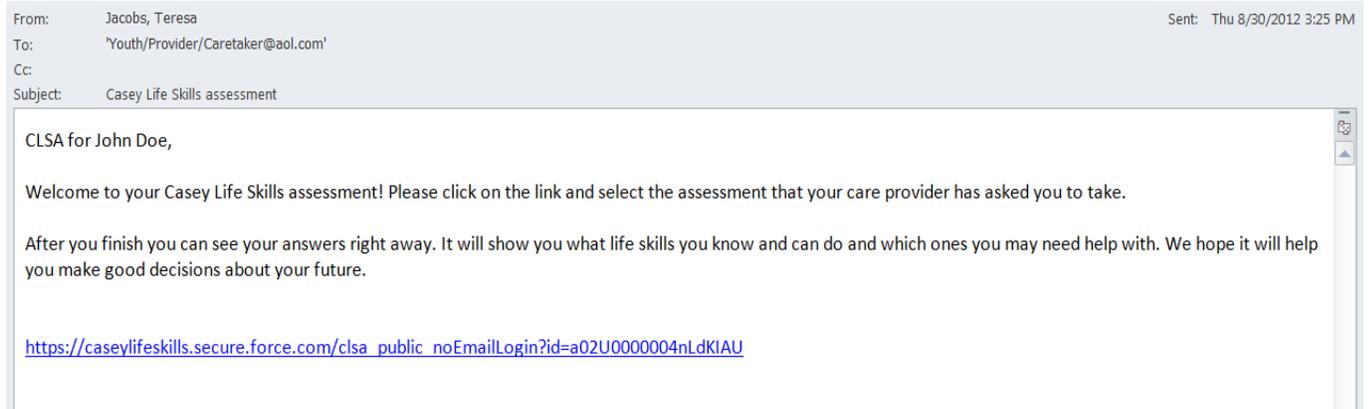


CLSA (CASEY LIFE SKILL ASSESSMENT) INSTRUCTIONS FOR PROVIDERS/CAREGIVERS

The CLSA is appropriate for all youth ages 14 to 21 regardless of living circumstances (i.e., in foster care, with bio-parents, in group homes or other places). Youth typically will require 30-40 minutes to complete the CLSA.

1. When a youth is 16 or older and in an out-of-home placement the DHS/JCS worker will email a request to the youth or their caretaker/provider, for that youth to complete their Casey Life Skill Assessment. The email will include a link specifically for that youth.



* Note: If you have a youth that needs/wants to complete their CLSA, and you have not received an email from their DHS/JCS worker with the link, please contact the worker or Transition Planning Specialist to request it. ****Please do not log in individually or under your provider agency, because then the youth will not have ongoing access to their assessment once they leave your care. The DHS/JCS worker will also be unable to access the youth's results. There could also be concerns regarding confidentiality.**

2. When the youth clicks on the link (or copies the link into the web browser), they will be taken to Casey Life Skills Website to complete their assessment. To begin, the youth will need to check that they agree to the terms and conditions and click on "Start Assessment".



Provider has been logged out. Youth can now take an assessment.

Which assessment are you taking today?
 Casey Life Skills Assessment

[CaseyLifeSkills.org](#)
[Privacy Policy](#)

CaseyLifeSkills.org's Privacy Policy is designed to assist you in understanding how the CaseyLifeSkills.org Web site (CaseyLifeSkills.org or Web site) collects and uses the personal information you or someone with your permission (the User) provides to the Web site, and to assist you in making informed decisions when using CaseyLifeSkills.org and the content, materials, products and services available through the Web site. Because the Web is an evolving medium, it may be necessary to change this Privacy Policy from time to time, in which case, the revised Privacy Policy will be posted on the Web site.

What Information Does Casey Life Skills Collect?
 I agree to the terms and conditions.

[Start Assessment](#)

- The Youth's Profile will have "IOWA" as their first name, and their "State ID" as their last name on the top of the page. The youth should finish filling out their profile page and click on "Save Changes".

