

## Dreams can be a reality....if youth have a plan.

Get started with the new Casey Life Skills online youth-centered assessments and planning tools.

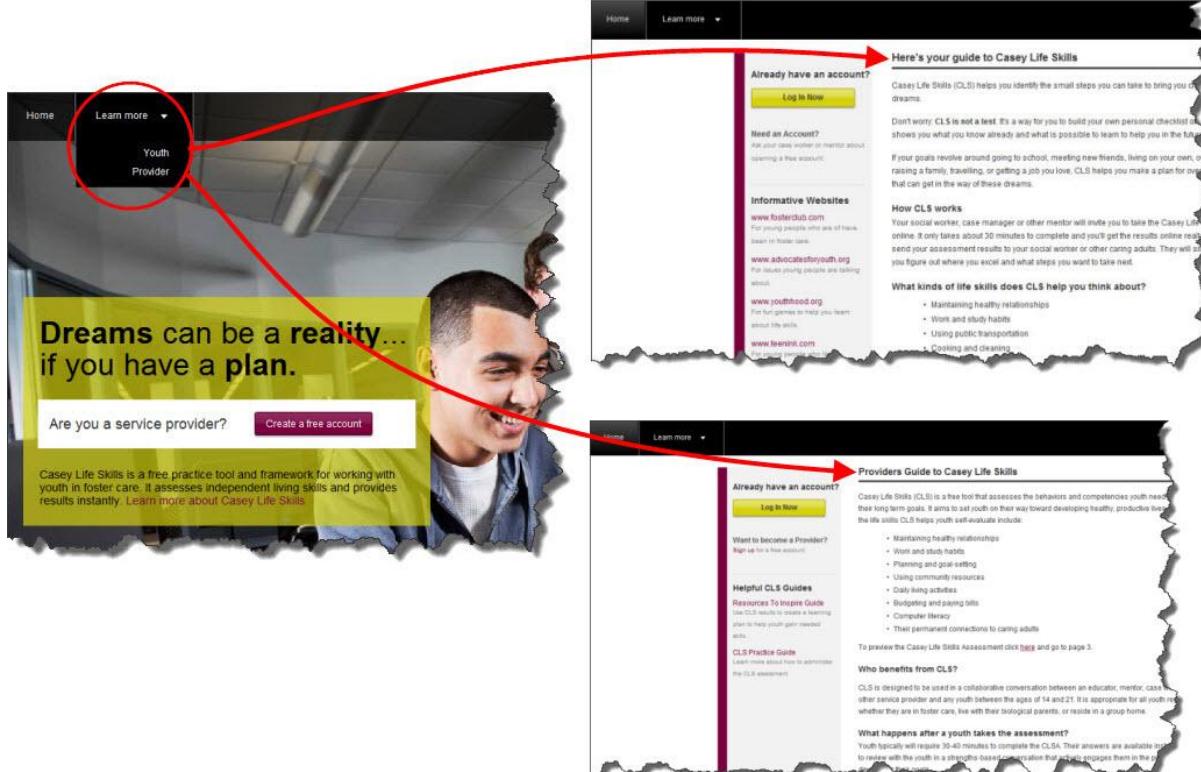
## Helpful Tools and Guides

This **Casey Life Skills (CLS) Help Guide** is a comprehensive manual on navigating and understanding the functionality of the CLS website. It guides users through the registration process and account administration tasks; shows how to administer assessments and read/interpret assessment results; and, how to manage a provider's history of assessments.

This document is also available in Microsoft Word format that can be used for training purposes. Click [here](#) to access the Word version of this help guide.

There are also three **Video Tutorials** available on the CLS help page. These are quick guides approximately five minutes each and can be accessed from the help page by clicking Video Tutorials on the left side of the page.

For **Practice Resources** click on the **Learn More** button on the CLS homepage. You will find brief overviews and resources that will help practitioners administer the Casey Life Skills assessments.



- **Youth Page** – we recommend you print this out and share it with the youth. It's intended to motivate young people by helping them better understand the tool they will be using.
- **Provider Page** – here you can access two key practice guides:
  - ✓ The [\*\*\*Casey Life Skills Practice Guide\*\*\*](#) outlines the six-step practice framework on how to effectively administer assessments to young people.
  - ✓ The [\*\*\*Resources to Inspire Guide\*\*\*](#) is a collection of goals and activities to help you work with young people to prepare learning plans for teaching life skills

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\* To reference Casey Life Skills in your publication use this citation: *Casey Life Skills* (2012).  
Casey Family Programs. Seattle, WA.

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# Overview of Assessments

## Casey Life Skills Assessment (CLSA)

- A free, online youth-centered tool that assesses life skills youth need for their well-being, confidence and safety as they navigate high school, postsecondary education, employment and other life milestones.
- A measure of youth confidence in their future and their permanent connections to caring adults.
- Designed to be as free as possible from gender, ethnic and cultural biases.
- 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).
- Comprehensive with 113 assessment items categorized within eight areas for skills, knowledge and awareness. Youth can complete one area at a time or finish the whole assessment in approximately 30-40 minutes.

## Additional assessments

The CLSA is the main assessment, but users can also access 13 other assessments designed for populations with particular characteristics or circumstances. The complete list is below.

[Click here to access brief descriptions of these assessments.](#)

1. Healthy Pregnancy
2. Parenting Infants
3. Parenting Young Children
4. Youth Assessment Level I (elementary ages)
5. Youth Assessment Level II (middle school ages)
6. Gay, Lesbian, Bisexual, Transgender and Questioning Youth
7. Homeless Youth
8. American Indian
9. Education: Upper Elementary School
10. Education: Middle or Junior High School
11. Education: High School
12. Education: Postsecondary or Training
13. Educational Supports

# Technical Requirements

In order for the CLS website to function properly, it is recommended to use one of these browsers:

1. Internet Explorer version 8 or higher
2. Mozilla Firefox
3. Google Chrome

# Getting Started

The first step is getting started is understanding how the information is structured. A **Provider/Agency** is an organization which administers the CLSA. **Caseworkers** must be **associated** with a provider/agency in order to give the assessment and to access youth data.

To do this a **provider profile** will be created which consists of agency name, address and phone number. Once this is done, your provider/agency's caseworkers can create their own logins that are associated to the provider/agency profile.

**All information** (i.e. youth records and reports) is available to any caseworker associated with a provider/agency. Youth data is associated to the provider, not a specific caseworker. For example, if a youth takes an assessment with Caseworker A, Caseworker B can still access that youth's assessments.

*Note to Provider/Agency: **Before you register**, we recommend that you assign at least 2 staff to act as the administrators for your CLS website account. An administrator is responsible for registering and creating the provider/agency profile, (de)activating caseworker accounts, and receiving login requests. These **tasks can be done by any caseworker but it is good practice to centralize these administrative tasks**.*

*Note to State Agency: You should have each of your contract providers create their own provider/agency profile; this will allow each provider/agency to submit reports to state Independent Living (IL) offices as required.*

# Create Provider/Agency and First Caseworker Account

## Step1: Create provider profile

1. From the home page (<http://caseylifeskills.org/>) click **Create a free account**.
2. Enter your agency's name, address and phone number and click the **Sign up now** button.

After clicking the **sign up now** button from the previous step the system checks to see if your agency is already registered. The system **may or may not find matches** for your agency.

## Step 2: Create caseworker account

If **no matches** are found from the **previous** step, the Request a login page appears.

1. Enter your name, email address and password to create your individual login.
2. Check the **Accept the Terms and Conditions** box and click the **Request Login** button

Request a login

Provider Name:  
Linda Lou

First Name:  
Linda

Last Name:  
Lou

Email:  
Linda@LindaLou.org

Password (must contain both letters and numbers):  
\*\*\*\*\*

CaseyLifeSkills.org  
Privacy Policy

What Information Does Casey Life Skills Collect?

I agree to the terms and conditions.

Request Login

If matches are found, the **Potential Matches Found** page appears.

1. **Review provider list** in the potential matches found list. Confirm if your agency is listed by **comparing agency name and mailing addresses**.

If your agency **does not appear** in the list

2. Click **My Agency is not listed** at the bottom of the page
3. Enter your name, email address and password to create your individual login. The email address is your unique username and required for logging in. This email address cannot be used again with a different provider/agency profile.
4. Check the Accept the Terms and Conditions box and click the **Request Login** button.

The system will immediately create your account, log you in and display the Find Youth page. You can begin adding youths to take the assessment or add co-workers, see [Add Caseworker Accounts](#).

The composite screenshot illustrates the account creation process:

- Step 1: Potential Matches Found**  
The user is on the "Join or Create Provider" page, step 2. A message at the top says, "Ready exist in our system. Review the potential matches below before creating a new account." Below is a table titled "Potential Matches Found" with two entries:

Select	Provider
<input type="checkbox"/>	Linda Lou Agency 1234 State Street, Katy, TX 77055
<input type="checkbox"/>	DFPS Region 3 951 W. Pipeline Rd. Ste. 310, Hurst, TX 76053
- Step 2: Request a login**  
The user has selected "My agency is not listed" and is now on the "Request a login" page. They have entered their information:

Provider Name:	Linda Lou
First Name:	Linda
Last Name:	Lou
Email:	Linda@LindaLou.org
Password (must contain both letters and numbers):	*****
CaseyLifeSkills.org Privacy Policy	
What Information Does Casey Life Skills Collect?	
<input checked="" type="checkbox"/> I agree to the terms and conditions.	
- Step 3: Find Youth**  
The user has successfully logged in as Linda Lou. The top navigation bar shows "Signed in as Linda Lou". The main page displays the "Find Youth" search interface, which includes fields for "Youth Number", "LastName", "FirstName", and "Recent Assessment". A message at the bottom of the search area reads: "To begin the assessment process with a youth click the Add New Youth button in the upper left."

If your agency **does appear** in the list this means someone at your agency already registered your provider information. See Section [Request account from existing Provider/Agency.](#)

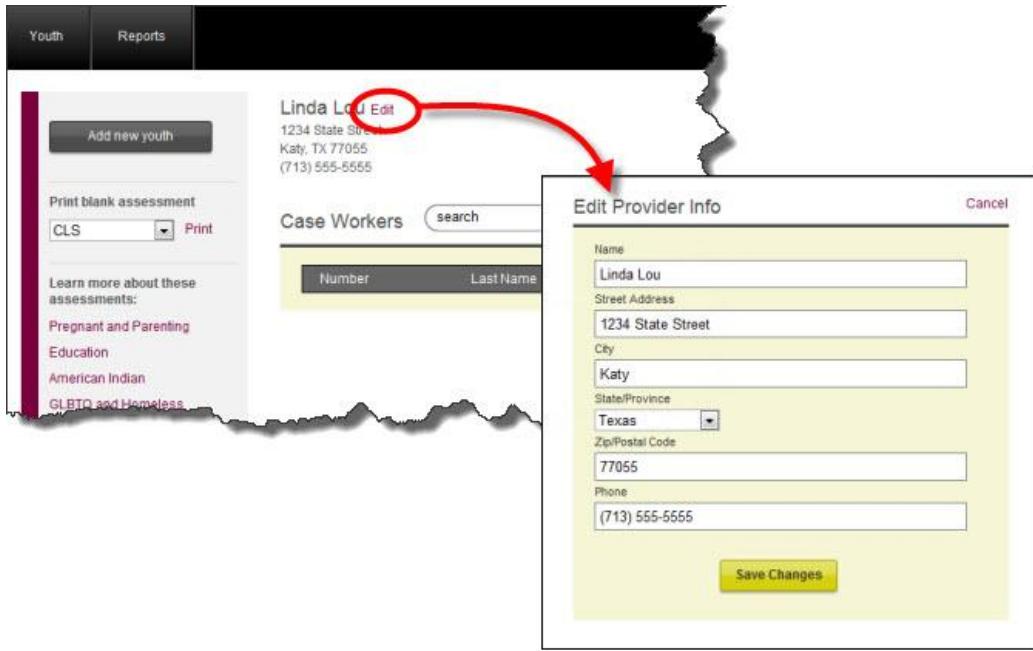
## Change Provider Profile

A caseworker can login and update the provider/agency name, address and phone number. This task can be performed by any caseworker; however, it is recommended that it be done by the assigned CLS administrator.

1. Click on the arrow to the right of the name in the top navigation bar. Select **Provider Profile**.



2. Click on **Edit** next to the agency name and update the necessary information.



3. When you are done, click **Save Changes**.

## Manage Access to Provider Information

As mentioned in the introduction, it is recommended that at least 2 people at your agency be responsible for inviting caseworkers to create accounts, deactivating accounts and managing requests from users. Having designated administrators helps centralize these tasks.

### Add caseworker accounts

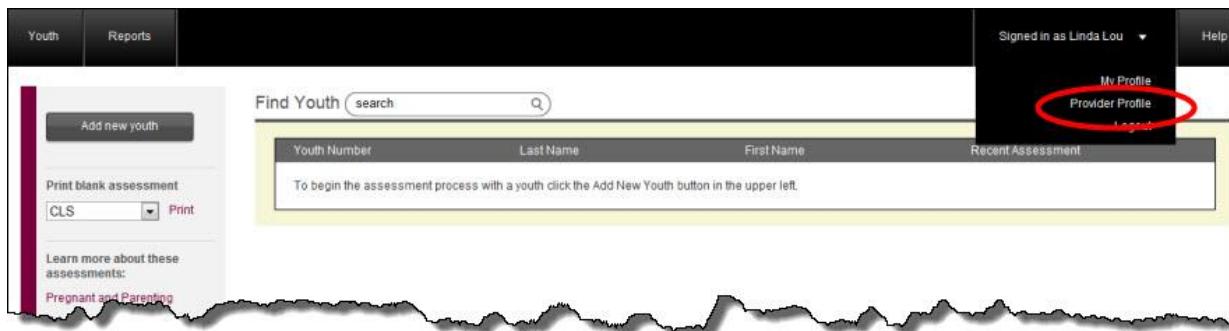
Caseworker accounts are associated with provider profiles; once logged in, caseworkers can access the youth information associated with your provider.

When a provider profile has been created and there is at least one caseworker account set up, additional caseworkers can be invited to create their own accounts. Remember that each account requires a unique username and the username must be in email format. (The email may be associated with your agency or a personal email account.) The same email address cannot be used again with a different provider/agency profile.

