

## ***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.

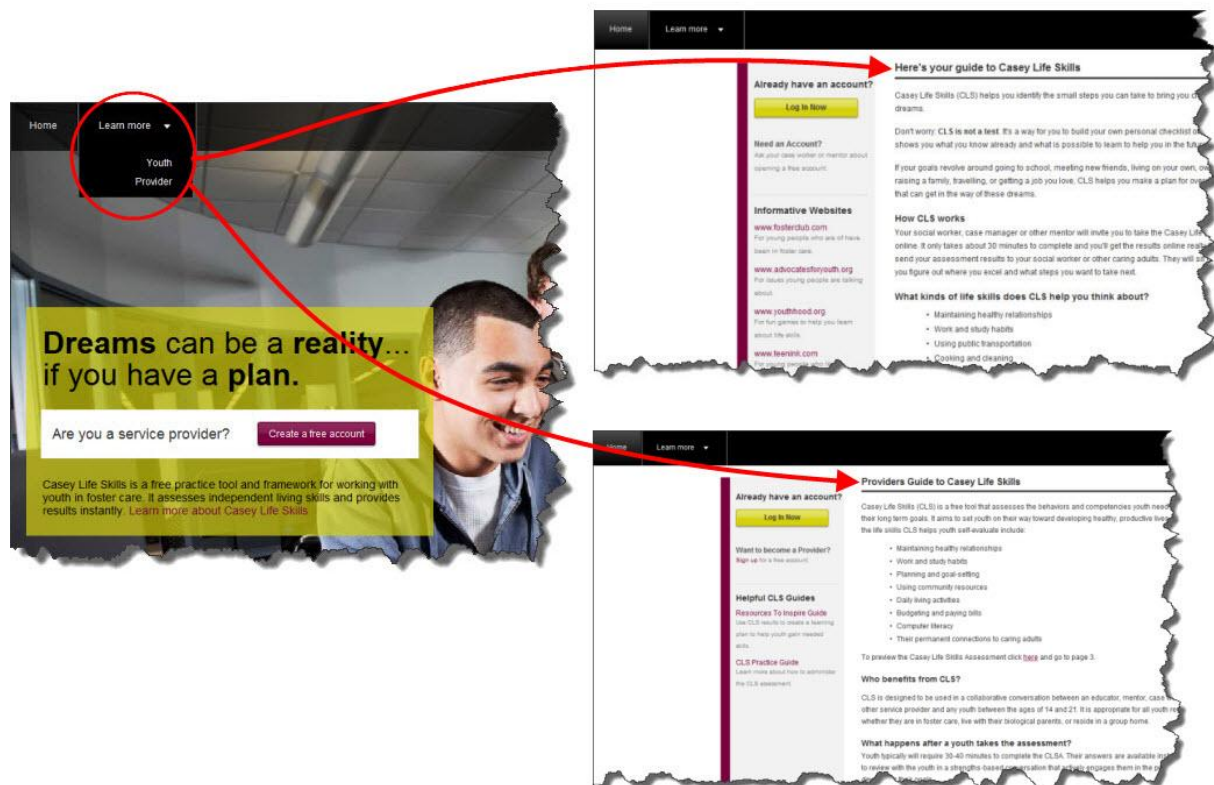
## **Helpful Tools and Guides**

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

## Contents\*

|                                                            |    |
|------------------------------------------------------------|----|
| Overview of Assessments .....                              | 5  |
| Casey Life Skills Assessment (CLSA) .....                  | 5  |
| Additional assessments .....                               | 5  |
| Technical Requirements .....                               | 6  |
| Getting Started.....                                       | 6  |
| Create Provider/Agency and First Caseworker Account.....   | 7  |
| Step1: Create provider profile .....                       | 7  |
| Step 2: Create caseworker account .....                    | 7  |
| Change Provider Profile .....                              | 9  |
| Manage Access to Provider Information.....                 | 10 |
| Add caseworker accounts .....                              | 10 |
| Send email invitation to co-worker to create account ..... | 10 |
| Receive email invitation to create account.....            | 13 |
| Request account from existing provider/agency.....         | 14 |
| Deactivate (and re-activate) users .....                   | 16 |
| Change User Profile.....                                   | 18 |
| Giving Youth the Assessment .....                          | 19 |
| Add youth record .....                                     | 19 |
| Find youth record.....                                     | 22 |
| Start the assessment .....                                 | 23 |
| Option 1: Take assessment on caseworker's computer .....   | 23 |
| Option 2: Caseworker sends email .....                     | 23 |
| Option 3: Youth completes printed assessment.....          | 25 |
| Option 4: Youth logs into his/her own account .....        | 26 |
| Youth takes assessment.....                                | 27 |

---

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

|                                                                     |    |
|---------------------------------------------------------------------|----|
| Reading Youth Assessment Results .....                              | 31 |
| Summary at-a-glance view.....                                       | 31 |
| Specific skill areas statements .....                               | 33 |
| Permanency and Looking Forward statements .....                     | 34 |
| Print Assessment Results .....                                      | 36 |
| Email Assessment Results.....                                       | 38 |
| Manage Assessments.....                                             | 39 |
| Finish youth assessment .....                                       | 39 |
| Mark assessment complete .....                                      | 42 |
| Archive assessments .....                                           | 44 |
| Youth creates his/her CLS account.....                              | 46 |
| Caregiver Assessment.....                                           | 50 |
| Start caregiver assessment.....                                     | 50 |
| Option 1: Caregiver takes assessment on caseworker's computer ..... | 50 |
| Option 2: Caseworker sends email .....                              | 51 |
| Caregiver takes assessment.....                                     | 54 |
| Caregiver Comparison Results .....                                  | 56 |
| Print Caregiver Comparison Report .....                             | 57 |
| Email Comparison Report .....                                       | 59 |
| Finish Caregiver Assessment.....                                    | 60 |
| Group Data Report.....                                              | 60 |

# 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 in 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

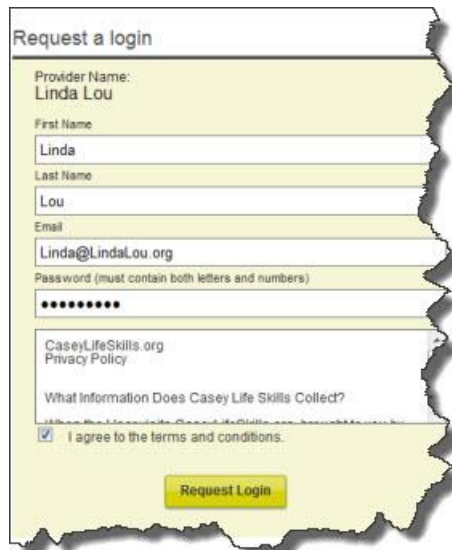
1. From the home page (<http://caseylifeskills.org/>) click **Create a free account**.
2. Enter your agency's name, address and phone number and click the **Sign up now** button.

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



The screenshot shows a web form titled "Request a login". The form fields are as follows:

- Provider Name:** Linda Lou
- First Name:** Linda
- Last Name:** Lou
- Email:** Linda@LindaLou.org
- Password (must contain both letters and numbers):** (masked with dots)
- CaseyLifeSkills.org Privacy Policy:** (link)
- What Information Does Casey Life Skills Collect?** (link)
- Terms and Conditions:** ☒ I agree to the terms and conditions.
- Request Login** button

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 image displays a three-step process for creating a provider account and logging in.   
Step 1: The 'Join or Create Provider' screen shows a list of 'Potential Matches Found' for the keyword 'Linda Lou'. The list includes 'Linda Lou Agency' and 'DFPS Region 3'. A button at the bottom says 'My agency is not listed'.   
Step 2: The 'Request a login' form is shown, which includes fields for 'Provider Name' (Linda Lou), 'First Name' (Linda), 'Last Name' (Lou), 'Email' (Linda@LindaLou.org), and 'Password'. It also has a checkbox for 'I agree to the terms and conditions' and a 'Request Login' button.   
Step 3: The 'Find Youth' page is shown after login. The top bar indicates 'Signed in as Linda Lou'. The main area has a 'Find Youth' search bar and a table with columns for 'Youth Number', 'Last Name', 'First Name', and 'Recent Assessment'. A button 'Add new youth' is visible on the 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](#).