My Profile

IOWA #####A

Email (Optional)

Birthdate Gender **Female** ▼

Race/Ethnicity

| | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian Indian |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Filipino | <input type="checkbox"/> Guamanian or Chamorro |
| <input type="checkbox"/> Hispanic/Latino/Spanish | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Korean | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Other | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Other Pacific Islander | <input type="checkbox"/> Samoan |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> White |

Save Changes

- The youth will then be ready to begin their Assessment. The Youth should answer each question by checking one of the boxes to the right. This is not a Pass/Fail test- Encourage the youth to be honest, so the results will be an accurate assessment of their Strengths and Needs.

Home
You are currently not logged in
Sign In
Help & Training

Casey Life Skills Assessment

1
Daily Living
4 of 17

2
Self Care

3
Relationships and Communication

4
Housing and Money Management

5
Work and Study Life

6
Career and Education Planning

7
Looking Forward

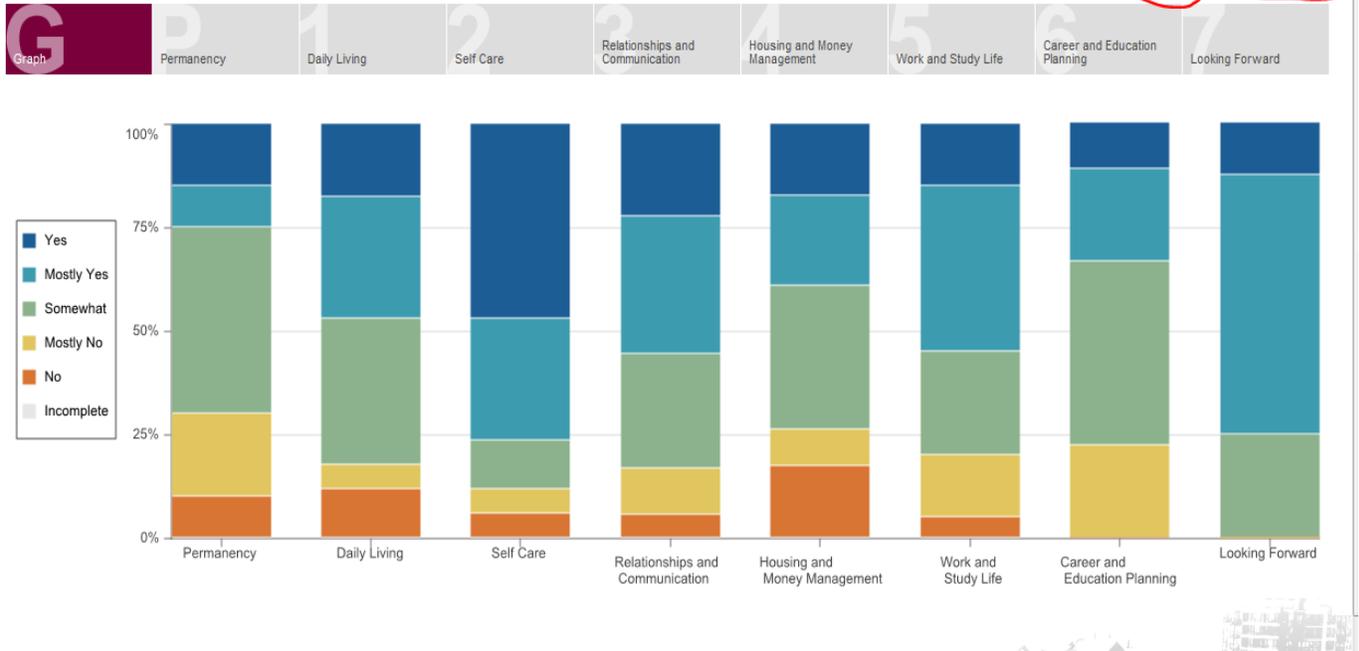
| ARE THE FOLLOWING STATEMENTS LIKE ME? | NO | MOSTLY NO | SOMEWHAT | MOSTLY YES | YES |
|---|----|-----------|----------|------------|-----|
| I know where to go to get on the Internet | | | | ✓ | |
| I can find what I need on the Internet. | | | | | ✓ |
| I know how to use my email account. | | | ✓ | | |
| I can create, save, print and send computer documents. | | | | | |
| I know the risks of meeting someone in person that I met online. | | | | | |
| I would not post pictures or messages if I thought it would hurt someone's feelings. | | | | ✓ | |
| If someone sent me messages online that made me feel bad or scared, I would know what to do or who to tell. | | | | | |
| I know at least one adult, other than my worker, who would take my call in the | | | | | |