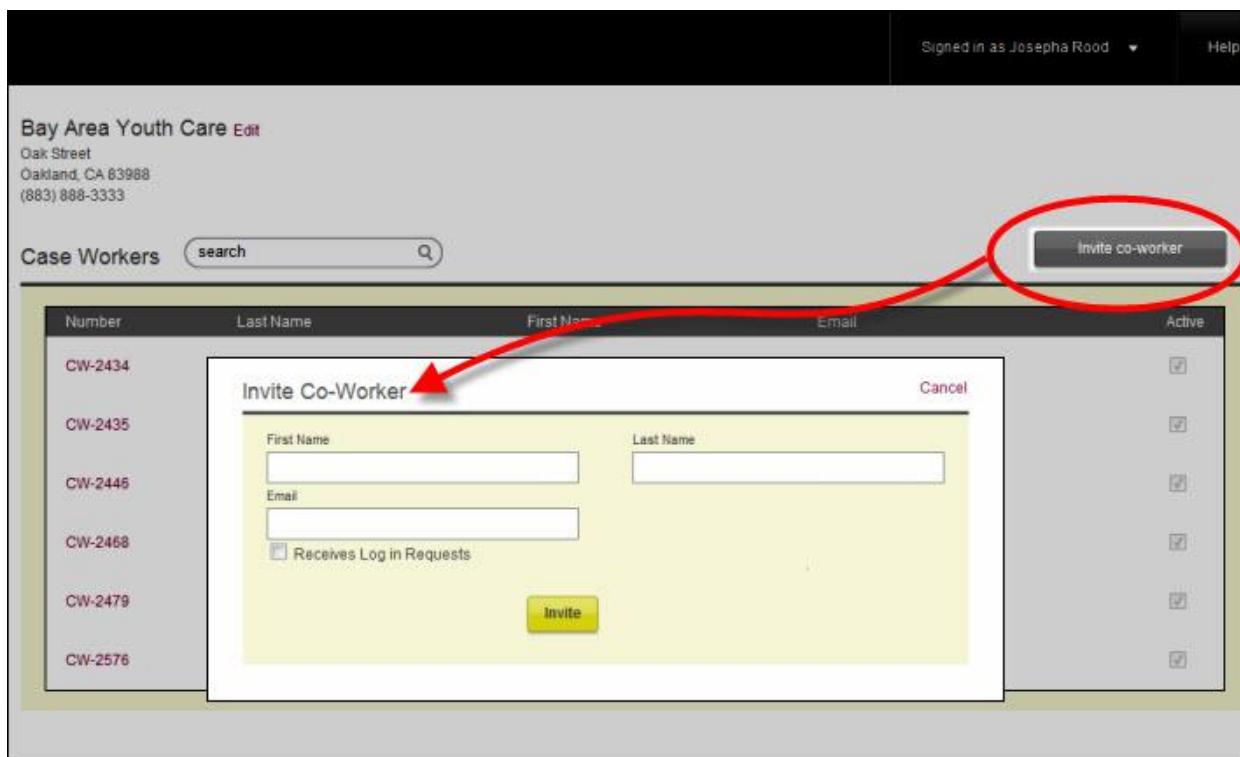
### Send email invitation to co-worker to create account

1. If you are **not** already logged in, click **Sign In** in the top right corner of the CLS home page and login.

2. Click the **Signed in as** dropdown menu and select **Provider Profile**.

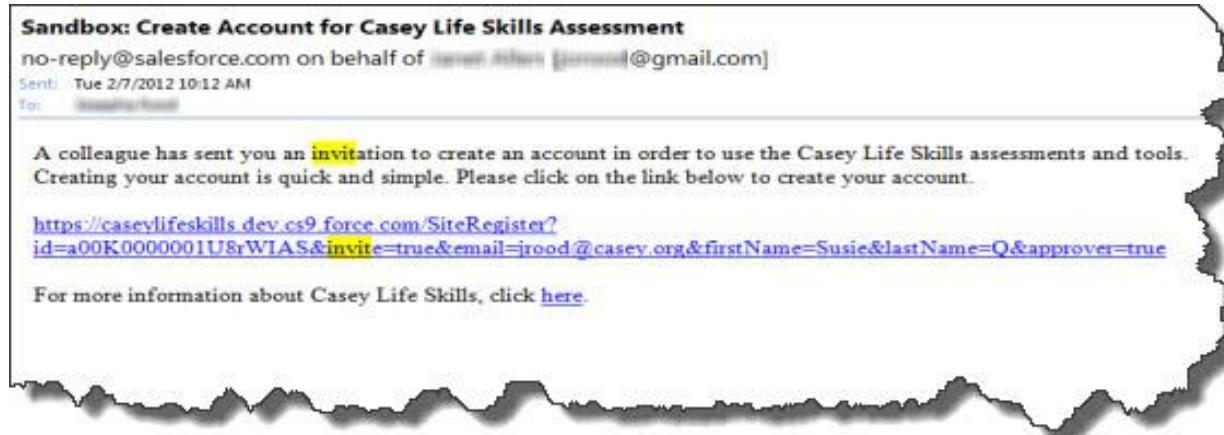


3. Click **Invite co-worker**. The Invite Co-Worker pop-up should appear.



4. Enter the **First Name**, **Last Name** and **Email** address of the person you want to have access.
5. If this person is to be one of the administrators, check the **Receives Log in Requests** checkbox. This means that he may receive requests from other caseworkers to create an account that is associated to that provider.

6. Click **Invite**. The CLS system will send this person an email inviting him to create his account:

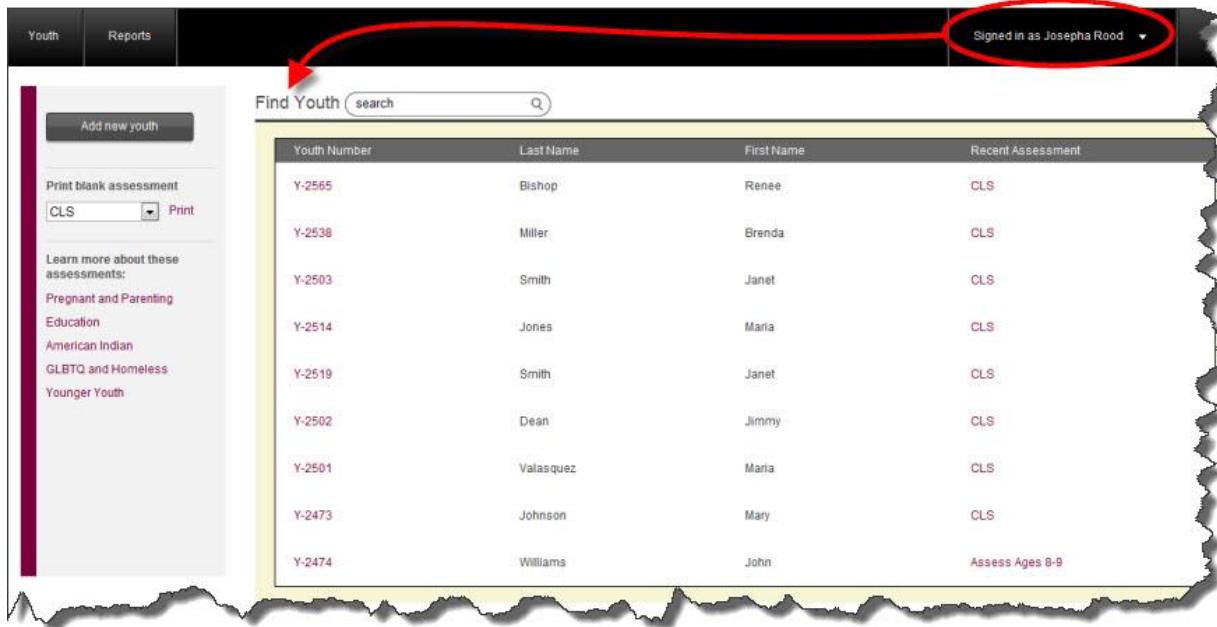


## Receive email invitation to create account

1. Click on the link in your email. The CLS will open to the **Request a login** page.
2. Complete the form and click **Request Login**. The email address is your unique username and required for logging in. This email address cannot be used again with a different provider/agency profile.



3. The CLS system will log you in and take you to the **Find Youth** page, where all youth associated with this provider are listed.



## Request account from existing provider/agency

If someone clicks on **Create a Free Account** from the CLS home page to create a provider/agency record and finds that the provider is already in the system, he may request a login from the **Potential Matches Found** page.

1. If you are already on the **Potential Matches Found** page, skip to Step 3. If not, from the **Home Page**, click the **Create a Free Account** link.
2. Enter your provider/agency information.
3. When the **Potential Matches Found** page appears, click the checkbox next to your provider/agency, then click **Request user Account**.

*Note: if the **Potential Matches Found** page does not appear, your Provider/Agency has not yet been added to the system. See [Create Provider/Agency and first Caseworker account](#).*

4. Enter your name and email address and select **Request Account**. Now you have to wait for an email invitation from an account administrator.

The CLS system will send an email to the administrators for the provider/ agency (users associated with the agency who have **Receives Log in Requests** checked in their user profile) notifying them that you have requested an account.

An administrator will send you an email invitation to allow you to create your caseworker account.

The diagram illustrates the process of requesting a user account. It consists of three main steps:

- Potential Matches Found:** This step shows a list of potential matches. A red circle highlights the "Select" checkbox next to "Testing Agency" and the "Request User Account" button below it.
- Request an Account:** This step shows the details of the request being submitted. A red circle highlights the "Request Account" button.
- Confirmation:** This step shows a green message box stating, "Just sit back and relax. A request has been sent to Linda Lou Agency and is pending approval." Below this message is a link: "Learn more about Casey Fairly Programs [here](#) while you wait."

The CLS system will send an email to the account administrators for the provider (users associated with the agency who have **Receives log in requests** checked in their user profile) notifying them that you have requested an account.



If you are an administrator and you receive this email, see [Send email invitation to co-worker to create account](#).

## Deactivate (and re-activate) users

Caseworkers can deactivate (and re-activate) caseworker accounts.

To deactivate a caseworker account:

1. Log in to the CLS website.
2. In the upper right, click the arrow next to **Signed in as** and select **Provider Profile**.



3. The list of **caseworkers** for your provider/agency will appear. Locate the caseworker you wish to de-activate.

There may be more records than can fit on one page. If the caseworker does not appear on the page, use the **Search** box or sort the columns by clicking on a column heading (Number, Last Name, First Name, Email).

4. Click on the caseworker number (CW-###) to open the **Edit co-worker** page.
5. Uncheck the **Active** checkbox to deactivate the account.

You can always **re-activate** the account by checking the **Active** checkbox again.

Bay Area Youth Care [Edit](#)  
Oak Street  
Oakland, CA 83988  
(883) 888-3333

Case Workers

[Invite co-worker](#)

Number	Last Name	First Name	Email	Active
CW-2434	Bennett	Tamara	testingcls02@gmail.com	<input checked="" type="checkbox"/>
CW-2435	Downs	Ronda	clssocialwork@gmail.com	<input type="checkbox"/>
CW-2446	Downs			<input type="checkbox"/>
CW-2468	Reno			<input type="checkbox"/>
CW-2479	Tuitala			<input type="checkbox"/>
CW-2576	Reno			<input type="checkbox"/>

[Edit Co-Worker](#) [Cancel](#)

First Name:

Last Name:

Email:

Active

Receives Log in Requests

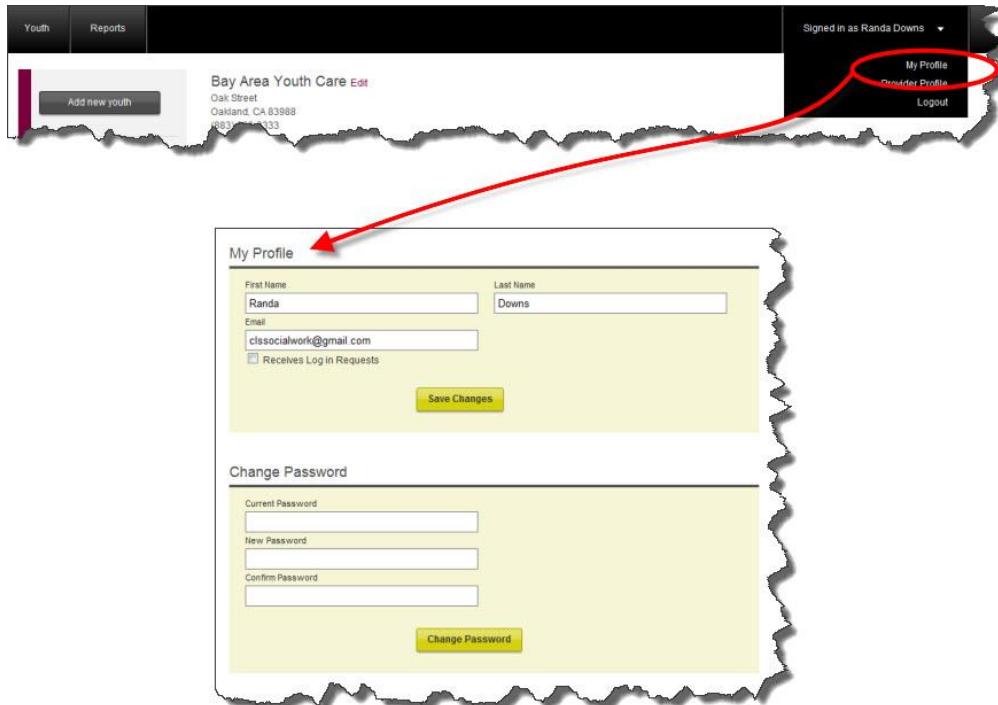
[Save](#)



# Change User Profile

Any caseworker can change his own profile. To change your email/username or password:

1. Click the arrow to the right of the name in the top navigation bar. Select **My Profile**.



2. Update your **First Name**, **Last Name**, and **Email** and click **Save Changes**.

**Note:** *Changing the email address will change the username/email used to log into the Casey Life Skills website.*

3. You can also change the Receives Log in Requests setting. Caseworkers who have this option checked will receive requests from users who select Request User Account from the Potential Matches Found page (for more information, see [Request account from existing Provider/Agency](#)).
4. If you need to change your password, enter the Old Password, and then enter the New Password twice. Remember, your password
  - a. must have both alpha and numeric characters
  - b. must and be at least 8 characters long

- c. never expires
- d. Last password remembered, cannot reuse same password twice in a row
- e. Password cannot match login name
- f. With 10 invalid login attempts, the account is locked for 15 minutes and then the user can attempt to log in or reset their password without any administrative assistance

## Giving Youth the Assessment

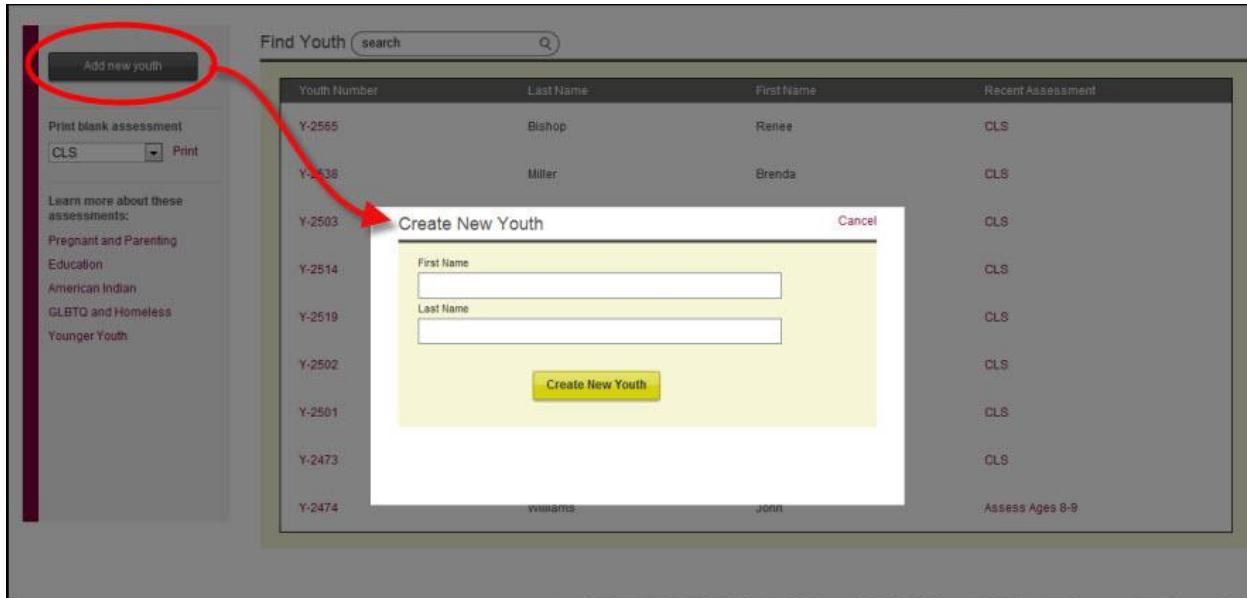
In order for a caseworker to give the youth an assessment the youth must first be added to the system. Once he is added, the caseworker can easily find the youth record, view the youth's history and start or finish an assessment. **Practice Tip:** Go to the [Practice Guide](#) to see the six-step framework for administering an assessment to youth.

### Add youth record

If a youth has **not taken** a CLS assessment with your agency, the first step is for the caseworker to add the youth's information. If the youth has taken an assessment with your agency proceed to [Find Youth Record](#).

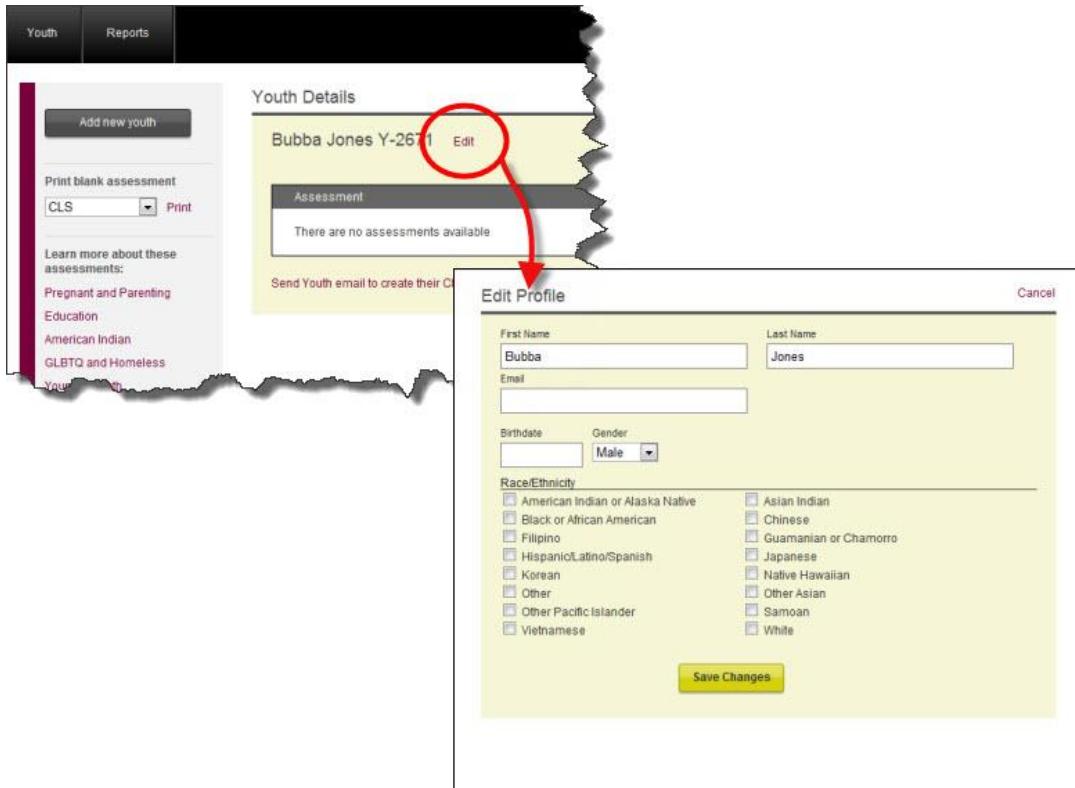
To add a youth to your agency:

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.
2. Click the **Add New Youth** button on the left side of the page.

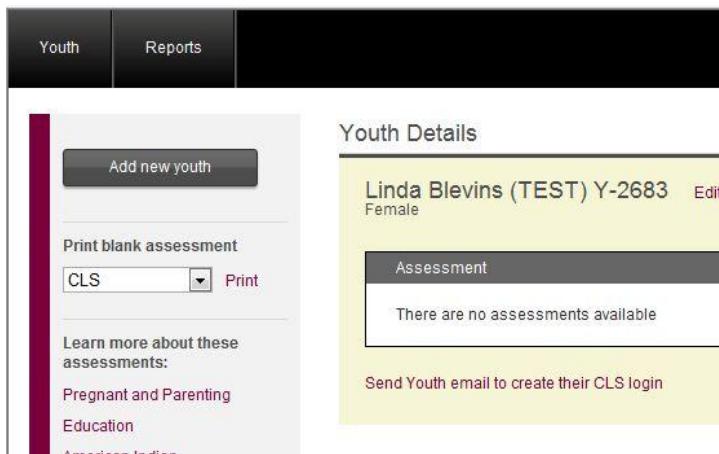


3. Enter the youth's name and click **Create New Youth**. The Youth Details page will appear.
4. **(Optional)** To input the youth's demographic information, click on **Edit** to the right of the youth's name and Youth Number. The Edit Profile page will appear. The email field is not required. The birthdate field can be entered by typing mm/dd /yyyy format or using the date selection calendar that appears when you click on the birthdate field. You can complete any of the fields and click **Save Changes**.

*Note: This is an optional step for the caseworker; the youth will have the opportunity to complete his/her profile information when they take the assessment.*



5. To go back to the **Find Youth page** click on the **Youth button** in the top left corner.



## Find youth record

If a youth has already taken an assessment with your agency and it is time for the youth to take the assessment again, then the **caseworker** can login and search for the youth record.

To find a youth's record:

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email and password. The **Find Youth** page will appear.
2. If the youth you are looking for is not on the page, use one of the following methods:
  - o **Search box:** Type the youth's name or youth number in the **Search box**. Matches will appear as you type in the information and you can click on the result to open that youth's assessment history.
  - o **Column sort:** Click on any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** to open the youth's assessment history; or click the **Recent Assessment** to view the latest assessment results.

The screenshot illustrates the process of finding a youth record. It starts with the 'Find Youth' search interface where 'Y-2676' is entered. The search results show a list of youths with their youth numbers, last names, first names, and recent assessments. A red circle highlights the 'Recent Assessment' column header, and a red arrow points to the 'Healthy Pregnancy' entry for youth Y-2676. This leads to the 'Youth Details' page for Samantha Bee, Y-2676, which shows her age (12), gender (Female), and two completed assessments: 'Healthy Pregnancy' and 'Casey Life Skills Assessment'. A red arrow points from the 'Youth Details' page to the 'Healthy Pregnancy' assessment results page, which displays a bar chart of responses for various questions.

## Start the assessment

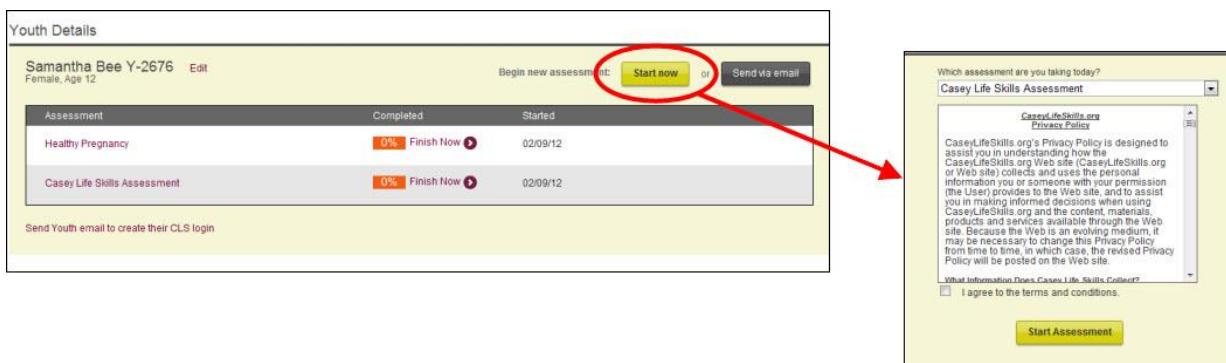
There are four different ways a youth can start taking an assessment.

- Option 1. [Youth takes assessment on the caseworker's computer](#)
- Option 2. [Caseworker sends youth an email with a link to take the assessment online](#)
- Option 3. [Caseworker uses printed copy of the assessment](#)
- Option 4. [Youth uses his/her own account \(username and password\)](#)

### Option 1: Take assessment on caseworker's computer

The easiest way for youth to take an assessment is for the caseworker to allow the youth to use the caseworker's computer or any computer, i.e. school, local library, agency's computer lab. This is the recommended option for youth taking the assessment for the first time.

1. On the **Youth Details** page click the **Start Now** button.



2. Once the caseworker clicks on the start now button the system will automatically log him/her out of the website and the Terms and Conditions page appears so the youth can begin his assessment. Proceed to section [Youth Takes Assessment](#).

### Option 2: Caseworker sends email

Another way for a youth to start taking the assessment is to have the caseworker send him an email that invites him to take the assessment. This approach may work better for older youth who can be responsible in completing their assessments in a timely manner or youth who have taken the assessment before.

- On the **Youth Details** page click the **Send via email** button. The **Send Assessment** email form will appear.

The screenshot shows two overlapping windows. The left window is titled 'Youth Details' and displays a youth record for 'Samantha Bee Y-2676'. It includes sections for 'Assessment' status (Completed/Started) and a link to 'Send Youth email to create their CLS login'. The right window is titled 'Send Assessment' and contains fields for 'Email' (set to 'sbee23@yahoo.com') and 'Comment' (with instructions about the assessment). A red circle highlights the 'Send via email' button on the Youth Details page, and a red arrow points from this button to the 'Email' input field in the Send Assessment dialog.

- Enter the youth's email address.
- (Optional) The **Comment** box contains a standard announcement; you may edit this text to include special instructions regarding which assessment to take or the time frame for when the assessment needs to be done, etc. These comments will appear in the body of the email.
- Click **Send Email**. The youth is sent an email containing a link to the assessment page. See section [Youth Takes Assessment](#).

The screenshot shows an email message with the subject 'Casey Life Skills assessment'. The 'FROM:' field is 'Josephine Reed' and the 'TO:' field is 'sbee23@yahoo.com'. The message body starts with 'Welcome to your Casey Life Skills assessment! Please click on the link and select the assessment that your care provider has asked you to take.' It continues with 'After you finish you can see your answers right away. It will show you what life skills you know and can do and which ones you may need help with. We hope it will help you make good decisions about your future.' At the bottom, there is a link: [https://caseylifeskills.secure.force.com/csla\\_public\\_noEmailLogin?id=a02U0000001qgDIAQ](https://caseylifeskills.secure.force.com/csla_public_noEmailLogin?id=a02U0000001qgDIAQ)

- To go back to the **Find Youth** page click on the **Youth** button in the top left corner.