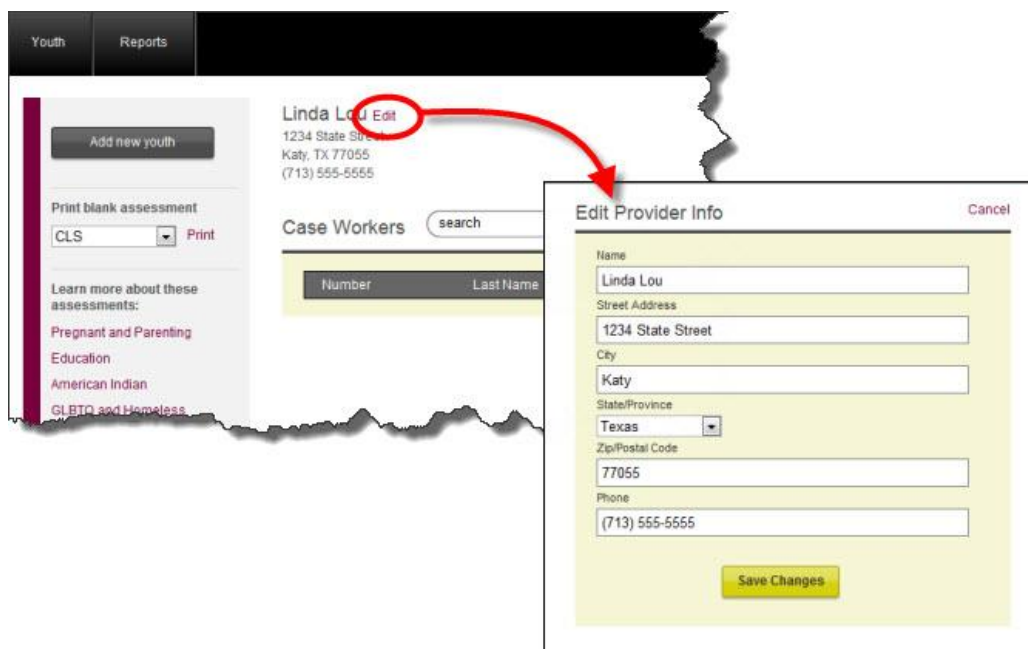
## Change Provider Profile

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.

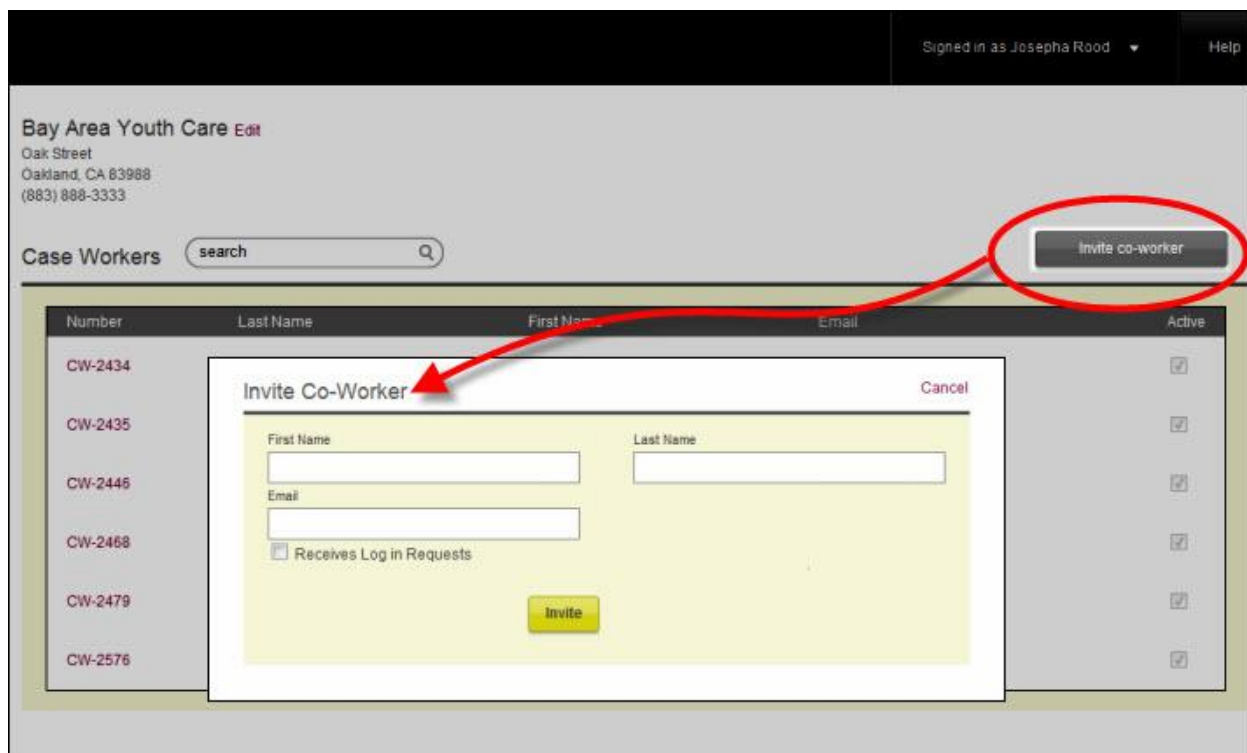
### Send email invitation to co-worker to create account

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**.

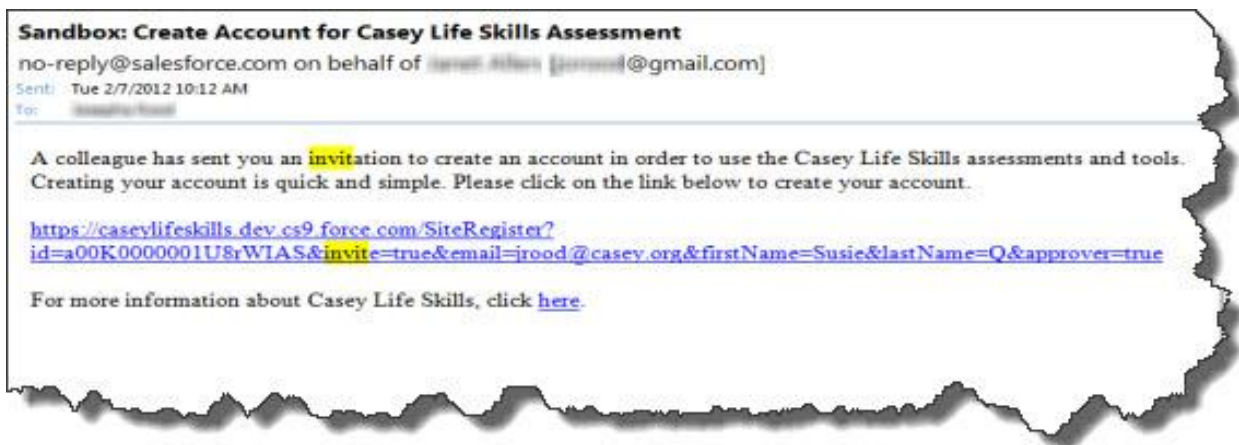


3. Click **Invite co-worker**. The Invite Co-Worker pop-up should appear.



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.

The image shows a screenshot of an email invitation on the left and a 'Request a login' form on the right. A red arrow points from the registration link in the email to the form.

**Email Content:**

**Sandbox: Create Account for Casey Life Skills Assessment**  
no-reply@salesforce.com on behalf of [person]@gmail.com  
Sent: Tue 2/7/2012 10:12 AM  
To: [person]@gmail.com

A colleague has sent you an invitation to create an account in order to use the Casey Life Skills assessments and tools. Creating your account is quick and simple. Please click on the link below to create your account.

