

Guidance for use of Life Skills Progress Chart

1. This is a tool to facilitate discussion among the caregiver, youth and case manager about the youth's goals, progress and needs as s/he moves toward living more independently. The goal is to ensure that
 - a. Needs, expectations and strengths of each youth are addressed in an individual way rather than imposing a "one size fits all" approach
 - b. All parties are working realistically to help the child become a successful adult
 - c. The child and caregiver are assisted in accessing services and supports they need to successfully attain their goals
 - d. There is a continuity in planning and mutual accountability for meeting these goals
2. The case manager may choose to discuss these issues with the youth and foster parent jointly or with each of them individually based on the preferences of the youth and the caseworkers best judgment
3. Documentation should be sufficiently detailed to show that the individual needs and goals have been discussed and to identify any commitments or actions steps
4. This is an evolving process, not a series of reviews, therefore, discussions should begin by reviewing in some way the progress chart prepared on the previous visit
5. Although the statute only requires this document for youth 13 up to age 18, it may be helpful to use it as a guide for discussion for younger children as well
6. Case managers are encouraged to work with child placing agency staff in assisting families in locating resources.
7. There are no "right" or "wrong" answers. Case managers should consider
 - a. Are the goals for the child realistic
 - b. Is there agreement between the goals articulated by the youth and those articulated by the caregiver
 - c. Are the actions consistent with and designed to achieve the goals
 - d. What assistance can the case manager provide
 - e. Have services/referrals been effective
 - f. Is the child/family following up with their plans making reasonable progress toward achieving the goals
 - g. When appropriate, has the birth family been involved in planning
8. Go to www.qpiflorida.com to view the training webcast scheduled for January 24 1:30 PM