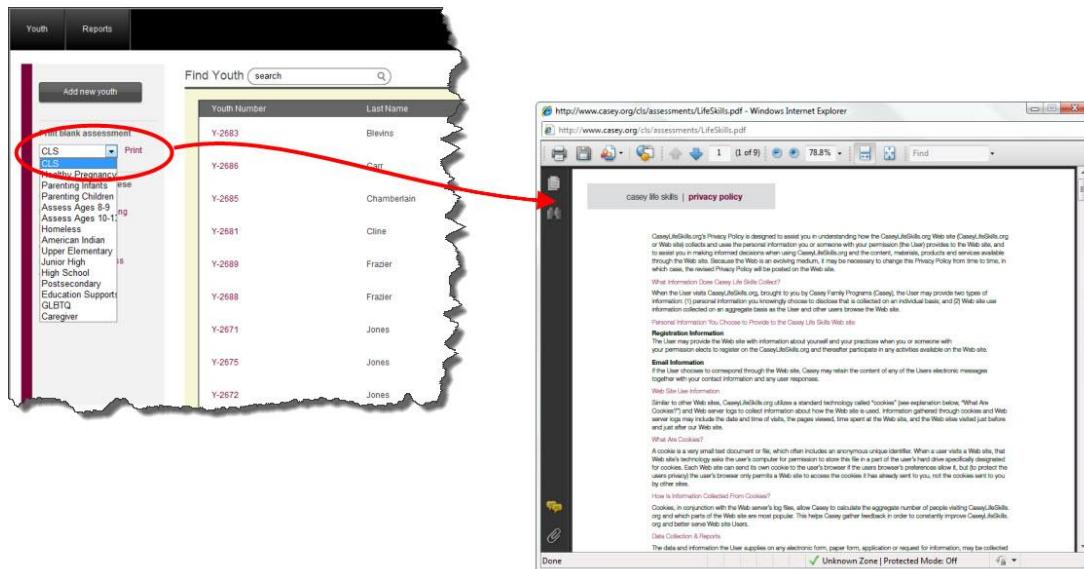
The screenshot shows the 'Find Youth' page interface. At the top, there is a navigation bar with 'Youth' and 'Reports' buttons. The 'Youth' button is highlighted with a dark background. Below the navigation bar, there is a sidebar on the left with options like 'Add new youth', 'Print blank assessment' (set to 'CLS'), and links to 'Learn more about these assessments: Pregnant and Parenting Education' and 'American Indian'. The main content area is titled 'Youth Details' and shows a youth record for 'Linda Blevins (TEST) Y-2683'. It includes a 'Comment' section stating 'There are no assessments available' and a link 'Send Youth email to create their CLS login'.

## Option 3: Youth completes printed assessment

For youth who do not have access to a computer, the caseworker can print out any assessment to allow the youth to mark their answers on the paper copy.

1. On the left side of the **Find Youth** page click the dropdown list and select the assessment to be printed.
2. Click **Print**. The assessment will open as a PDF in a new window. Print the PDF as you normally would.

*Note: The first two pages of the assessment are Casey Family Programs' Privacy Policy and Terms of use. Page three should be the start of the assessment statements.*



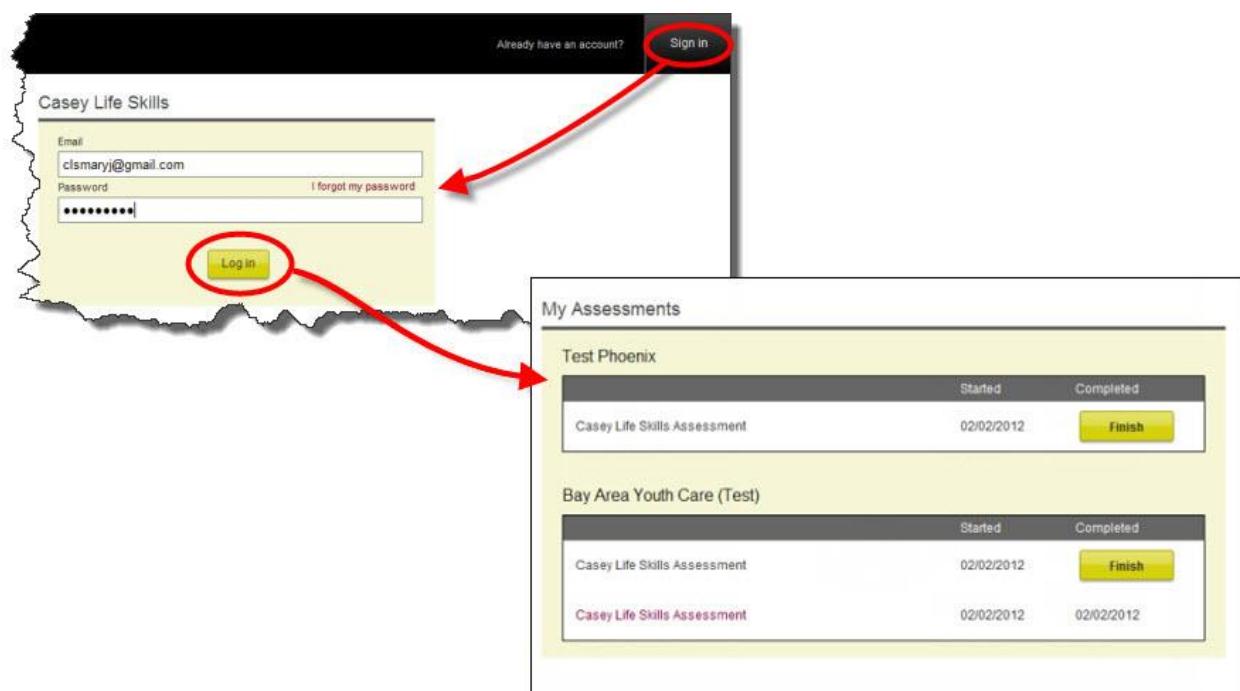
3. After the youth marks his answers on the printed assessment, you (the caseworker) should sign in again to the CLS website to enter the youth's answers. To do this follow the same steps as outlined in [Option 1: Take assessment on Caseworker's computer](#).

## Option 4: Youth logs into his/her own account

Any youth that has his own account (username and password) may log in and start or finish an assessment. The youth **must have started at least one assessment using Options 1 or 2 above before** they can start or finish an additional assessment using their own account. For instructions on how to invite a youth to create their own account see section [Youth creates his/her CLS Account](#).

These actions are to be **performed by the Youth**.

1. From the **CLS home page**, click the **Sign In** button on the upper right corner.
2. Enter your email (username) and password and click **Login**.
3. Move the cursor to one of the rows in the box and the **Start another assessment** option will appear.



4. Click **Start another assessment** to begin a new assessment. This will be a new assessment. It will not override any previous assessments taken.

Alternately, the youth can also **finish assessments** that were started previously by clicking **Finish** next to the appropriate assessment.

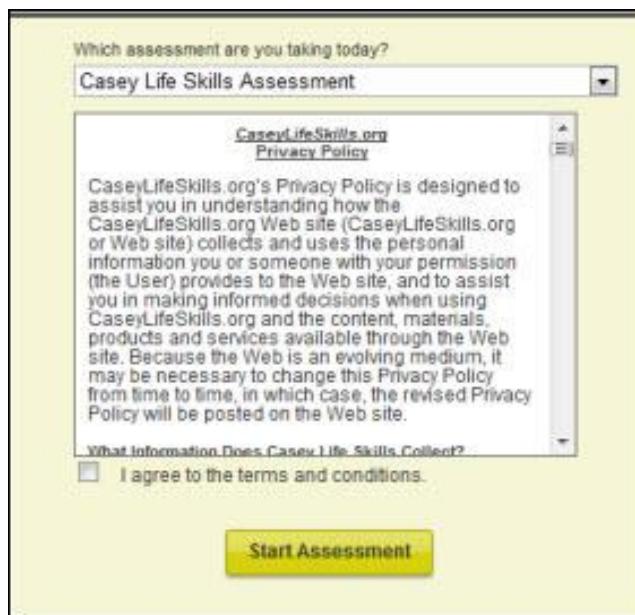
See [Youth Takes Assessment](#).

## Youth takes assessment

Once the caseworker has initiated the process to take the assessment the **youth** can start answering the statements.

The Terms and Conditions page (below) appears in several instances depending on if:

- the caseworker clicks the **Start Now** button from the Youth Details Page
- the youth clicks the **link in his email**
- the youth clicks **Start another assessment** after signing in to his own account.



The **youth** should:

1. Select the **assessment** to take from the dropdown box. The Casey Life Skills assessment is the **default assessment**. Be sure the **youth knows which assessment** he should take. To read a description of the additional assessments click [here](#).
2. Accept the **terms and conditions** and click **Start Assessment**.
3. The **My Profile** page will appear. The email address is optional (though recommended); all other fields are required. The birthdate field can be entered by typing mm/dd /yyyy format or using the date selection calendar that appears when you click on the birthdate field. Make any updates to the **My Profile** page and click **Save Changes**.

Edit Profile

Cancel

First Name	Last Name
Bubba	Jones
Email	
Birthdate	Gender
	Male
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**

4. The new assessment will appear.

- There are several skill areas that run across the header of the assessment. For each skill area there is a counter that shows how many statements the youth has left to answer.
- In the example below, the Casey Life Skills Assessment (the default assessment) has 7 skills areas. The youth is working on the third skill area and 9 of 18 statements have been rated.

- A youth may choose to complete the entire assessment (which will take approximately 30-40 minutes), starting with Daily Living, then Self Care and so on, or he may choose individual skill areas to complete now and come back later to finish the others.

*Note: We recommend that youth take one or two skill areas at a time. This helps address assessment fatigue and allows the caseworker and youth to build awareness, skills and abilities in one or two skill areas. Youth can easily come back and finish the assessment.*

- An assessment is considered complete if 75% of all the statements in every skill area are answered. Only completed assessments appear in provider reports. See the [Reports section](#).
- **A note about Permanency:** In each skill area there are statements that help assess a youth's permanent connections to caring adults. For example in Self Care this statement appears 'I have at least one adult friend or relative who would visit me if I were in the hospital.' These statements will appear in the assessment results in both the Skill Area and the Permanency area.

5. At the bottom of each skill area are **Previous** and **Next** navigate buttons. Click **Previous** and **Next** to move between skill areas. Answers are automatically saved each time one of these is clicked.
6. When the youth is done entering his answers, if not taking the whole assessment at this time, click **Save the Assessment**; if completing the last skill area, click **Finish assessment**. The assessment results will immediately appear.
  - If the **youth has answered 75% of questions** in each skill area then when the youth clicks save or finish assessment, the assessment is considered complete and **will no longer be editable**. Assessments that are not complete however can be finished at a later time. See section [Finish Youth Assessment](#).

# Reading Youth Assessment Results

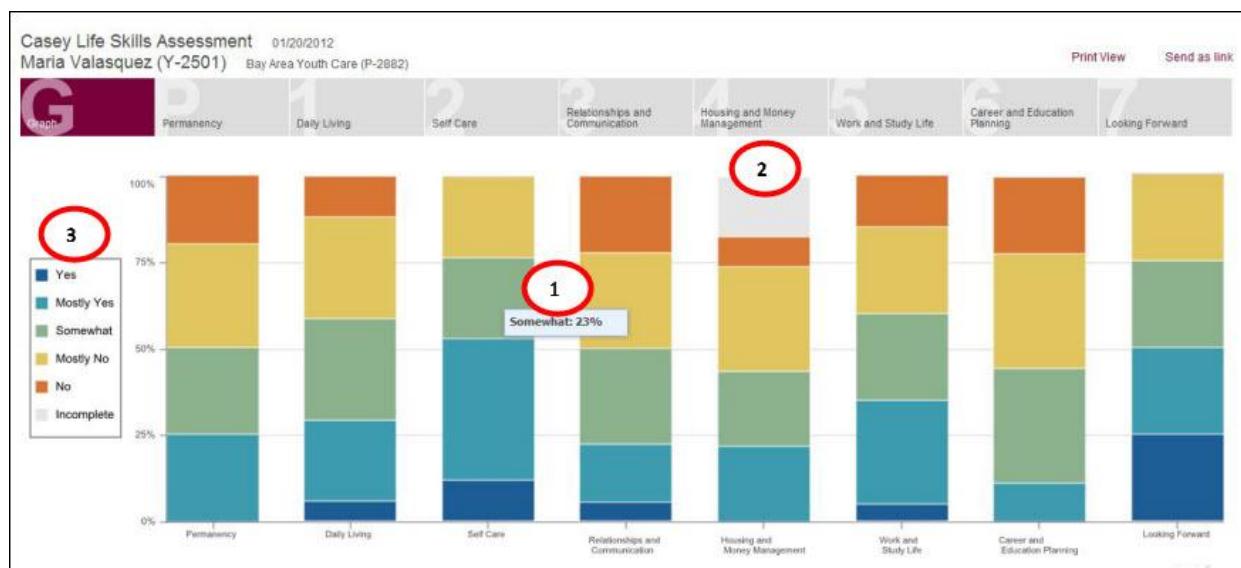
The assessment results appear **immediately** after the youth clicks Save Assessment or Finish Assessment. Even if the youth does not complete the entire assessment the results will show for those areas that are complete. There is a **Summary** view and a **Detail** view of the results.

## Summary at-a-glance view

**Practice Tip:** When you are ready to review the assessment results, we strongly recommend you involve the youth in this step. Give him a copy of his results – it is an excellent way to start the conversation about his strengths and challenges.

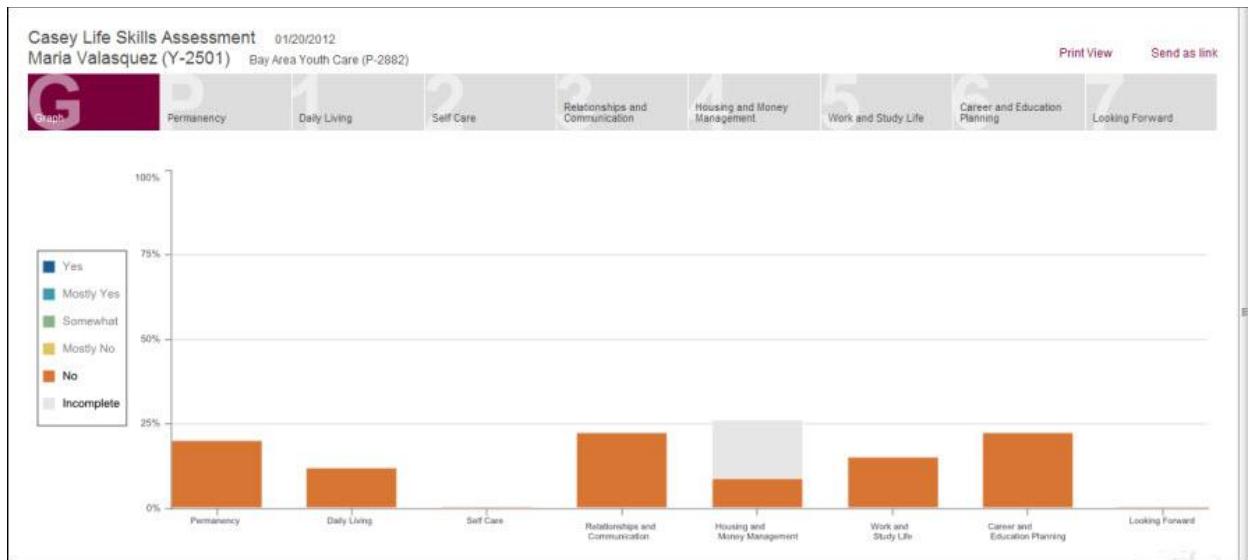
The first page of the assessment results shows an at-a-glance view of how the youth answered the assessment items.