5. Once the assessment is complete, the youth will be able to view their own results immediately. They can Print their results by clicking "Print View" and they can send their results, by email, by clicking "Email Results", and entering the email address they want to send it to. They can email the results to whomever they choose (their Worker, Provider, Foster Parent, and/or Parent). They just need to enter one email address at a time, Send, and then click on "Email Results" again to send to another person.

Casey Life Skills Assessment 08/28/2012
 SAMPLE TEST (Y-32377) Iowa DHS- Cedar Rapids Service Area (P-7287)

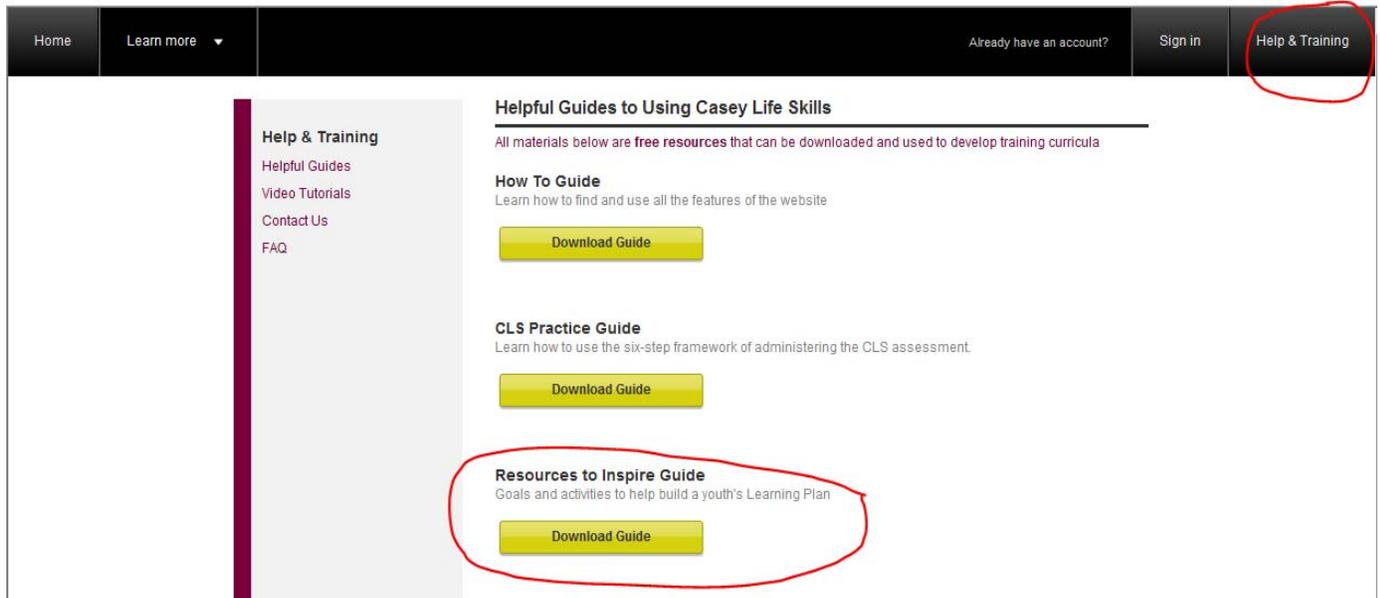
Print View

Email Results



6. If the Youth does not have access to complete the Assessment on-line, or he/she would prefer to complete the assessment on a hard-copy you can **request a hard copy from the DHS/JCS worker**, or click on the link that the youth's DHS/JCS worker emailed you and **print off each Life Skill Section** for the youth to complete. Then once the youth is finished with the assessment, click on the youth's link again to enter the youth's answers into the computer or send the youth's answers to the DHS/JCS worker or TPS to be entered.
7. **Review the results** with the youth in a strengths-based conversation that actively engages them in the process of developing their goals. Help the Youth identify their Strengths and Needs. Use the results to start conversations with the youth about what skills the youth would like to work on.