<https://caseylifeskills.dev.cs9.force.com/SiteRegister?id=a00K0000001U8rW1A&invite=true&email=jrood@casey.org&firstName=Susie&lastName=Q&approver=true>

For more information about Casey Life Skills, click [here](#).

**Request a login Form:**

Provider Name:  
Linda Lou

First Name  
Linda

Last Name  
Lou

Email  
Linda@LindaLou.org

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

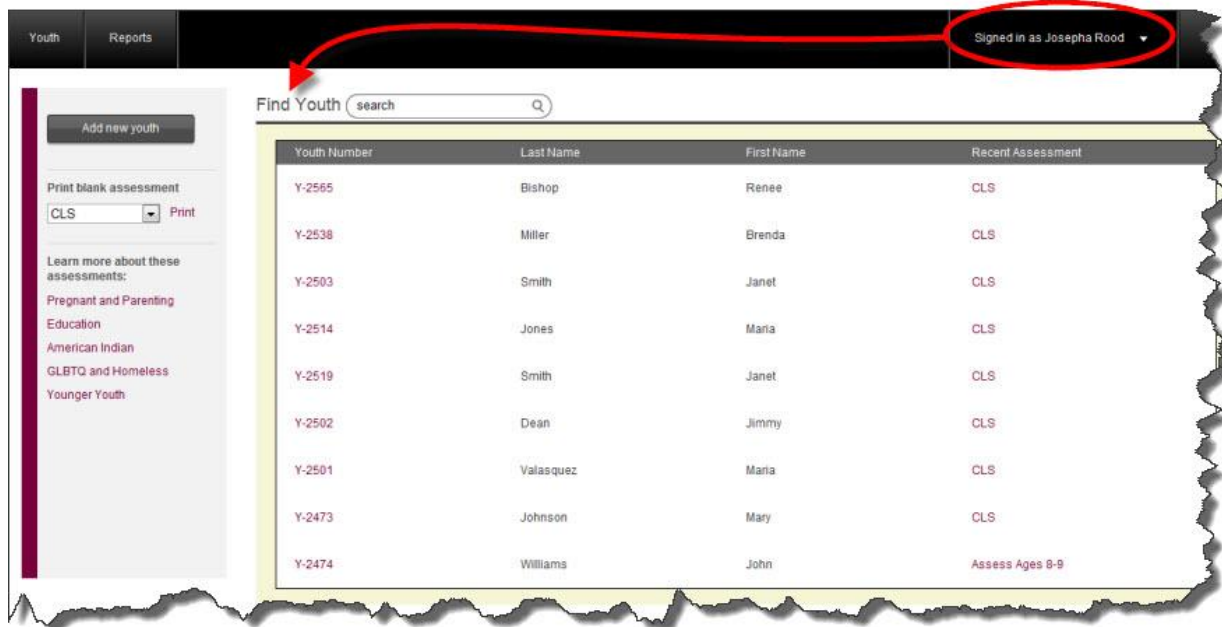
CaseyLifeSkills.org  
Privacy Policy

What Information Does Casey Life Skills Collect?

☒ I agree to the terms and conditions.

**Request Login**

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.

Information 2: Join or Create Provider 3: Personal Information

already exist in our system. Review the potential matches below before creating a new account.

Potential Matches Found

Keyword: test

| Select                              | Provider                                                       |
|-------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> | <b>Testing Agency</b><br>123 Test Road, Testing City, IL 60441 |

Request User Account

2: Join or Create Provider 3: Personal Information

submit this form to request permission to create an account associated with Testing Agency.

Request an Account

Your request will be sent to an administrator from:  
Testing Agency

First Name  
Betty

Last Name  
Crocker

Email  
bettycrocker@crockeragency.com

Request Account

Just sit back and relax. A request has been sent to Linda Lou Agency and is pending approval.

Learn more about Casey Family 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.

Hello,

Betty Crocker is requesting an account for the Casey Life Skills website for Testing Agency.

Please login to the [Casey Life Skills website](#), click on provider profile and send an invite to Betty Crocker at [bettycrocker@crockeragency.com](mailto:bettycrocker@crockeragency.com).

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 94612  
(888) 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      | elcocialwork@gmail.com | <input checked="" type="checkbox"/> |
| CW-2446 | Downs     |            |                        | <input checked="" type="checkbox"/> |
| CW-2468 | Reno      |            |                        | <input checked="" type="checkbox"/> |
| CW-2479 | Tuiala    |            |                        | <input checked="" type="checkbox"/> |
| CW-2576 | Reno      |            |                        | <input checked="" type="checkbox"/> |

#### Edit Co-Worker

[Cancel](#)

First Name

Last Name

Email

☒ Active☐ Receives Log In Requests

# 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**.

The screenshot shows the Bay Area Youth Care website interface. At the top, there is a navigation bar with 'Youth' and 'Reports' tabs. On the right, it says 'Signed in as Randa Downs'. Below this, the user's profile is displayed with the name 'Randa Downs' and an email address 'clsocialwork@gmail.com'. A dropdown menu is open next to the name, showing options: 'My Profile', 'Provider Profile', and 'Logout'. A red circle highlights the 'My Profile' option, and a red arrow points from it to the 'My Profile' form below. The 'My Profile' form contains fields for 'First Name' (Randa), 'Last Name' (Downs), and 'Email' (clsocialwork@gmail.com). There is also a checkbox for 'Receives Log in Requests' which is currently unchecked. A 'Save Changes' button is at the bottom of this section. Below the 'My Profile' section is the 'Change Password' section, which has fields for 'Current Password', 'New Password', and 'Confirm Password', followed by a 'Change Password' button.

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

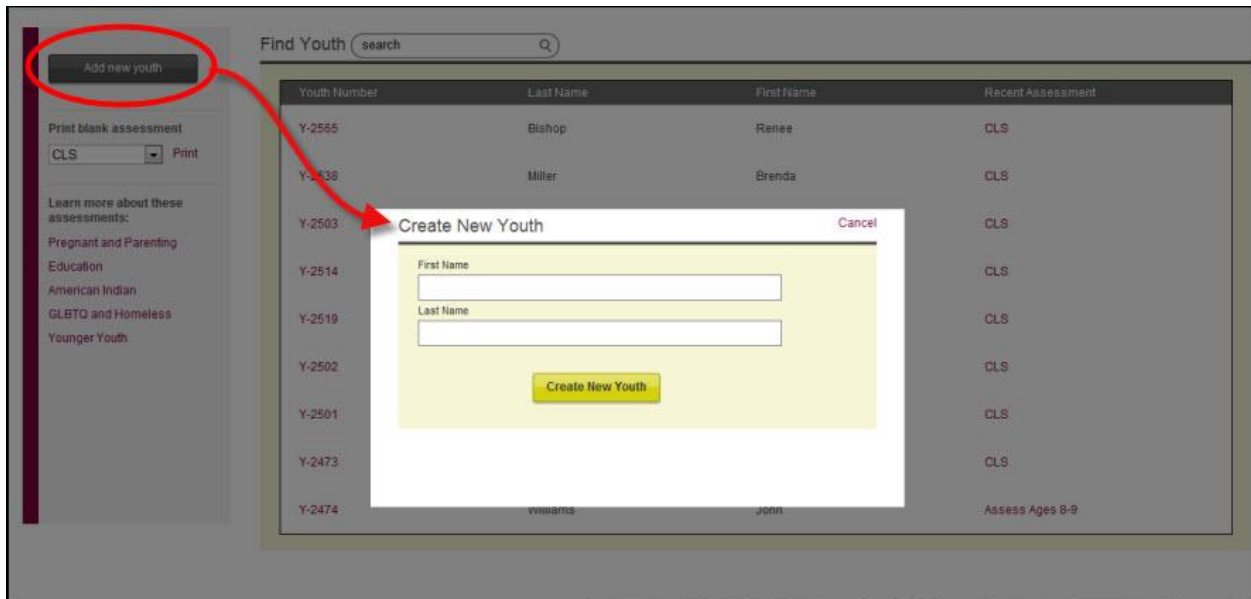
In order for a caseworker to give the youth an assessment the youth must first be added to the system. Once he is added, the caseworker can easily find the youth record, view the youth's history and start or finish an assessment. **Practice Tip:** Go to the [Practice Guide](#) to see the six-step framework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