1. Move the mouse over the bar graph and see the exact percentages of how the youth responded in each skill area.
  
2. Any areas in gray will show the percentage of statements the youth did not answer.



3. Click the answer scale in the legend to remove those values from the graph. For example, to see only those statements answered “No” and “Mostly No”, click all the other

values in the legend, and only those will be left. This allows the youth and caseworker to easily see areas of strength or challenge.

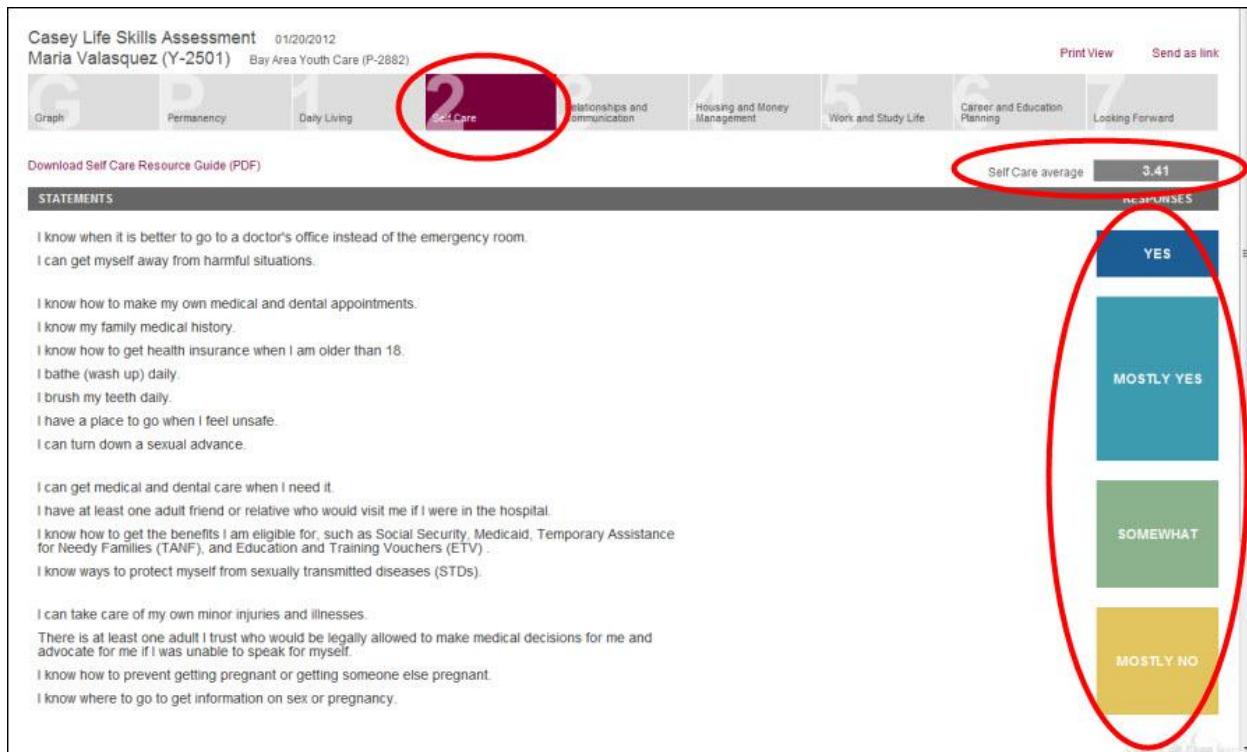


## Specific skill areas statements

1. To see all the statements and how the youth responded in detail click any skill area at the top of the graph.

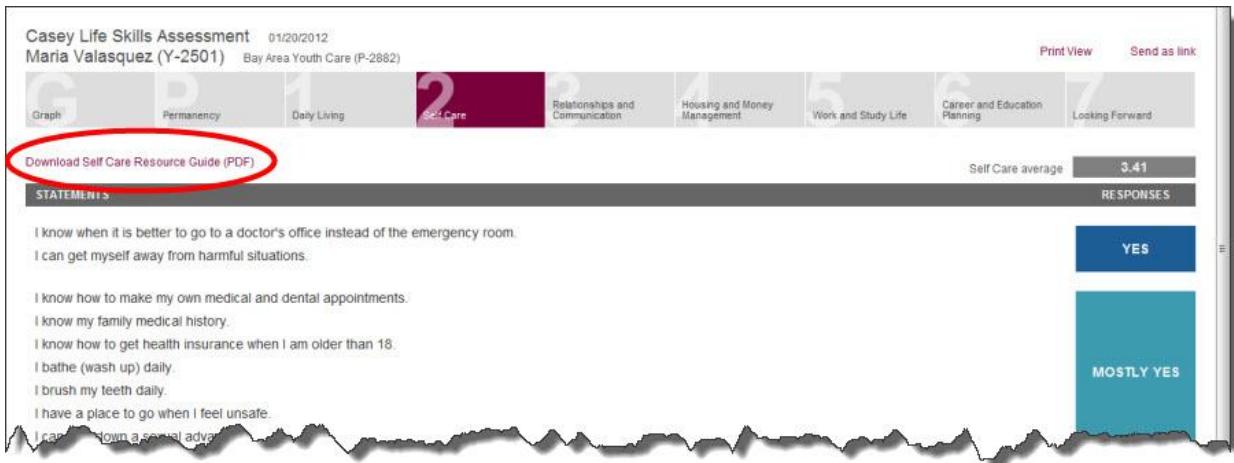
Now you see the **statements grouped or clustered by how the youth answered**: yes, mostly yes, and so on. This shows the caseworker those areas where a youth has stronger knowledge and those that are opportunities for growth.

In addition, there is an **average score** ranging from 1 to 5 for each skill area with five representing the most strength.



2. To find **resources** about the skill areas click the skill area **Resource Guide link** located just above the statements area.

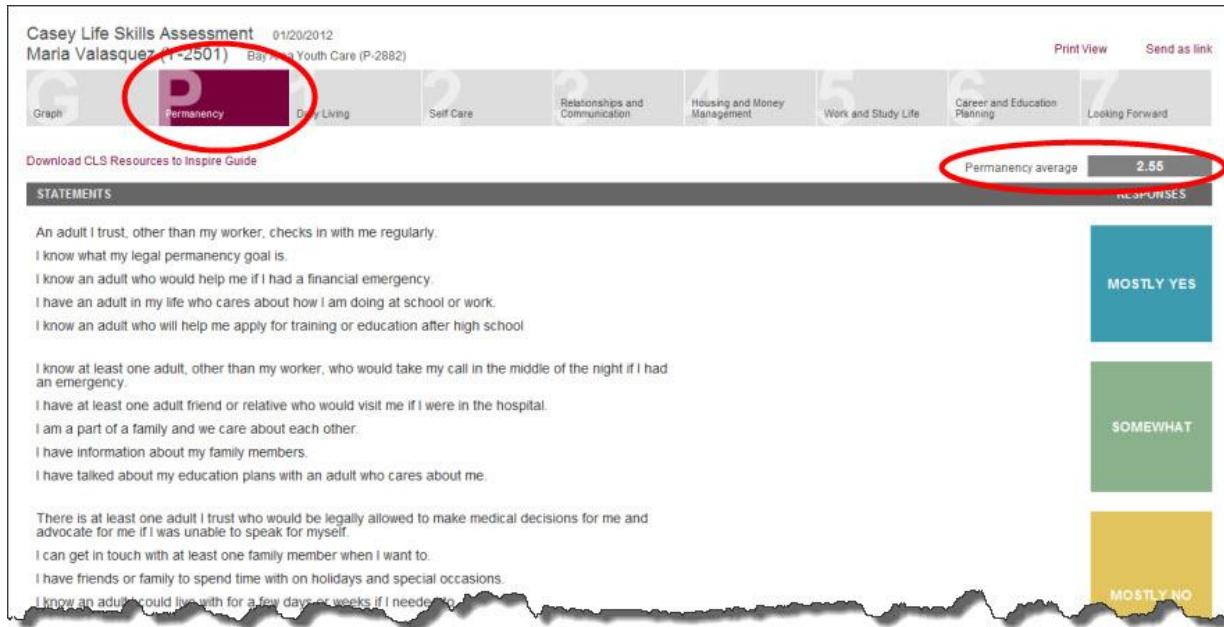
There are resource guides for Daily Living, Self Care, Relationships and Communication, Housing and Money Management, Work and Study Life, and Career and Education Planning skill areas. These resource guides are subsets of the complete [Resources to Inspire Guide](#).



## Permanency and Looking Forward statements

Measuring a youth's Permanent connections is an important aspect of the assessment results.

1. Click **Permanency** to get an **average score** and to see how a youth responded to the permanency statements that are embedded throughout the assessment.



2. Click the **Looking Forward** section to get an average score and see how a youth responded to these statements.

The screenshot shows the Casey Life Skills Assessment interface. At the top, it displays "Casey Life Skills Assessment 01/20/2012" and "Maria Valasquez (Y-2501) Bay Area Youth Care (P-2882)". It includes navigation links for "Graph", "Permanency", "Daily Living", "Self Care", "Relationships and Communication", "Housing and Money Management", "Work and Study Life", "Career and Education Planning", and "Looking Forward". There are also "Print View" and "Send as link" options. A red circle highlights the "Looking Forward" tab. Below the tabs, there's a link to "Download CLS Resources to Inspire Guide". The main area is divided into "STATEMENTS" and "RESPONSES". The "STATEMENTS" section contains five statements with corresponding response scales. The "Looking Forward average" is shown as 3.5. A red circle highlights the average value.

STATEMENT	YES	MOSTLY YES	SOMEWHAT	MOSTLY NO
I believe I can influence how my life will turn out.				
I feel I am ready for the next phase of my life.				
I believe my relationships with others will help me succeed.				
Most days, I feel I have control of how my life will turn out.				
I would like to use my experience to help other youth.				
Most days, I am proud of the way I am living my life.				
I can describe my vision for myself as a successful adult.				
I have a good relationship with a trusted adult I like and respect.				

- These statements were designed to assess a young person's level of confidence in his success. This section is not about behavior – it measures a youth's internal feelings and overall readiness. It is designed to give caseworkers more information about a youth than what is visible or teachable. Read more about interpreting this section at <http://www.casey.org/cls/project/LookingForward.pdf>.

# Print Assessment Results

If you are not signed in follow the steps in the **Find Youth Record** section.

1. On the **Assessment Results** page, click on **Print View** in the upper right. A new window will open with the printable version of the assessment.
2. Click on **Print** in the upper right of the **Print View** window.



- On the last page of the printed results is a table that shows the percentages of how youth answered for each skill area. This is **another summary view** that allows caseworkers to easily recognize areas of strength and areas where more work is needed.

A screenshot of a Microsoft Internet Explorer window displaying a survey response distribution table. The URL in the address bar is [https://caseylifeskills.secure.force.com/clsa\\_assessmentResponsesPrint?id=a07U00000061gLmIAI&do](https://caseylifeskills.secure.force.com/clsa_assessmentResponsesPrint?id=a07U00000061gLmIAI&do). The title bar also shows "Looking Forward".

	Yes	Mostly Yes	Somewhat	Mostly No	No	Incomplete
Permanency	0%	0%	25%	30%	20%	0%
Daily Living	5%	0%	29%	29%	11%	0%
Self Care	11%	0%	23%	23%	0%	0%
Relationships and Communication	5%	0%	27%	27%	22%	0%
Housing and Money Management	0%	0%	21%	30%	8%	17%
Work and Study Life	5%	0%	25%	25%	15%	0%
Career and Education Planning	0%	0%	33%	33%	22%	0%
Looking Forward	25%	0%	25%	25%	0%	0%

# Email Assessment Results

Assessment results can be emailed to anyone even if they do not have an account on the CLS website.

The email includes a link to the results; it will not be an attached file. The results cannot be saved as a file. They can only be printed or sent in an email as a link.

If you are not signed in follow the steps in the **Find Youth Record** section.

1. From the **Assessment Results** page, click **Send as a Link**. The **Send Assessment** email box will appear.

The screenshot shows the 'Casey Life Skills Assessment' results for Maria Valasquez (Y-2501) dated 01/20/2012. The interface includes a navigation bar with tabs: Permanency, Daily Living, Self Care, Relationships and Communication, Housing and Money Management, Work and Study Life, Career and Education Planning, and Looking Forward. The 'Send as link' button is highlighted with a red circle and arrow. Below the tabs are eight stacked bar charts representing different skill areas. A legend indicates response levels: Yes (dark blue), Mostly Yes (medium blue), Somewhat (green), Mostly No (yellow), No (orange), and Incomplete (light gray). A callout box over the 'Relationships and Communication' chart highlights 'Somewhat: 23%'. The 'Send Assessment' pop-up window contains fields for 'Email' and 'Comment', with a note stating: 'A Casey Life Skills Assessment has been completed and the results can be reviewed by clicking on the link below.' A 'Send Email' button is at the bottom of the pop-up.

2. Enter the email address. You may also edit (add or delete) the text in the **Comment** box. If there is any additional information that you would like to add regarding these assessment results you can put them in the comments box. These comments will appear in the body of the email.
3. Click **Send Email**. Below is an example email the system sends.



*Note: If the person you are sending the assessment results to does not receive it, please have him/her check the **junk mail or spam folders**.*

## Manage Assessments

### Finish youth assessment

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.