8. For areas that the youth needs to improve, the Casey Life Skills website has many free resources to assist. Check out the information at www.caseylifeskills.com, and click on "**Help & Training**" in the upper right hand corner of the website, and **Download** the "**Resources to Inspire Guide**". These tools are especially useful for providers/caretakers who work directly with the youth on needed skills to prepare them for adulthood.

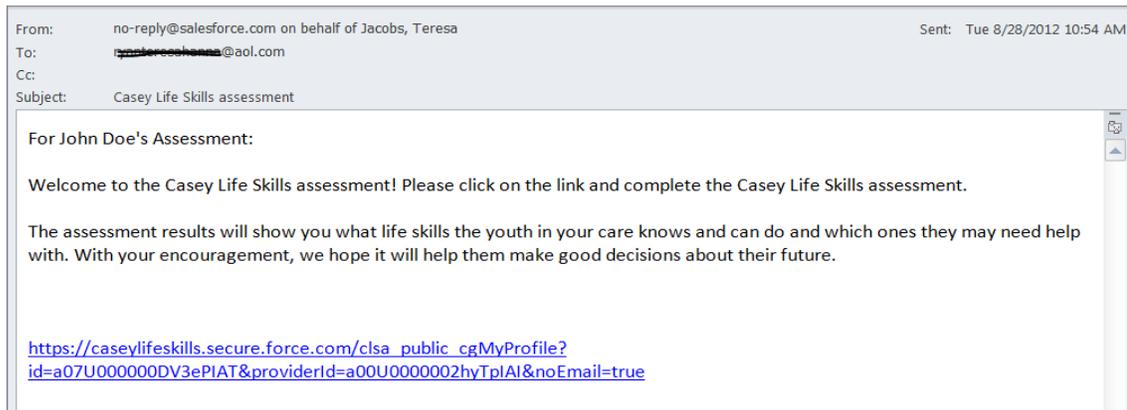


The screenshot shows the website's navigation bar with 'Home', 'Learn more', 'Already have an account?', 'Sign in', and 'Help & Training' (circled in red). The main content area is titled 'Helpful Guides to Using Casey Life Skills' and includes a disclaimer: 'All materials below are free resources that can be downloaded and used to develop training curricula'. It lists three guides: 'How To Guide' (Learn how to find and use all the features of the website), 'CLS Practice Guide' (Learn how to use the six-step framework of administering the CLS assessment), and 'Resources to Inspire Guide' (Goals and activities to help build a youth's Learning Plan). Each guide has a 'Download Guide' button. The 'Resources to Inspire Guide' section and its button are circled in red.