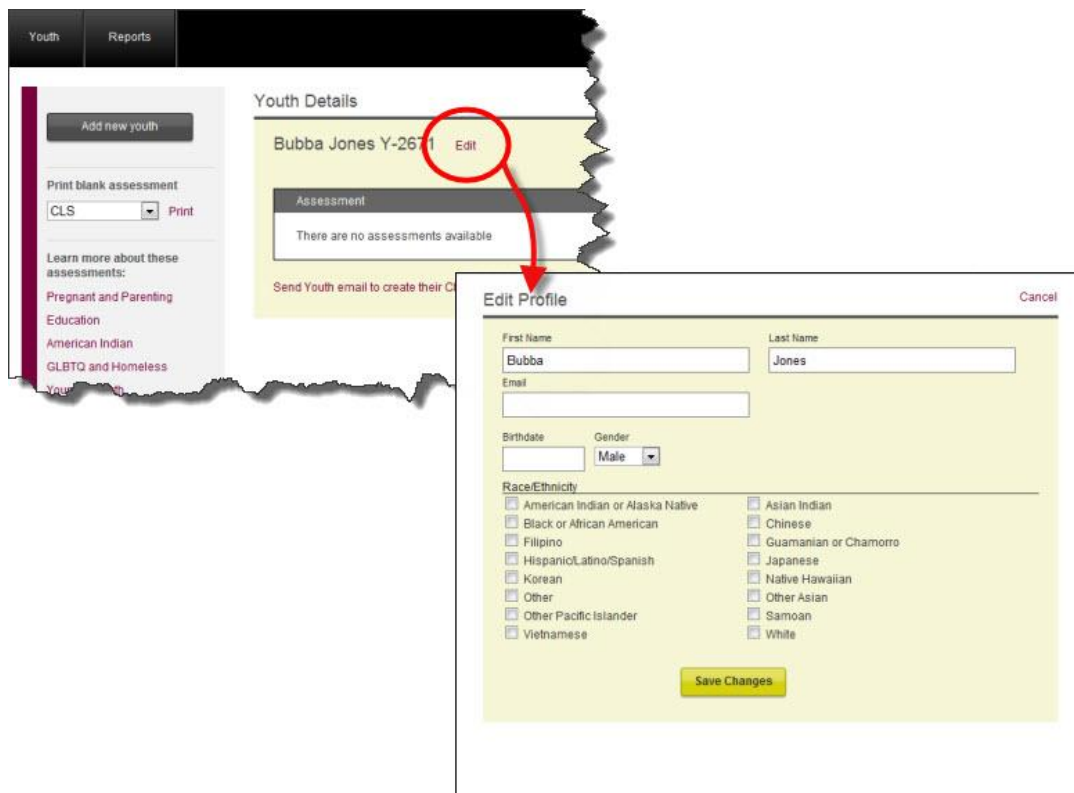
To add a youth to your agency:

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.

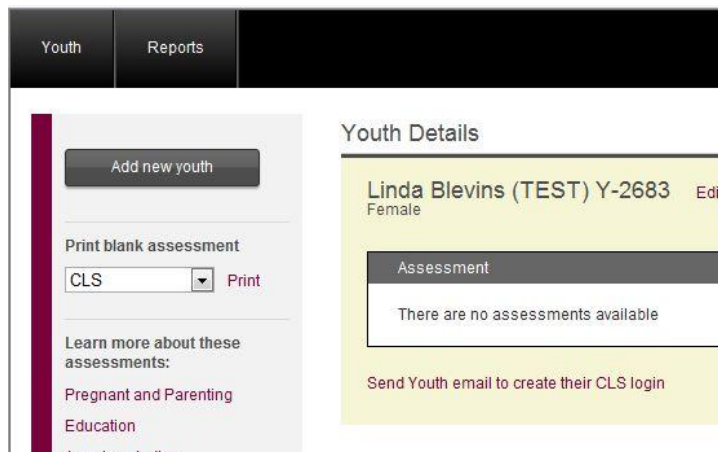


3. Enter the youth's name and click **Create New Youth**. The Youth Details page will appear.
4. **(Optional)** To input the youth's demographic information, click on **Edit** to the right of the youth's name and Youth Number. The Edit Profile page will appear. The email field is not required. The birthdate 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:
  - **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.
  - **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 displays the CLS system interface. At the top, there are tabs for 'Youth' and 'Reports', and a user login status 'Signed in as Josepha Rood'. Below the tabs is a search bar labeled 'Find Youth (search)'. A table lists youth records with columns: Youth Number, Last Name, First Name, and Recent Assessment. The first row, for Samantha Bee (Y-2676), has red circles around the Youth Number and the Recent Assessment 'Healthy Pregnancy'. Red arrows point from these circles to the 'Youth Details' page and the 'Healthy Pregnancy' assessment page respectively.

| 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-2586       | Carr      | Jon        | None              |
| Y-2687       | Wright    | None       | None              |

**Youth Details**  
Samantha Bee Y-2676 Edit  
Female, Age 12  
Begin new assessment: Start now or Send us email

| Assessment                   | Completed | Started  |
|------------------------------|-----------|----------|
| Healthy Pregnancy            | Yes       | 02/09/12 |
| Casey Life Skills Assessment | Yes       | 02/09/12 |

Send Youth email to create their CLS login

**Healthy Pregnancy** - 02/09/12  
Samantha Bee (Y-2676) - See this Youth Case (P-2000)  
Print view Send us email

Legend: Yes, Healthy Yes, Somewhat, Healthy No, No, Unanswered

## Start the assessment

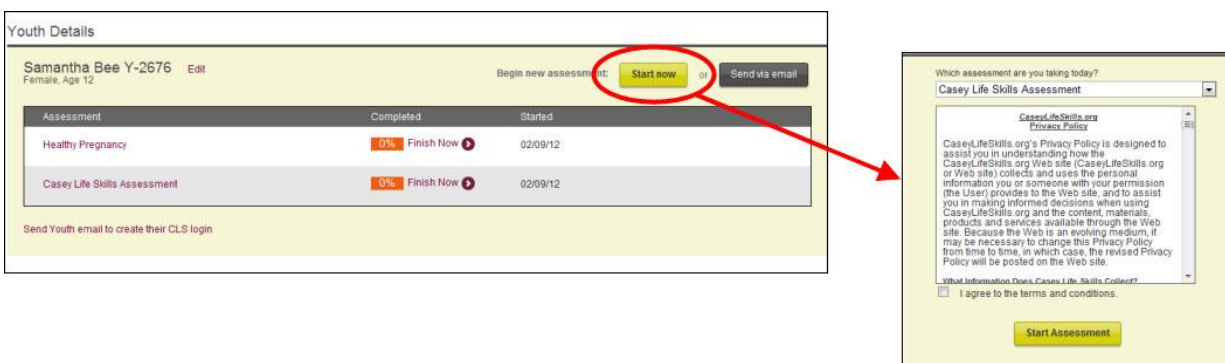
There are four different ways a youth can start taking an assessment.

- 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.

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

The image shows two side-by-side screenshots. The left screenshot is the 'Youth Details' page for Samantha Bee Y-2676, a 12-year-old female. It features a table with assessment data and a 'Send via email' button circled in red. The right screenshot is the 'Send Assessment' form, which includes an email address field (sbee23@yahoo.com), a comment box with a standard welcome message, and a 'Send Email' button.

| Assessment                   | Completed     | Started  |
|------------------------------|---------------|----------|
| Healthy Pregnancy            | 0% Finish Now | 02/09/12 |
| Casey Life Skills Assessment | 0% Finish Now | 02/09/12 |

2. Enter the youth's email address.
3. (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.
4. Click **Send Email**. The youth is sent an email containing a link to the assessment page. See section [Youth Takes Assessment](#).