The screenshot shows a software application window titled "Find Youth". At the top, there is a search bar with the placeholder "search" and a magnifying glass icon. Below the search bar is a table with four columns: "Youth Number", "Last Name", "First Name", and "Recent Assessment". The table contains 12 rows of data. To the left of the main content area, there is a sidebar with various buttons and links related to youth management.

Youth Number	Last Name	First Name	Recent Assessment
Y-2676	Bee	Samantha	Healthy Pregnancy
Y-2565	Bishop	Renee	CLS
Y-2683	Blevins	Linda	None
Y-2686	Carr	Jon	None
Y-2685	Chamberlain	Rob	None
Y-2681	Cline	Steve	None
Y-2502	Dean	Jimmy	CLS
Y-2689	Frazier	Ginger	None
Y-2688	Frazier	Larry	None
Y-2473	Johnson	Mary	CLS
Y-2671	Jones	Bubba	None
Y-2675	Jones	Jason	None
Y-2672	Jones	Leona	None

2. If the youth you are looking for is not on the page, use one of the following methods:
  - **Search box:** Type the youth's name or youth number in the **Search box**.  
Matches will appear as you type in the information and you can click the result to open that youth's assessment history.
  - **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** to open the youth's assessment history.

*Note: You can click the **Recent Assessment** link to see the latest assessment results, but this view does not allow you to complete an assessment.*

4. Click the **Youth Number** and you will be taken to the **Youth Details** page.
5. Click **Finish Now** next to the assessment that you would like the youth to complete.

Once the caseworker clicks on the **Finish Now** link the system will automatically log him out of the website and the youth can begin his assessment.

The screenshot illustrates the workflow for managing youth assessments. It starts with a list of youth records on the left, where youth Y-2676 is highlighted. A red arrow points from this record to the 'Youth Details' card in the center. This card displays basic information about youth Y-2676 (Samantha Bee, Y-2676, Female, Age 12) and provides links to begin a new assessment ('Start now') or send it via email. Below this, a summary of completed and started assessments is shown. A red arrow points from the 'Finish Now' button for the 'Healthy Pregnancy' assessment to the detailed assessment screen below. The detailed assessment screen for 'Healthy Pregnancy' shows a progress bar (0% complete), three skill areas (Medical, Daily Habits and Care, Safety and Well-Being), and a list of statements for users to rate. At the bottom, there are 'Save assessment' and 'Next' buttons.

6. At the bottom of each skill area are **Save assessment** and **Next** buttons (and **Previous** if you are not on skill area 1).
  - Click **Next** and **Previous** to move between skill areas. Answers are automatically saved each time one of these is clicked.
  - Click **Save assessment** if you have not completed the skill area and expect to complete it later.
7. When the youth is done entering his answers,
  - Click **Save the Assessment** if not taking the whole assessment at this time.
  - Click **Finish** if completing the last skill area.

## Mark assessment complete

The CLS report will show only those assessments that are **complete**. A completed assessment means 75% of all the statements in each skill area have been answered. However, since some agencies do not use the entire assessment and still need a way to report on assessments administered, there is the option to manually mark assessments as complete.

**Note:** Please use caution with this feature, there is no way to reverse this action. Once an assessment is marked as **complete** it cannot be edited.

To mark an assessment as complete:

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.

The screenshot shows the CLS Find Youth interface. At the top, there are tabs for 'Youth' and 'Reports'. On the right, a user is signed in as 'Josephine Rood'. Below the tabs is a search bar with a placeholder 'search' and a magnifying glass icon. To the left of the search bar is a sidebar with buttons for 'Add new youth', 'Print blank assessment', and 'CLS Print'. Below these are links to learn more about various assessments: Pregnant and Parenting, Education, American Indian, GLBTQ and Homeless, and Younger Youth. The main content area displays a table of youth records with columns for Youth Number, Last Name, First Name, and Recent Assessment. The data is as follows:

Youth Number	Last Name	First Name	Recent Assessment
Y-2676	Bee	Samantha	Healthy Pregnancy
Y-2665	Bishop	Renee	CLS
Y-2683	Blevins	Linda	None
Y-2686	Carr	Jon	None
Y-2685	Chamberlain	Rob	None
Y-2681	Cline	Steve	None
Y-2502	Dean	Jimmy	CLS
Y-2689	Frazier	Ginger	None
Y-2688	Frazier	Larry	None
Y-2473	Johnson	Mary	CLS
Y-2671	Jones	Bubba	None
Y-2675	Jones	Jason	None
Y-2672	Jones	Leona	None

2. If the youth you are looking for is not on the page, use one of the following methods:
  - **Search box:** Type the youth's name or youth number in the **Search box**. Matches will appear as you type in the information and you can click the result to open that youth's assessment history.

- **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** and you will be taken to the **Youth Details** page.
  4. Move your cursor to the right of the **Started Date** on the same row as the assessment you would like to mark as complete.
  5. Click the **Mark as Complete** link.

The screenshot shows a search interface for 'Find Youth' with a search bar and a list of youth records. A red circle highlights the Youth Number 'Y-2676' in the list. A red arrow points from this highlighted record to the 'Youth Details' section below. The 'Youth Details' section is for 'Samantha Bee Y-2676' (Female, Age 12). It shows two assessments: 'Healthy Pregnancy' (Completed: 02/20/12, Started: 02/09/12) and 'Casey Life Skills Assessment' (status: 0% Finish Now, Started: 02/09/12). A red circle highlights the 'MARK COMPLETE' link next to the Casey Life Skills Assessment row.

Youth Number	Last Name	First Name	Recent Assessment
Y-2674	Stephens	Gwen	None
Y-2673	Welch	Raquel	None
Y-2502	Dean	Jimmy	CLS
Y-2676	Bee	Samantha	Healthy Pregnancy
Y-2565	Bishop	Renee	CLS
Y-2538	Miller	Brenda	CLS
Y-2503	Smith	Janet	CLS
Y-2514			
Y-2519			
Y-2501			
Y-2473			
Y-2474			

**Youth Details**  
Samantha Bee Y-2676 Edit  
Female, Age 12

Assessment      Completed      Started

Healthy Pregnancy	02/20/12	02/09/12
Casey Life Skills Assessment	0% Finish Now	02/09/12

Send Youth email to create their CLS login

Begin new assessment: Start now or Send via email

MARK COMPLETE Delete

6. The system will mark the assessment as complete and return you to the **Youth Details** page. Note that the **Completed date** is filled in now.

The screenshot shows the 'Youth Details' page for 'Samantha Bee Y-2676' (Female, Age 12). The 'Completed' date for the 'Casey Life Skills Assessment' is circled in red and is now listed as '02/09/12'. The 'Start now' and 'Send via email' buttons are visible at the top right.

**Youth Details**  
Samantha Bee Y-2676 Edit  
Female, Age 12

Assessment      Completed      Started

Healthy Pregnancy	02/20/12	02/09/12
Casey Life Skills Assessment	02/09/12	02/09/12

Send Youth email to create their CLS login

Begin caregiver assessment: Start now or Send via email

## Archive assessments

You can archive assessments that are no longer needed or were accidentally started.

To archive an assessment:

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your username and password. The **Find Youth** page will appear.

The screenshot shows the 'Find Youth' page with a search bar at the top. On the left, there's a sidebar with buttons for 'Add new youth', 'Print blank assessment', and links to various assessment categories like 'Pregnant and Parenting', 'Education', 'American Indian', 'GLBTQ and Homeless', and 'Younger Youth'. The main area displays a table with columns: Youth Number, Last Name, First Name, and Recent Assessment. The data is as follows:

Youth Number	Last Name	First Name	Recent Assessment
Y-2676	Bee	Samantha	Healthy Pregnancy
Y-2565	Bishop	Renee	CLS
Y-2683	Blevins	Linda	None
Y-2686	Carr	Jon	None
Y-2685	Chamberlain	Rob	None
Y-2681	Cline	Steve	None
Y-2502	Dean	Jimmy	CLS
Y-2689	Frazier	Ginger	None
Y-2688	Frazier	Larry	None
Y-2473	Johnson	Mary	CLS
Y-2671	Jones	Bubba	None
Y-2675	Jones	Jason	None
Y-2672	Jones	Leona	None

2. If the youth you are looking for is not on the page, use one of the following methods:
  - **Search box:** Type the youth's name or youth number in the **Search box**.  
Matches will appear as you type in the information and you can click the result to open that youth's assessment history.
  - **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** and you will be taken to the **Youth Details** page.
4. Move your cursor to the right of the **Started Date** on the same row as the assessment you would like to archive.
5. Click **Delete**.

Youth Details

Samantha Bee Y-2676 [Edit](#)  
Female, Age 12

Begin new assessment: [Start now](#) or [Send via email](#)

Assessment	Completed	Started
Healthy Pregnancy	02/20/12	02/09/12
Casey Life Skills Assessment	02/09/12	02/09/12

[Delete](#)

Send Youth email to create their CLS login

Begin caregiver assessment: [Start now](#) or [Send via email](#)

6. The **Youth Details** page will reappear and the assessment you deleted will no longer appear in the list.

Youth Details

Samantha Bee Y-2676 [Edit](#)  
Female, Age 12

Begin new assessment: [Start now](#) or [Send via email](#)

Assessment	Completed	Started
Healthy Pregnancy	02/20/12	02/09/12

[Show Deleted Assessments](#)

Send Youth email to create their CLS login

To restore a deleted assessment:

1. Click **Show Deleted Assessments**. All assessments for this Youth will appear. Any that have been deleted will show a **Restore** link to the right of the Started date.

Youth Details

Samantha Bee Y-2676 [Edit](#)  
Female, Age 12

Begin new assessment: [Start now](#) or [Send via email](#)

Assessment	Completed	Started
Healthy Pregnancy	02/20/12	02/09/12
<a href="#">Show Deleted Assessments</a>		

Send Youth email to create their CLS login



2. Click **Restore** in the row for the assessment you would like to restore.
3. Click **Hide Deleted Assessments** to hide the remaining deleted assessments.

Youth Details

Samantha Bee Y-2676 [Edit](#)  
Female, Age 12

Begin new assessment: [Start now](#) or [Send via email](#)

Assessment	Completed	Started
Healthy Pregnancy	02/20/12	02/09/12
Casey Life Skills Assessment	02/09/12	02/09/12
<a href="#">Hide Deleted Assessments</a>		

Send Youth email to create their CLS login



## Youth creates his/her CLS account

To simplify the administration of the assessment and also to allow the youth to have access and control of his own data, a youth may create a CLS login with a username (email) and password.

With his own account, the youth can sign in and start or complete assessments at home, at the school computer lab, local library, etc., rather than on the caseworker's computer. He can also share his assessment history with multiple agencies/other caseworkers and avoid needlessly taking multiple assessments.

*Note: The caseworker should initiate at least one assessment before inviting the youth to create his/her account. See **Option 1: Take assessment on Caseworker's computer** and **Option 2: Caseworker sends email** sections for initiating assessments.*

The **caseworker** must initiate the create login process.

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.
2. If the youth you are looking for is not on the page, use one of the following methods:
  - a. **Search box:** Type the youth's name or youth number in the **Search box**.  
Matches will appear as you type in the information and you can click the result to open that youth's assessment history.
  - b. **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** and you will be taken to the **Youth Details** page.
4. Click the **Send Youth Email to create their CLS login**.

The screenshot shows the 'Youth Details' page for a youth named Samantha Bee Y-2676. At the top, there is a 'Edit' link and gender information ('Female, Age 12'). Below this, there is a table showing two completed assessments: 'Healthy Pregnancy' and 'Casey Life Skills Assessment'. Each row in the table includes 'Completed' and 'Started' dates. A 'Delete' link is visible next to the second row. At the bottom of the table, there is a button labeled 'Send Youth email to create their CLS login'. This button is circled in red. Below the table, there are buttons for 'Begin caregiver assessment' and 'Send via email'.

Assessment	Completed	Started	
Healthy Pregnancy	02/20/12	02/09/12	
Casey Life Skills Assessment	02/09/12	02/09/12	Delete

Send Youth email to create their CLS login

Begin caregiver assessment: Start now or Send via email

5. Enter the youth's email and click **Send Email**.

Youth Details

Samantha Bee Y-2676 Edit  
Female, Age 12

Begin new assessment: Start now or Send via email

Assessment	Completed	Started
Healthy Pregnancy	02/20/12	02/09/12
Casey Life Skills Assessment	02/09/12	02/09/12

Send Youth email

Send CLS Login Cancel

Email

Send Email

6. The youth will receive an email inviting him to create an account.

Casey Life Skills assessment

Tamara Bennett via lx4e54l3xsyw7.uh2vgmac.u.bnc.salesforce.com 4:26 PM (0 minutes ago)

Welcome to your Casey Life Skills assessment! Please click on the link and select the assessment that your care provider has asked you to take.

After you finish you can see your answers right away. It will show you what life skills you know and can do and which ones you may need help with. We hope it will help you make good decisions about your future.

[https://caseylifeskills.secure.force.com/clsa\\_public\\_noEmailLogin?id=a02U00000001qjhR1AQ](https://caseylifeskills.secure.force.com/clsa_public_noEmailLogin?id=a02U00000001qjhR1AQ)

- When the youth clicks the link, he will be prompted to enter his password and accept the terms and conditions. When he clicks **Register**, he will automatically be logged in.

**See Option 4: Youth logs into his own account** section for what the youth can do after logging in.

- Youth **cannot change the email address** associated to his CLS account. If a youth wants to use a different email address in the future a new account will need to be created.
- The youth can use the **same email (username) and password** to view his assessments with **multiple providers**.

After a youth has created an account with the first provider then the youth should provide the second provider with the same email address that was used to create his account. The caseworker from the second provider sends the **Email to create their CLS login** (steps 5) to that same email that the youth originally used. The accounts will automatically be linked and the youth will be able to view his history of assessments across providers.

Youth Registration

Name  
Janet Smith  
Email  
clsjanetsmith@gmail.com  
Password (must contain both letters and numbers)

Confirm Password

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?

When the User visits CaseyLifeSkills.org, brought to you by

I agree to the terms and conditions.