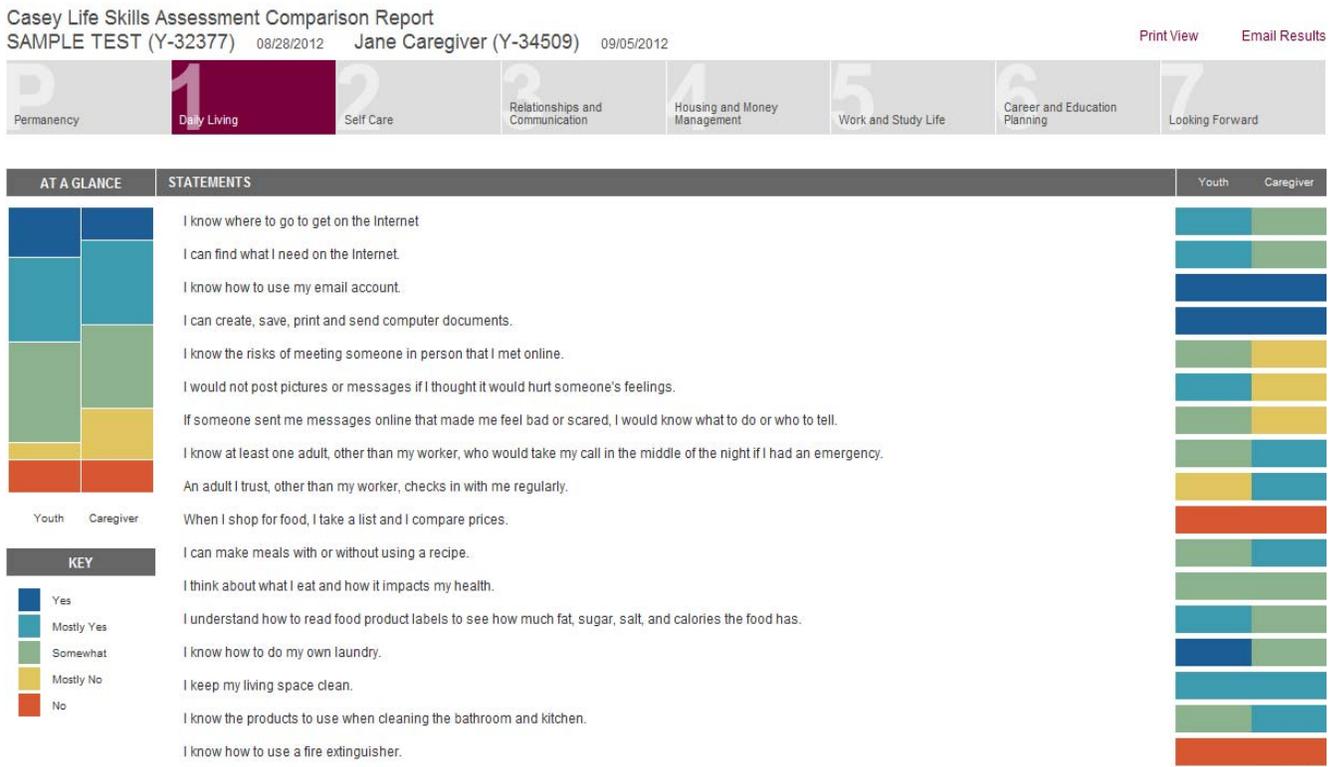
9. If you want to learn more about how to administer the assessment, download the CLS Practice Guide, which you can also find at www.caseylifeskills.org, and click on the Help & Training button in the upper right hand corner of the web-page.

To complete the caregiver portion of the assessment:

1. If you have not received an email request from the youth’s DHS/JCS worker to complete the caregiver portion of the CLSA, please **contact the worker**, give them your **email address** and **which youth** you want to complete the **caregiver assessment** for. Request they email you the caregiver CLSA link for that Youth.



2. When you/the caregiver receive the email, and **click on the link**, you will be prompted to **enter your first and last name**, click **“Save Changes”**. The assessment will appear and is ready for you to **answer the questions**. Once you **Finish**, the results will appear for you to review. The results give you a side-by-side comparison of the youth’s and caregiver’s answers.



3. You can email the results to the DHS/JCS worker or others by clicking on **“Email Results”** in the upper-right hand corner.