The image shows an email titled 'Casey Life Skills assessment' from 'CaseyLifeSkills@casey.org'. The body of the email contains a welcome message and a link to the assessment page: [https://caseylifefskills.secure.force.com/clsa\\_public\\_noEmailLogin?id=a02U00000001qpgDIAQ](https://caseylifefskills.secure.force.com/clsa_public_noEmailLogin?id=a02U00000001qpgDIAQ).

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

The image shows the 'Find Youth' page with a sidebar containing 'Add new youth', 'Print blank assessment', and 'Learn more about these assessments'. The main content area shows the 'Youth Details' for Linda Blevins (TEST) Y-2683, a 12-year-old female, with a message stating 'There are no assessments available' and a link to 'Send Youth email to create their CLS login'.

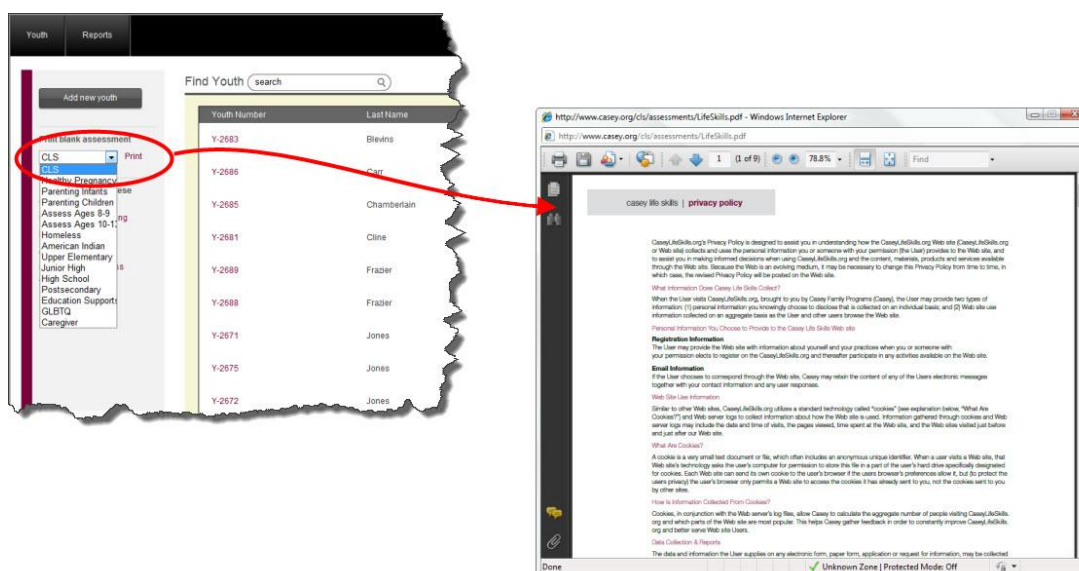


### Option 3: Youth completes printed assessment

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.

Already have an account? **Sign in**

Casey Life Skills

Email  
clismaryj@gmail.com

Password  
I forgot my password

**Log in**

My Assessments

Test Phoenix

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

Bay Area Youth Care (Test)

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

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.

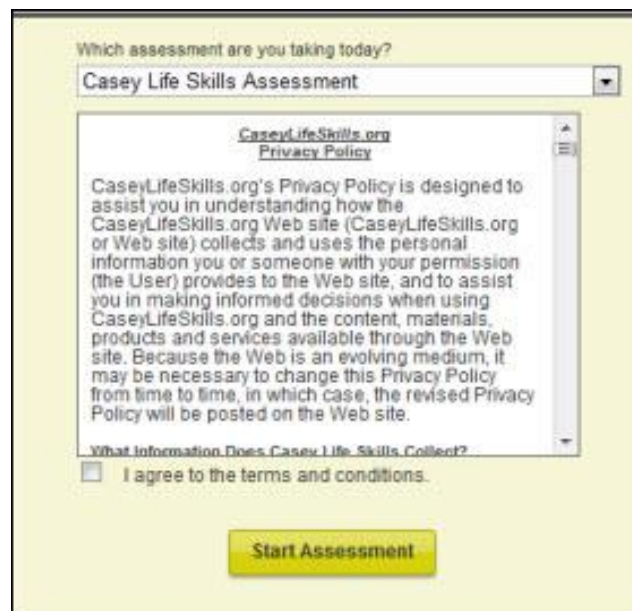
See [Youth Takes Assessment](#).

## 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 screenshot shows a web form titled "Which assessment are you taking today?". Below the title is a dropdown menu with "Casey Life Skills Assessment" selected. The main content area contains the "CaseyLifeSkills.org Privacy Policy" text, which explains the site's data collection and usage policies. At the bottom of the form, there is a checkbox labeled "I agree to the terms and conditions." and a yellow "Start Assessment" button.

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:

Email:

Birthdate:  Gender:  ▼

**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                 |

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.

Casey Life Skills Assessment

1 Daily Living 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

9 of 18

ARE THE FOLLOWING STATEMENTS LIKE THE YOUTH?

|                                                                                                                | NO | MOSTLY NO | SOMEWHAT | MOSTLY YES | YES |
|----------------------------------------------------------------------------------------------------------------|----|-----------|----------|------------|-----|
| Youth can speak up for themselves.                                                                             |    |           |          |            |     |
| Youth knows how to act in social or professional situations.                                                   |    |           |          |            |     |
| Youth knows how to show respect to people with different beliefs, opinions, and cultures.                      |    |           |          |            |     |
| Youth can describe their racial and ethnic identity.                                                           |    |           |          |            |     |
| Youth can explain the difference between sexual orientation and gender identity.                               |    |           |          |            | ✓   |
| The youth has friends they like to be with who help them feel valued and worthwhile.                           |    |           |          |            | ✓   |
| The youth is a part of a family and they care about each other.                                                |    | ✓         |          |            |     |
| Youth can get in touch with at least one family member when they want to.                                      |    | ✓         |          |            |     |
| The youth has friends or family to spend time with on holidays and special occasions.                          |    |           | ✓        |            |     |
| Youth knows at least one adult they can depend on when they exit care.                                         |    |           |          |            |     |
| Youth knows an adult who could be a grandparent, aunt or uncle to their children now or their future children. |    |           |          |            |     |
| The youth's relationships are free from hitting, slapping, shoving, being made fun of, or name calling.        |    |           |          |            |     |
| The youth knows what the signs of an abusive relationship are.                                                 |    |           |          |            |     |
| Youth knows what their legal permanency goal is.                                                               |    |           |          |            |     |

- 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

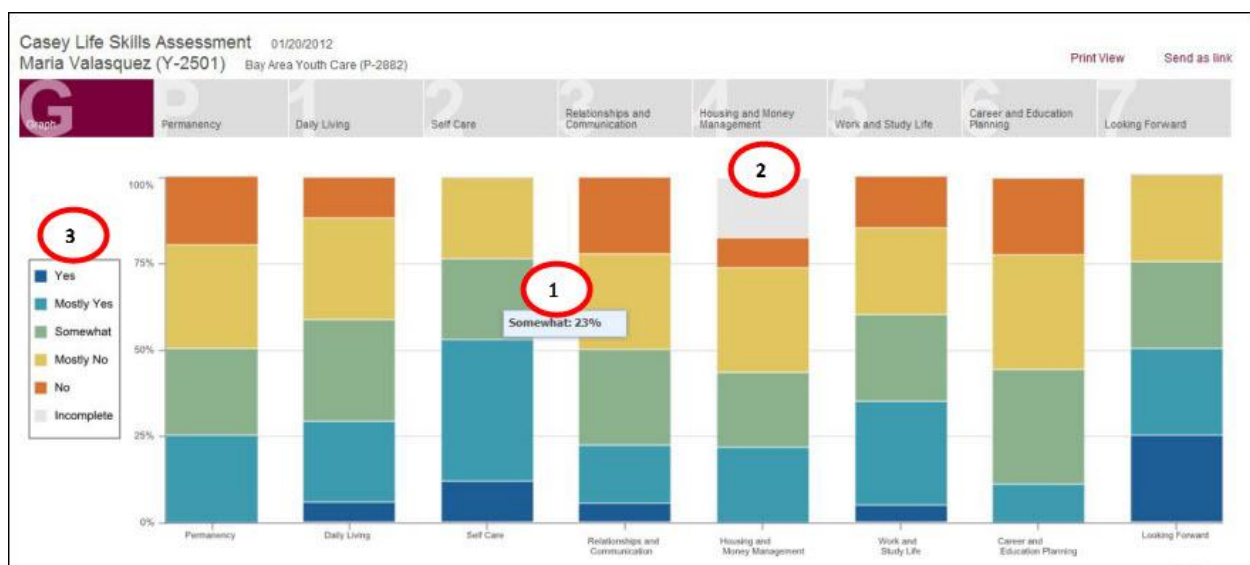
The assessment results appear **immediately** after the youth clicks Save Assessment or Finish Assessment. Even if the youth does not complete the entire assessment the results will show for those areas that are complete. There is a **Summary** view and a **Detail** view of the results.