Register

My Assessments

Signed in as Maria Jones ▾ Help

My Assessments

Youth Group LA

	Started	Completed
Casey Life Skills Assessment	02/02/2012	<b>Finish</b>

Bay Area Youth Care

	Started	Completed
Casey Life Skills Assessment	02/02/2012	02/02/2012
Start another assessment		
Casey Life Skills Assessment	01/23/2012	<b>Finish</b>

# Caregiver Assessment

Once a youth has completed the CLS assessment, a caseworker may invite a caregiver to take the assessment on behalf of the youth. The caregiver buttons on the Youth Details page will not appear until a youth has completed at least one CLS assessment. *Note: The caregiver option is only for the Casey Life Skills assessment. There are no caregiver options for the other assessments.*

## Start caregiver assessment

Similar to the youth starting the assessment, the caseworker can start a caregiver assessment in one of three ways:

- Option 1. Caregiver takes assessment on caseworker's computer.
- Option 2. Caseworker sends email with a link to take the assessment online.
- Option 3. Caseworker prints out the caregiver assessment.

### Option 1: Caregiver takes assessment on caseworker's computer

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your username and password. The **Find Youth** page will appear.
2. If the youth you are looking for is not on the page, use one of the following methods:
  - **Search box:** Type the youth's name or youth number in the **Search box**. Matches will appear as you type in the information and you can click the result to open that youth's assessment history.
  - **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** and you will be taken to the **Youth Details** page.
4. In the lower right below the table, next to **Begin Caregiver Assessment**, click **Start now**.

Youth Details

Samantha Bee Y-2676 <a href="#">Edit</a>		Begin new assessment:	
Female, Age 12		<a href="#">Start now</a>	or <a href="#">Send via email</a>
Assessment	Completed	Started	
Healthy Pregnancy	02/20/12	02/09/12	
Casey Life Skills Assessment	02/09/12	02/09/12	<a href="#">Delete</a>

[Send Youth email to create their CLS login](#)

[Begin caregiver assessment:](#) [Start now](#) [Send via email](#)

This will automatically log the caseworker out of the website so that the caregiver can take the assessment.

- The system will open the **My Profile** page (which consists of only the first and last name) for the caregiver to complete and click **Save Changes**.

Home | You are currently not logged in | Sign In | Help

**My Profile**

First Name  Last Name

[Save Changes](#)

- Proceed to [Caregiver Takes Assessment](#) section.

## Option 2: Caseworker sends email

- If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.
- If the youth you are looking for is not on the page, use one of the following methods:
  - Search box:** Type the youth's name or youth number in the **Search box**. Matches will appear as you type in the information and you can click the result to open that youth's assessment history.

- b. **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** and you will be taken to the **Youth Details** page.
  4. In the lower right below the table, next to **Begin Caregiver Assessment**, click **Send via email**.

The screenshot shows the 'Youth Details' page for a youth named Samantha Bee Y-2676. The page includes a table of completed assessments and buttons for starting a new assessment or sending one via email.

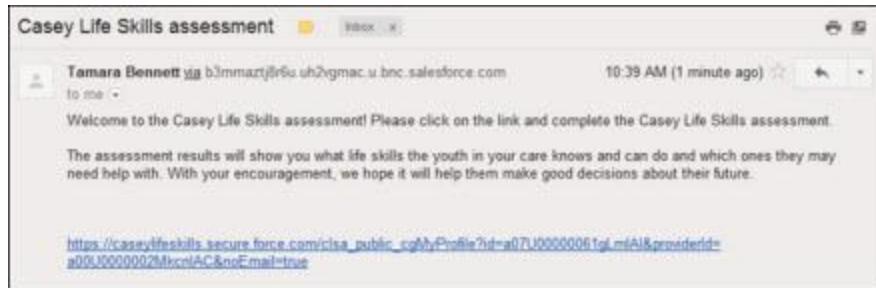
Assessment	Completed	Started
Healthy Pregnancy	02/20/12	02/09/12
Casey Life Skills Assessment	02/09/12	02/09/12

Below the table, there are buttons for 'Start now' and 'Send via email'. The 'Send via email' button is circled in red.

5. Enter the caregiver's email address. You may also edit (add or delete) the comments in the comment box. These comments will appear in the email sent to the caregiver. We recommend that you add the youth's name for whom you want the caregiver to take the assessment since a caregiver may have more than one youth in care.

The screenshot shows the 'Send Assessment' dialog box. It has fields for 'Email' (containing 'bmiller@gmail.com') and 'Comment' (containing instructions for the assessment). A 'Send Email' button is at the bottom.

6. Click **Send Email**.
7. The caregiver will receive an email. When he clicks the link he will be prompted to enter his name, then the assessment will appear.



### Option 3: Caregiver completes printed assessment

For caregivers that do not have access to a computer, the caseworker can print out the caregiver assessment to allow them to mark his answers on a printed copy.

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your username and password. The **Find Youth** page will appear.
2. On the left side of the page select the caregiver assessment from the drop down box. It is located at the bottom of the list.
3. Click **Print**.

*Note: The first two pages of the assessment are Casey Family Programs' Privacy Policy and Terms of use. Page three should be the start of the assessment statements.*

Youth Number	Last Name	First Name
Y-2683	Blevins (TEST)	Linda
Y-2686	Carr (TEST)	Jon
Y-2685	Chamberlain (TEST)	Rob
Y-2681	Cline (TEST)	Steve
Y-2689	Frazier (TEST)	Ginger
Y-2688	Frazier (TEST)	Larry
Y-2671	Jones (TEST)	Bubba
Y-2675	Jones (TEST)	Jason
Y-2672	Jones (TEST)	Leona
Y-2682	Kennedy (TEST)	Danielle
Y-2680	Lewis	Lisa

4. The caseworker can give this printed assessment to the caregiver to complete. Once complete, when the caseworker is online again, he can enter the answers into the CLS website, following the steps in [Option 1: Caregiver takes assessment on caseworker's computer.](#)

## Caregiver takes assessment

The page below appears when the caseworker clicks the **Start Now** button from the youth details page, or when the **caregiver clicks on the link in his/her email**. When it appears the caregiver can start answering the statements.

*Note: We recommend the caregiver **complete the entire assessment at one time**. There is an option for caregivers to come back and complete an unfinished assessment; however, this requires a caseworker log into the CLS website and go through the steps outlined in [Finish Caregiver Assessment](#) section.*

The assessment is exactly the same as the youth assessment except the statements are phrased 'Youth knows' or 'Youth can' instead of 'I know' or 'I can', etc.

1. The caregiver will see the Casey Life Skills Assessment, starting with Daily Living (skill area 1).

ARE THE FOLLOWING STATEMENTS LIKE THE YOUTH?	NO	MOSTLY NO	SOMWHAT	MOSTLY YES	YES
Youth knows where to go get on the Internet					
Youth can find what they need on the Internet					
Youth knows how to use an email account					
Youth can create, save, print and send computer documents					
Youth knows the risks of meeting someone in person that they met online					
Youth has put pictures or messages about someone on a Web site without their permission					
If someone sent the youth messages online that made them feel bad, they would know what to do or who to tell					
Youth knows at least one adult, other than their worker, who would take their call in the middle of the night if they had an emergency					
An adult the youth trusts, other than their worker, checks in with them regularly					
When the youth shops for food, they take a list and compare prices					
Youth can make meals with or without using a recipe					
The youth thinks about what they eat and how it impacts their health					
The youth understands how to read food product labels to see how much fat, sugar, salt, and calories the food has					
Youth knows how to do their own laundry					
The youth keeps their living space clean					
Youth knows the products to use when cleaning the bathroom and kitchen					
Youth knows how to use a fire extinguisher					

Save assessment      Next

2. At the bottom of each skill area are **Previous** and **Next** navigation buttons. Click **Previous** and **Next** to move between skill areas. Answers are automatically saved each time one of these is clicked.
3. When the caregiver is done, if he is not taking the whole assessment at this time (not recommended), he should click **Save the Assessment**; if completing the last skill area, he should click **Finish**. Links to the caregiver comparison results will be on the **Youth Details** page.

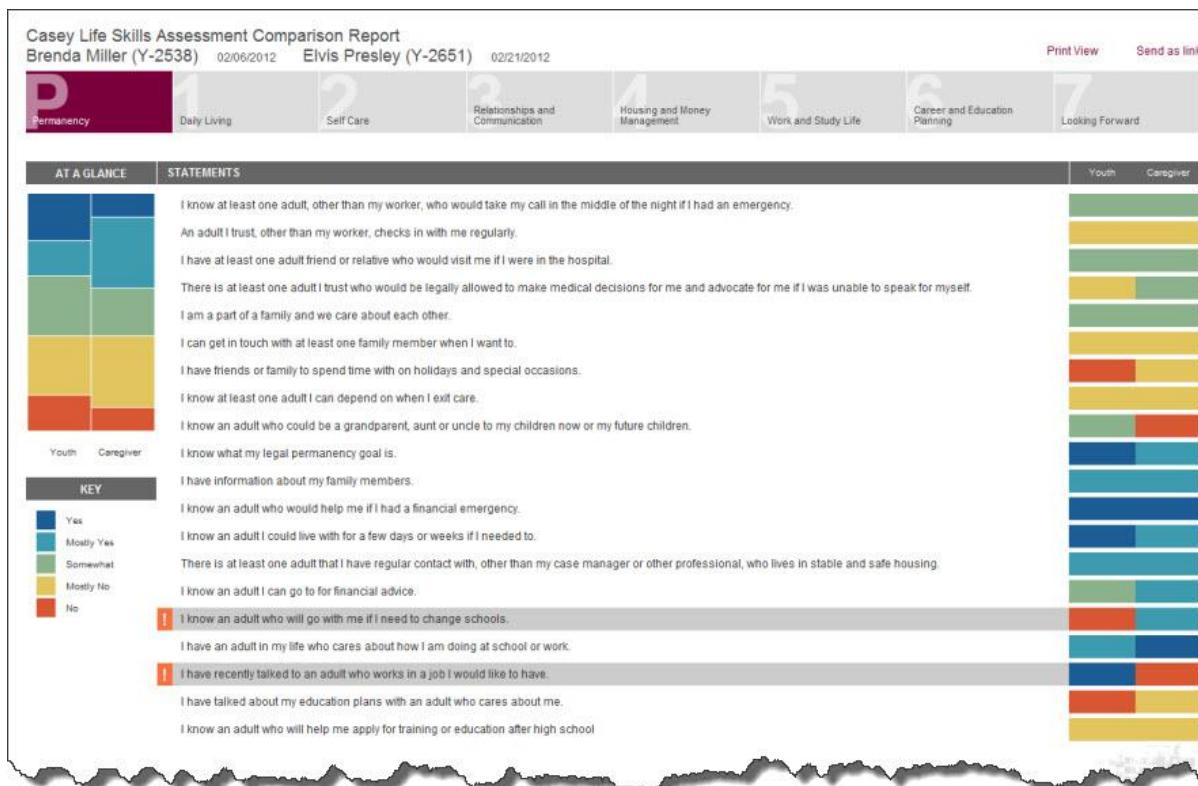
*Note: More than one caregiver can take the assessment on behalf of a youth; links to all caregiver reports will be on the **Youth Details** page.*

# Caregiver Comparison Results

Once a caregiver finishes the assessment, the results appear immediately. The caregiver assessment results are a **comparison to the youth's answers**.

- **At a Glance:** On the left, this bar graph compares the number of each type of answer given by the caregiver and youth (i.e., 'yes' answers, 'mostly yes' answers, etc.) for each skill area.
- **Side-by-side comparison:** On the right is a comparison of answers for each statement. An exclamation point means there is significant variation between the youth's answer and the caregiver's answer. Click any skill area at the top to view the detailed statements for each skill area. There is no average score comparison.

Caregivers can [print out](#) the results or [email it](#) to themselves to keep a copy.



- All **caregiver comparison reports** will appear on the **Youth Details** page underneath the youth's CLS assessment to which they are being compared. Caseworkers can access these at any time.

Youth Details

Brenda Miller Y-2538 Edit  
Female, Age 16

Begin new assessment: [Start now](#) or [Send via email](#)

Assessment	Completed	Started
Casey L. Williams Assessment	02/06/12	01/25/12
Comparison Report, Denise Robinson	12% <a href="#">Finish Now</a>	02/06/12
Comparison Report, James Simpson	12% <a href="#">Finish Now</a>	02/06/12
Comparison Report, Elvis Presley	02/21/12	02/06/12

[Send Youth email to create their CLS login](#)

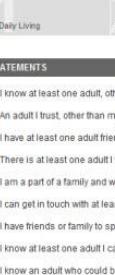
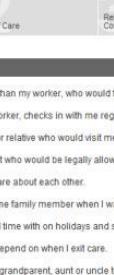
Begin caregiver assessment: [Start now](#) or [Send via email](#)

## Print Caregiver Comparison Report

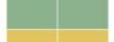
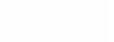
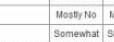
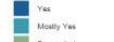
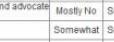
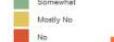
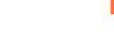
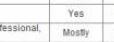
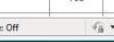
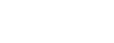
1. On the **Comparison Report** page, click **Print View** in the upper right.
2. Click **Print** in the upper right of the **Print View** window.

