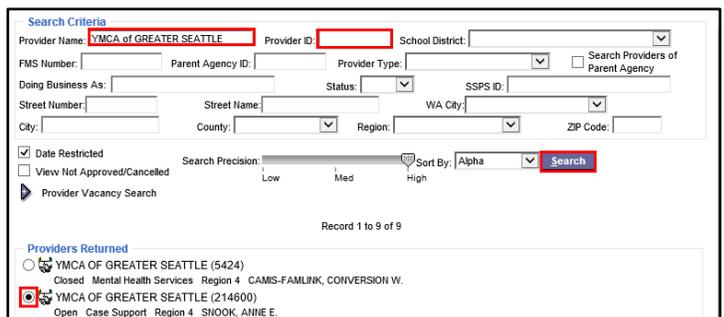1. Click **Insert** in Independent Living Provider Group Box
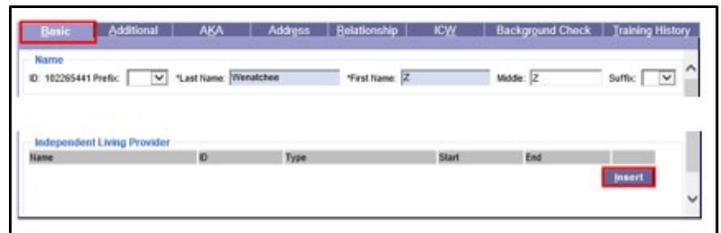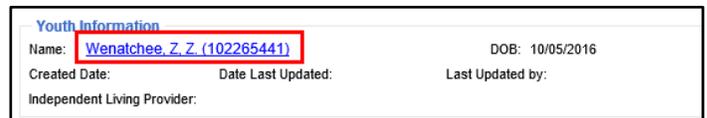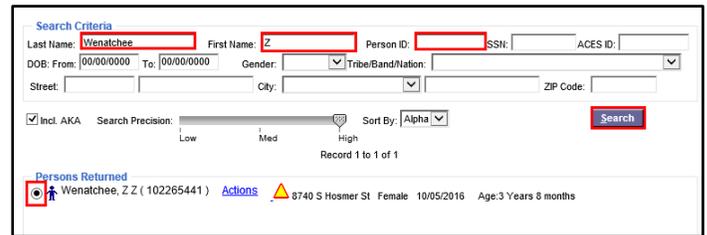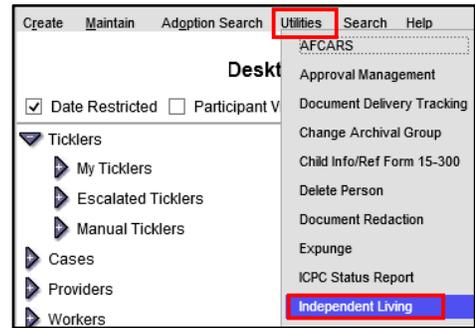
Search Provider Organization will display

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.

Youth Exits IL Program

When a youth exits from your IL Program:

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

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".

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

Documenting NYTD IL Provider

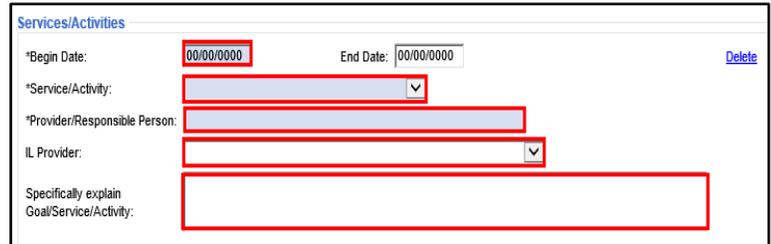1. Select **NYTD Services Tab**
2. Click **Insert**

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 awaiting judgment, select no.
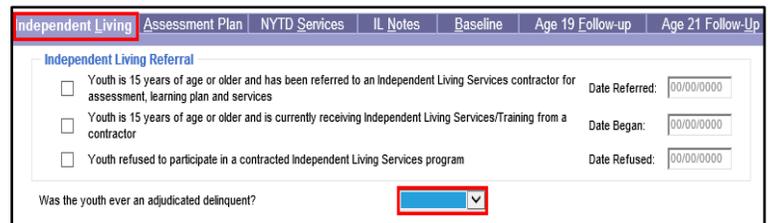
Documenting Child is a Parent

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**