## 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.

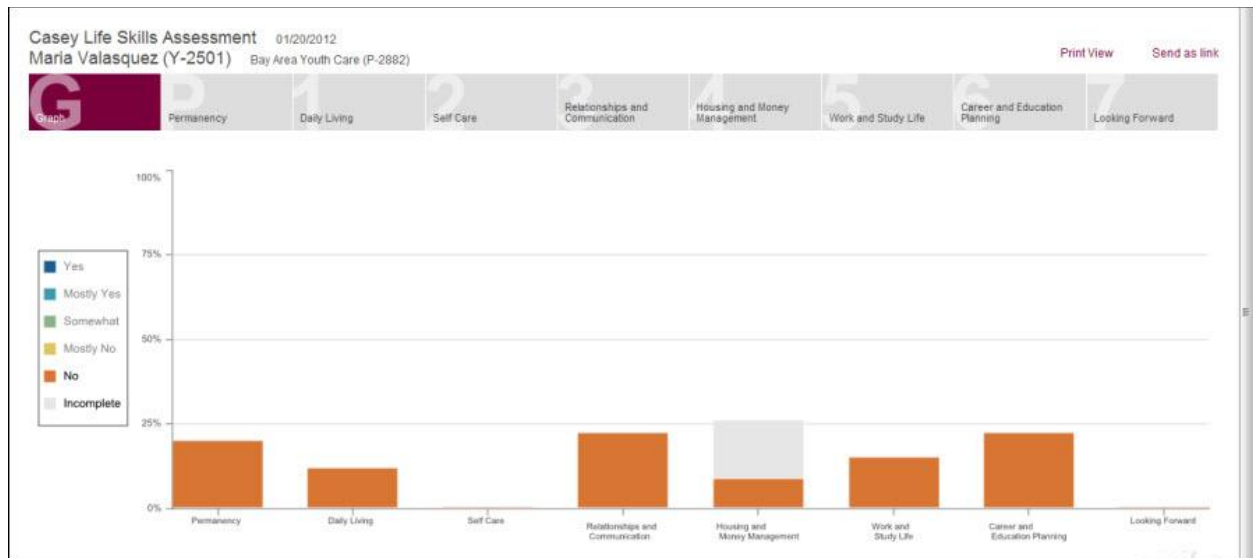
The first page of the assessment results shows an at-a-glance view of how the youth answered the assessment items.

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.

Casey Life Skills Assessment 01/20/2012  
Maria Valasquez (Y-2501) Bay Area Youth Care (P-2882)

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

Download Self Care Resource Guide (PDF)

Self Care average 3.41

STATEMENTS

- I know when it is better to go to a doctor's office instead of the emergency room.
- I can get myself away from harmful situations.
- I know how to make my own medical and dental appointments.
- I know my family medical history.
- I know how to get health insurance when I am older than 18.
- I bathe (wash up) daily.
- I brush my teeth daily.
- I have a place to go when I feel unsafe.
- I can turn down a sexual advance.
- I can get medical and dental care when I need it.
- I have at least one adult friend or relative who would visit me if I were in the hospital.
- I know how to get the benefits I am eligible for, such as Social Security, Medicaid, Temporary Assistance for Needy Families (TANF), and Education and Training Vouchers (ETV).
- I know ways to protect myself from sexually transmitted diseases (STDs).
- I can take care of my own minor injuries and illnesses.
- 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 know how to prevent getting pregnant or getting someone else pregnant.
- I know where to go to get information on sex or pregnancy.

RESPONSES

- YES
- MOSTLY YES
- SOMEWHAT
- MOSTLY NO

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](#).

Casey Life Skills Assessment 01/20/2012  
 Maria Valasquez (Y-2501) Bay Area Youth Care (P-2882) [Print View](#) [Send as link](#)

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

[Download Self Care Resource Guide \(PDF\)](#) Self Care average **3.41**

| STATEMENTS                                                                         | RESPONSES  |
|------------------------------------------------------------------------------------|------------|
| I know when it is better to go to a doctor's office instead of the emergency room. | YES        |
| I can get myself away from harmful situations.                                     |            |
| I know how to make my own medical and dental appointments.                         | MOSTLY YES |
| I know my family medical history.                                                  |            |
| I know how to get health insurance when I am older than 18.                        |            |
| I bathe (wash up) daily.                                                           |            |
| I brush my teeth daily.                                                            |            |
| I have a place to go when I feel unsafe.                                           |            |
| I can ask for a social advocate.                                                   |            |

## 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.

Casey Life Skills Assessment 01/20/2012  
 Maria Valasquez (Y-2501) Bay Area Youth Care (P-2882) [Print View](#) [Send as link](#)

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

[Download CLS Resources to Inspire Guide](#) Permanency average **2.55**

| STATEMENTS                                                                                                                                                 | RESPONSES  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| An adult I trust, other than my worker, checks in with me regularly.                                                                                       | MOSTLY YES |
| I know what my legal permanency goal is.                                                                                                                   |            |
| I know an adult who would help me if I had a financial emergency.                                                                                          |            |
| I have an adult in my life who cares about how I am doing at school or work.                                                                               |            |
| I know an adult who will help me apply for training or education after high school.                                                                        | SOMEWHAT   |
| 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.                                  |            |
| I have at least one adult friend or relative who would visit me if I were in the hospital.                                                                 |            |
| I am a part of a family and we care about each other.                                                                                                      |            |
| I have information about my family members.                                                                                                                |            |
| I have talked about my education plans with an adult who cares about me.                                                                                   | MOSTLY NO  |
| 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 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 an adult who could live with for a few days or weeks if I needed to.                                                                                |            |

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

Casey Life Skills Assessment 01/20/2012  
Maria Valasquez (Y-2501) Bay Area Youth Care (P-2882)

Graph 1 2 3 4 5 6 7 Looking Forward

Download CLS Resources to Inspire Guide

Looking Forward average 3.5

**STATEMENTS**

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.

**RESPONSES**

YES

MOSTLY YES

SOMEWHAT

MOSTLY NO

- 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.

https://caseylifefskills.secure.force.com/clsa\_assessmentResponsesPrint?id=a07U000000061gLmIAI&do - Windows Internet Explo...

https://caseylifefskills.secure.force.com/clsa\_assessmentResponsesPrint?id=a07U000000061gLmIAI&domain=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%         |

Done Internet | Protected Mode: Off 100%

# 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.



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.

|       |         |                           |    |
|-------|---------|---------------------------|----|
| YOUTH | Reports | Signed in as Josepha Rood | Hi |
|-------|---------|---------------------------|----|

Add new youth

Print blank assessment  
CLS
Print

Learn more about these assessments:  
Pregnant and Parenting  
Education  
American Indian  
GLBTQ and Homeless  
Younger Youth

Find Youth

| 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              |

- 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.
- 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.*

- Click the **Youth Number** and you will be taken to the **Youth Details** page.
- 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 a youth assessment. It starts with a 'Find Youth' search bar and a list of youth. A red circle highlights youth Y-2676, with an arrow pointing to the 'Youth Details' view. In the details view, a red circle highlights the 'Finish Now' button for the 'Healthy Pregnancy' assessment, with an arrow pointing to the assessment form.