*Note: The print view does not use the color coding that appears on the assessment result. This may improve readability when printed.*

**Casey Life Skills Assessment Comparison Report**  
 Brenda Miller (Y-2538) 02/06/2012 Elvis Presley (Y-2651) 02/21/2012

Permanency	Daily Living	Self Care	Relationships and Communication	Housing and Money Management	Work and Study Life	Career and Education Planning	Looking Forward
							

**AT A GLANCE**

STATEMENTS	Youth	Caregiver
I know at least one adult, other than my worker, who would take my call in the middle of the night if I had an emergency.		
An adult I trust, other than my worker, checks in with me regularly.		
I have at least one adult friend or relative who would visit me if I were in the hospital.		
There is at least one adult I trust who would be legally allowed to make medical decisions for me and advocate for me if I was unable to speak for myself.		
I am a part of a family and we care about each other.		
I can get in touch with at least one family member when I want to.		
I have friends or family to spend time with on holidays and special occasions.		
I know at least one adult I can depend on when I exit care.		
I know an adult who could be a grandparent, aunt or uncle to my children now or my future children.		
I know what my legal permanency goal is.		
I have information about my family members.		
I know an adult who would help me if I had a financial emergency.		
I know an adult I could live with for a few days or weeks if I needed to.		
There is at least one adult that I have regular contact with, other than my case manager or other professional, who lives in stable and safe housing.		
I know an adult I can go to for financial advice.		
<b>I</b> I know an adult who will go with me if I need to change schools.		
I have an adult in my life who cares about how I am doing at school or work.		
<b>I</b> I have recently talked to an adult who works in a job I would like to have.		
I have talked about my education plans with an adult who cares about me.		
I know an adult who will help me apply for training or education after high school.		
I know an adult who will help me apply for training or education after high school.		
Done	Internet   Protected Mode: Off	

**KEY**

- Yes
- Mostly Yes
- Somewhat
- Mostly No
- No

**Print View** **Send as link**

**Casey Life Skills Assessment Comparison Report**  
 Brenda Miller (Y-2538) 02/06/2012 Elvis Presley (Y-2651) 02/21/2012

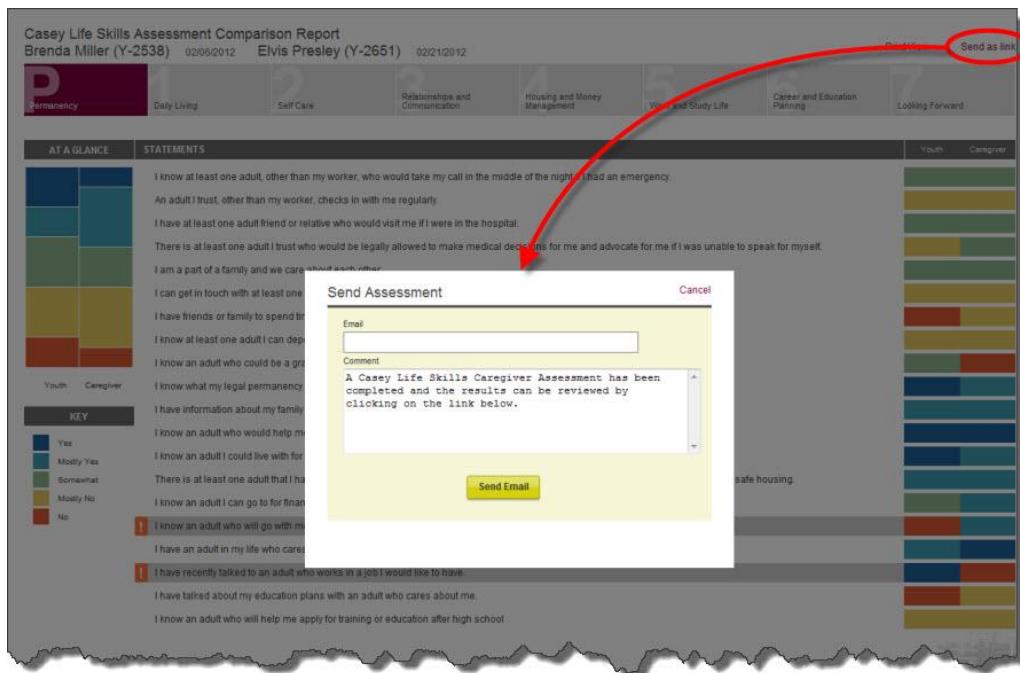
**Permanency**

STATEMENTS	Youth	Caregiver
I know at least one adult, other than my worker, who would take my call in the middle of the night if I had an emergency.	Somewhat	Somewhat
An adult I trust, other than my worker, checks in with me regularly.	Mostly No	Mostly No
I have at least one adult friend or relative who would visit me if I were in the hospital.	Somewhat	Somewhat
There is at least one adult I trust who would be legally allowed to make medical decisions for me and advocate for me if I was unable to speak for myself.	Mostly No	Somewhat
I am a part of a family and we care about each other.	Somewhat	Somewhat
I can get in touch with at least one family member when I want to.	Mostly No	Mostly No
I have friends or family to spend time with on holidays and special occasions.	No	Mostly No
I know at least one adult I can depend on when I exit care.	Mostly No	Mostly No
I know an adult who could be a grandparent, aunt or uncle to my children now or my future children.	Somewhat	No
I know what my legal permanency goal is.	Yes	Mostly
I have information about my family members.	Mostly	Mostly
I know an adult who would help me if I had a financial emergency.	Yes	Yes
I know an adult I could live with for a few days or weeks if I needed to.	Yes	Mostly
There is at least one adult that I have regular contact with, other than my case manager or other professional, who lives in stable and safe housing.	Mostly	Mostly
I know an adult I can go to for financial advice.	Somewhat	Mostly
<b>I</b> I know an adult who will go with me if I need to change schools.	No	Mostly
I have an adult in my life who cares about how I am doing at school or work.	Mostly	Yes
<b>I</b> I have recently talked to an adult who works in a job I would like to have.	Yes	No

# Email Comparison Report

The caregiver comparison report can be **emailed to anyone** even if they do not have an account on the CLS website. The email includes a **link to the results**; it will not be an attached file. The results cannot be saved as a file. They can only be printed or sent in an email as a link.

1. From the **Comparison Report** page, click **Send as a Link** in the upper right.
2. Enter the email address. You may also edit (add or delete) the comments in the comment box. If there is any additional information that you would like to add regarding these assessment results you can put them in the comments box.



Below is an example email that the recipient will get when they receive the assessment results.

*Note: If the person you are sending the assessment results to does not receive it, please have him/her check the junk mail or spam folders.*

An email inbox screenshot. The subject line is 'Casey Life Skills Assessment Results'. The recipient is 'Tamara Bennett via tg83739dsrp8.uh2vgmac.u.bnc.salesforce.com' and the time is '10:18 AM (0 minutes ago)'. The message body contains a text snippet and a blue hyperlink: 'A Casey Life Skills Caregiver Assessment has been completed and the results can be reviewed by clicking on the link below.' followed by the URL 'https://caseylifeskills.secure.force.com/clsa\_public\_comparisonReport?token=c552eb01c496be600bf5d37b5188bb bdef7fd73e'.

# Finish Caregiver Assessment

If a caregiver was unable to complete the assessment when it was initially started then the only way for the caregiver to complete the assessment is to have them take the assessment on the caseworker's computer.

The caseworker can follow these steps to allow the caregiver to complete the assessment:

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.
2. If the youth you are looking for is not on the page, use one of the following methods:
  - **Search box:** Type the youth's name or youth number in the **Search box**. Matches will appear as you type in the information and you can click the result to open that youth's assessment history.
  - **Column sort:** Click any of the column headings (Youth Number, Last Name, First Name, and Recent Assessment) to sort the information.
3. Click the **Youth Number** and you will be taken to the **Youth Details** page.
4. Click **Finish Now** next to the caregiver assessment to be completed. Once the caseworker clicks on the **Finish Now Link** the system will **automatically log him/her out** of the website and the caregiver can finish the assessment.

*Note: Only the CLS assessment can be taken by caregivers. The Additional Assessments do not offer that option.*

Assessment	Completed	Started
Casey Life Skills Assessment	02/21/12	01/25/12
Comparison Report, Denise Robinson	12% Finish Now	02/06/12
Comparison Report, James Simpson	12% Finish Now	02/06/12
Comparison Report, Elvis Presley	02/21/12	02/06/12

# Group Data Report

## The Group Data Report

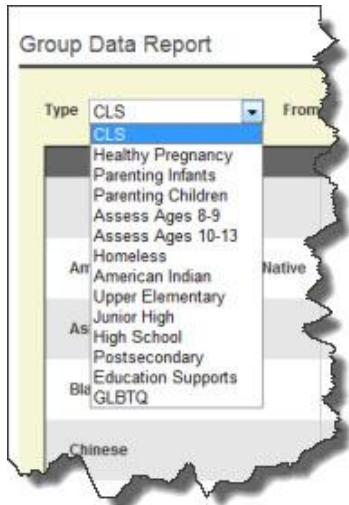
- Is available only to caseworkers.
- Shows the data for the entire provider/agency; it *is not* specific to a caseworker.

- Counts only **completed assessments**. A completed assessment means 75% of all the statements in each skill area have been answered, or the assessment has been marked as complete.
- Shows data for **ages 14 and higher**. If you have youth that are under the age of 14 taking any of the assessments, this data will not appear on the report.

To view, print, or export the report:

1. If you are not already logged in, from the **CLS Home Page**, click the **Sign In** button in the upper right corner and enter your email (username) and password. The **Find Youth** page will appear.
2. Click **Reports** in the upper left of the **Find Youth** page. The report will appear with these defaults:
  - a. Type of assessment is **CLS**
  - b. Date range is the **current month**

Group Data Report										Export	Print View	
	Male				Female				Total		Export	Print View
	14-15	16-17	18+	SubTotal	14-15	16-17	18+	SubTotal	0	0		
American Indian or Alaska Native	0	0	0	0	0	0	0	0	0	0	0	0
Asian Indian	0	0	0	0	0	0	0	0	0	0	0	0
Black or African American	0	1	0	1	0	0	0	0	0	1	1	1
Chinese	0	0	0	0	0	0	0	0	0	0	0	0
Filipino	0	0	0	0	0	0	0	0	0	0	0	0
Guamanian or Chamorro	0	0	0	0	0	0	0	0	0	0	0	0
Hispanic/Latino/Spanish	0	0	0	0	0	2	0	2	2	2	2	2
Japanese	0	0	0	0	0	0	0	0	0	0	0	0
Korean	0	0	0	0	0	0	0	0	0	0	0	0
Native Hawaiian	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	1	0	1	1	1	1	1



3. Click the **Type** drop down box to filter information by another assessment type.

4. Select the **Date Range** to filter information based on when **assessments were completed**.



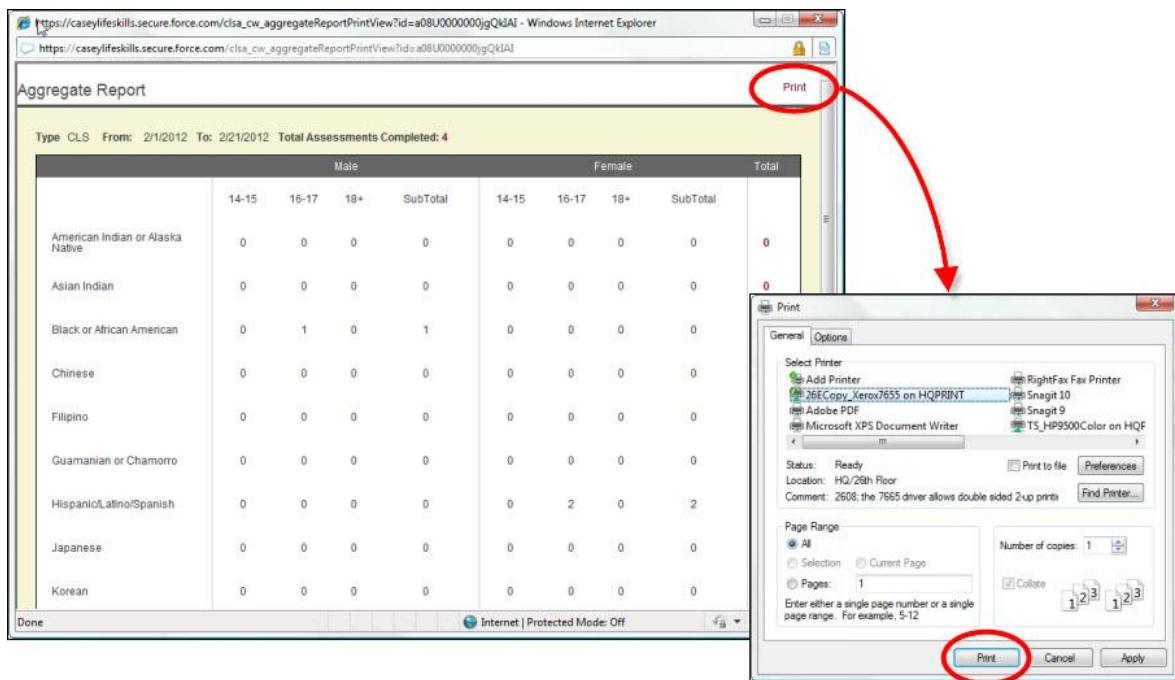
The report will **show completed assessments** by ethnicity and age ranges. To learn how to add completed assessments to your report read the [Mark Assessment Complete](#) section.

5. To export the report to Excel: click **Export**. Excel will open with the report.

	A	B	C	D	E	F	G	H	I	J	K
1	Race	Male	Female	Total							
2	0	14-15	16-17	18+	SubTotal	14-15	16-17	18+	SubTotal	Total	
3	American	0	0	0	0	0	0	0	0	0	
4	Asian	0	0	0	0	0	0	0	0	0	
5	India	0	0	0	0	0	0	0	0	0	
6	Black or Af	0	1	0	1	0	0	0	0	0	1
7	Chinese	0	0	0	0	0	0	0	0	0	
8	Filipino	0	0	0	0	0	0	0	0	0	
9	Guamanian	0	0	0	0	0	0	0	0	0	
10	Hispanic/Li	0	0	0	0	0	2	0	2	2	
11	Japanese	0	0	0	0	0	0	0	0	0	
12	Korean	0	0	0	0	0	0	0	0	0	
13	Native Haw	0	0	0	0	0	0	0	0	0	
14	Other	0	0	0	0	0	1	0	1	1	
15	Other Asian	0	0	0	0	0	0	0	0	0	
16	Other Paci	0	0	0	0	0	0	0	0	0	
17	Samoan	0	0	0	0	0	0	0	0	0	
18	Vietnames	0	0	0	0	0	0	0	0	0	
19	White	0	0	0	0	0	0	0	0	0	
20	Multi-Racia	0	0	0	0	0	0	0	0	0	
21	Total	0	1	0	1	0	3	0	3	4	
22											
23											

6. To print the report:

- Click **Print View**; the print view will open in a new window.
- Click **Print** from the print view page; your usual print dialogue box should appear.



c. Click Print.

We hope the Casey Life Skills Help Guide has been useful as you explore the website. Contact [CLS@casey.org](mailto:CLS@casey.org) if you have questions.