**Youth List:**

| Youth Number | Last Name | First Name | Recent Assessment |
|--------------|-----------|------------|-------------------|
| Y-2674       | Stephens  | Owen       | None              |
| Y-2673       | Welch     | Raquel     | None              |
| Y-2502       | Dean      | Jimmy      | CLS               |
| Y-2676       | Bee       | Samantha   | Healthy Pregnancy |
| Y-2595       | Bishop    | Renee      | CLS               |
| Y-2538       | Miller    | Brenda     | CLS               |
| Y-2503       |           |            |                   |
| Y-2514       |           |            |                   |
| Y-2519       |           |            |                   |
| Y-2501       |           |            |                   |
| Y-2473       |           |            |                   |
| Y-2474       |           |            |                   |

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

Begin new assessment: **Start now** or **Send via email**

| Assessment                   | Completed              | Started  |
|------------------------------|------------------------|----------|
| Healthy Pregnancy            | 100% <b>Finish Now</b> | 02/09/12 |
| Casey Life Skills Assessment | 100% <b>Finish Now</b> | 02/09/12 |

Send Youth email to create their CLS login

**Healthy Pregnancy Assessment Form:**

1 Medical 2 Daily Habits and Care 3 Safety and Well-Being

ARE THE FOLLOWING STATEMENTS LIKE ME?

|                                                                                        | NO | MOSTLY NO | SOMEWHAT | MOSTLY YES | YES |
|----------------------------------------------------------------------------------------|----|-----------|----------|------------|-----|
| I keep my prenatal appointments.                                                       |    |           |          |            |     |
| I can reschedule an appointment, if necessary.                                         |    |           |          |            |     |
| I take prenatal vitamins on a regular basis.                                           |    |           |          |            |     |
| I ask questions of my doctor if I don't understand something.                          |    |           |          |            |     |
| I know the signs of labor and birth.                                                   |    |           |          |            |     |
| I know what to do when I begin labor and delivery.                                     |    |           |          |            |     |
| I listen to my doctor's advice more than my friends' advice about my pregnancy.        |    |           |          |            |     |
| I know the signs of urinary tract and vaginal infections.                              |    |           |          |            |     |
| I know what kind of medicine to take if I catch a cold during my pregnancy.            |    |           |          |            |     |
| I can name at least two things I need to pack for the hospital before labor and birth. |    |           |          |            |     |
| I know how to tell if my water breaks.                                                 |    |           |          |            |     |
| I have a responsible friend or relative who will be near me during labor and birth.    |    |           |          |            |     |
| I know how to use a thermometer to take my temperature.                                |    |           |          |            |     |

**Save assessment** **Next**

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.

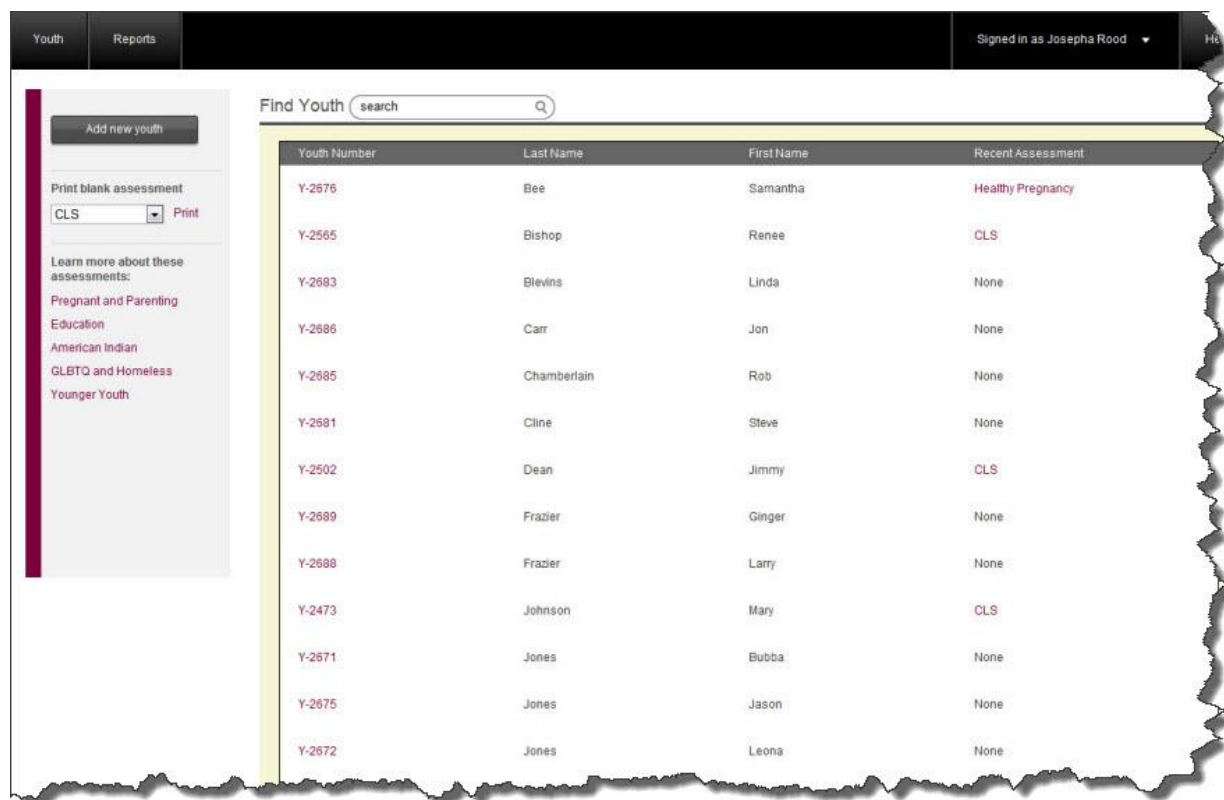
## Mark assessment complete

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.



| Youth Number | Last Name   | First Name | Recent Assessment |
|--------------|-------------|------------|-------------------|
| Y-2676       | Bee         | Samantha   | Healthy Pregnancy |
| Y-2565       | Bishop      | Renee      | CLS               |
| Y-2693       | 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 'Find Youth' search bar at the top. Below it is a table with columns: Youth Number, Last Name, First Name, and Recent Assessment. The table lists several youth, with Y-2676 (Samantha Bee) highlighted by a red circle. A red arrow points from this circle to the 'Youth Details' page for Y-2676. In the 'Youth Details' page, under the 'Assessment' section, the 'Casey Life Skills Assessment' row shows a '0%' completion status. To the right of the 'Started' date (02/09/12), there is a red circle around the 'MARK COMPLETE' link, with a 'Delete' link next to it.

| 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-2555       | Bishop    | Renee      | CLS               |
| Y-2538       | Miller    | Brenda     | CLS               |
| Y-2503       | Smith     | Janet      | CLS               |
| Y-2514       |           |            |                   |
| Y-2519       |           |            |                   |
| Y-2501       |           |            |                   |
| Y-2473       |           |            |                   |
| Y-2474       |           |            |                   |

| Assessment                   | Completed     | Started  |
|------------------------------|---------------|----------|
| Healthy Pregnancy            | 02/20/12      | 02/09/12 |
| Casey Life Skills Assessment | 0% Finish Now | 02/09/12 |

- 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. The 'Assessment' section now shows the 'Casey Life Skills Assessment' with a 'Completed' date of 02/09/12, which is circled in red. The 'Started' date remains 02/09/12. The 'MARK COMPLETE' link is no longer visible, indicating the assessment has been successfully marked as complete.

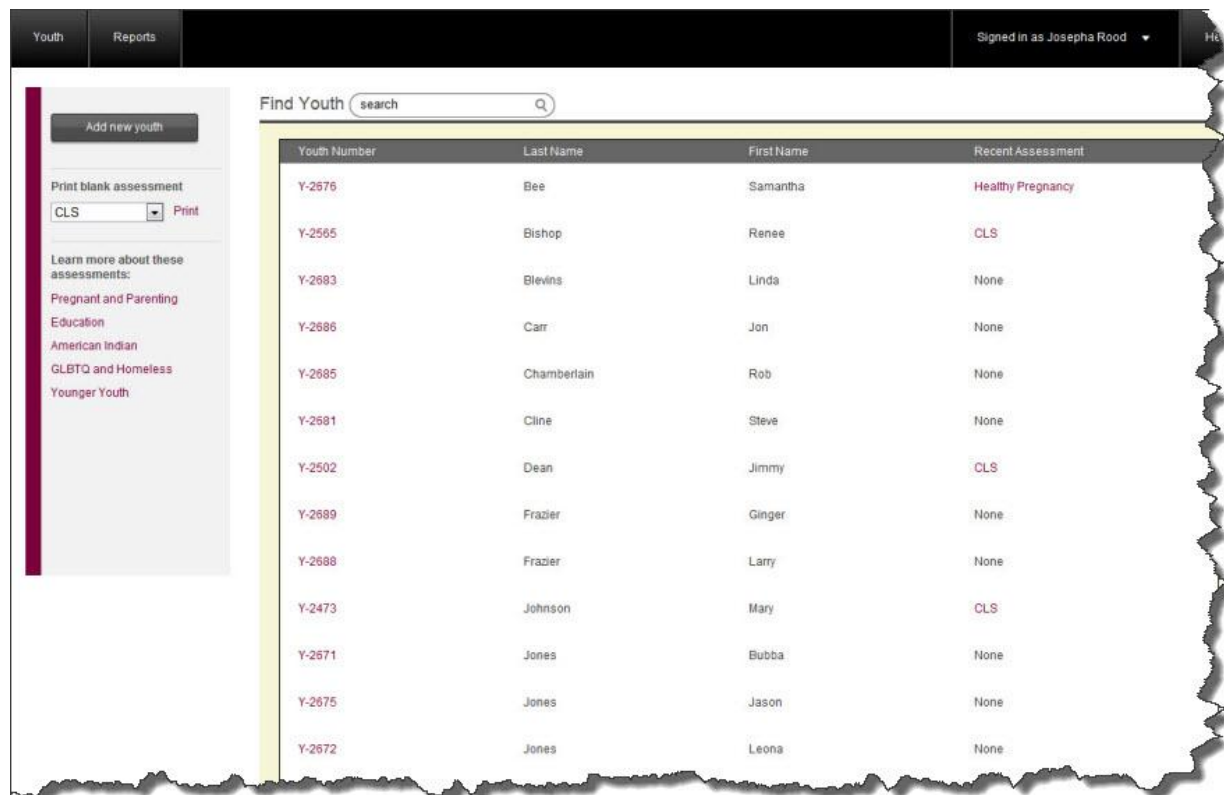
| Assessment                   | Completed | Started  |
|------------------------------|-----------|----------|
| Healthy Pregnancy            | 02/20/12  | 02/09/12 |
| Casey Life Skills Assessment | 02/09/12  | 02/09/12 |

## 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.



| Youth Number | Last Name   | First Name | Recent Assessment |
|--------------|-------------|------------|-------------------|
| Y-2676       | Bee         | Samantha   | Healthy Pregnancy |
| Y-2565       | Bishop      | Renee      | CLS               |
| Y-2693       | Blevins     | Linda      | None              |
| Y-2686       | Carr        | Jon        | None              |
| Y-2695       | 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](#)

- 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 |

[Show Deleted Assessments](#)

[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 |

[Restore](#)

[Hide Deleted Assessments](#)

[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**.

**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 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](#)

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

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





- 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

| 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    |
| 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 [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="#">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**.

**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](#) [Send via email](#)

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.

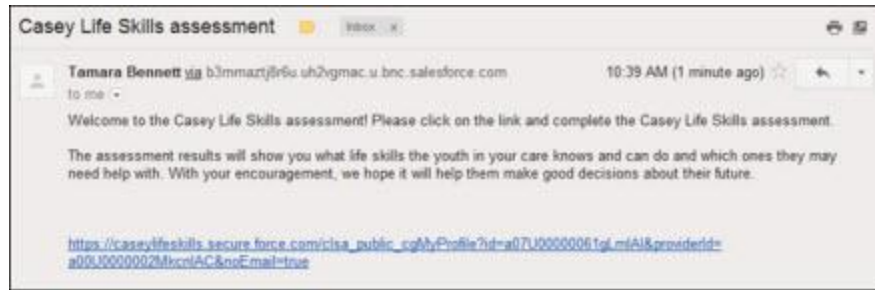
**Send Assessment** [Cancel](#)

Email  
bmiller@gmail.com

Comment  
Welcome to the Casey Life Skills assessment! Please click on the link and complete the Casey Life Skills assessment.  
The assessment results will show you what life skills the youth in your care knows and can do and

[Send Email](#)

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.

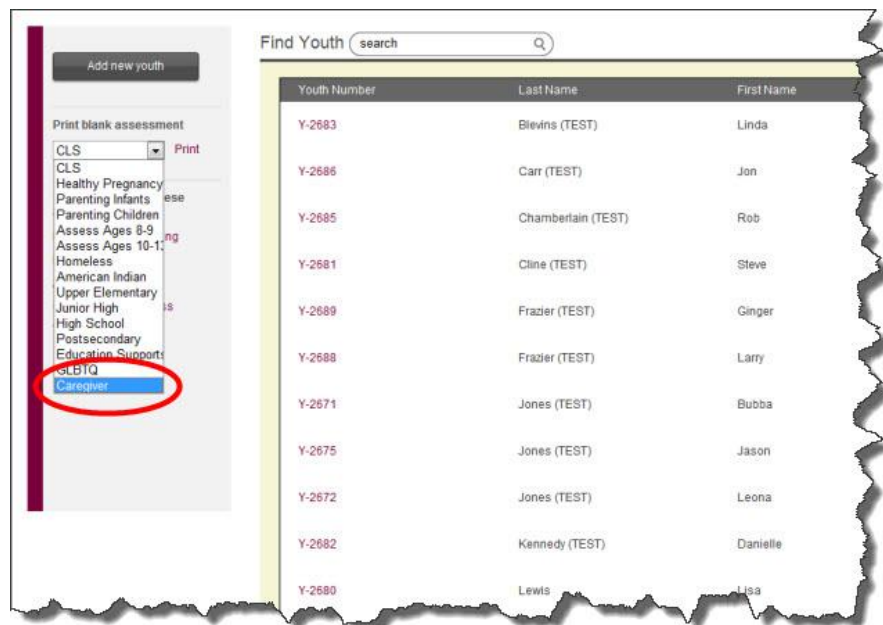


### Option 3: Caregiver completes printed assessment

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.*

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).

| Casey Life Skills Assessment                                                                                                            |           |                                 |                              |                     |                               |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------|------------------------------|---------------------|-------------------------------|-----------------|
| 1                                                                                                                                       | 2         | 3                               | 4                            | 5                   | 6                             | 7               |
| Daily Living                                                                                                                            | Self Care | Relationships and Communication | Housing and Money Management | Work and Study Life | Career and Education Planning | Looking Forward |
| ARE THE FOLLOWING STATEMENTS LIKE THE YOUTH?                                                                                            |           |                                 |                              |                     |                               |                 |
| NO                                                                                                                                      |           |                                 |                              |                     |                               |                 |
| MOSTLY NO                                                                                                                               |           |                                 |                              |                     |                               |                 |
| SOMEWHAT                                                                                                                                |           |                                 |                              |                     |                               |                 |
| MOSTLY YES                                                                                                                              |           |                                 |                              |                     |                               |                 |
| YES                                                                                                                                     |           |                                 |                              |                     |                               |                 |
| Youth knows where to go to 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.

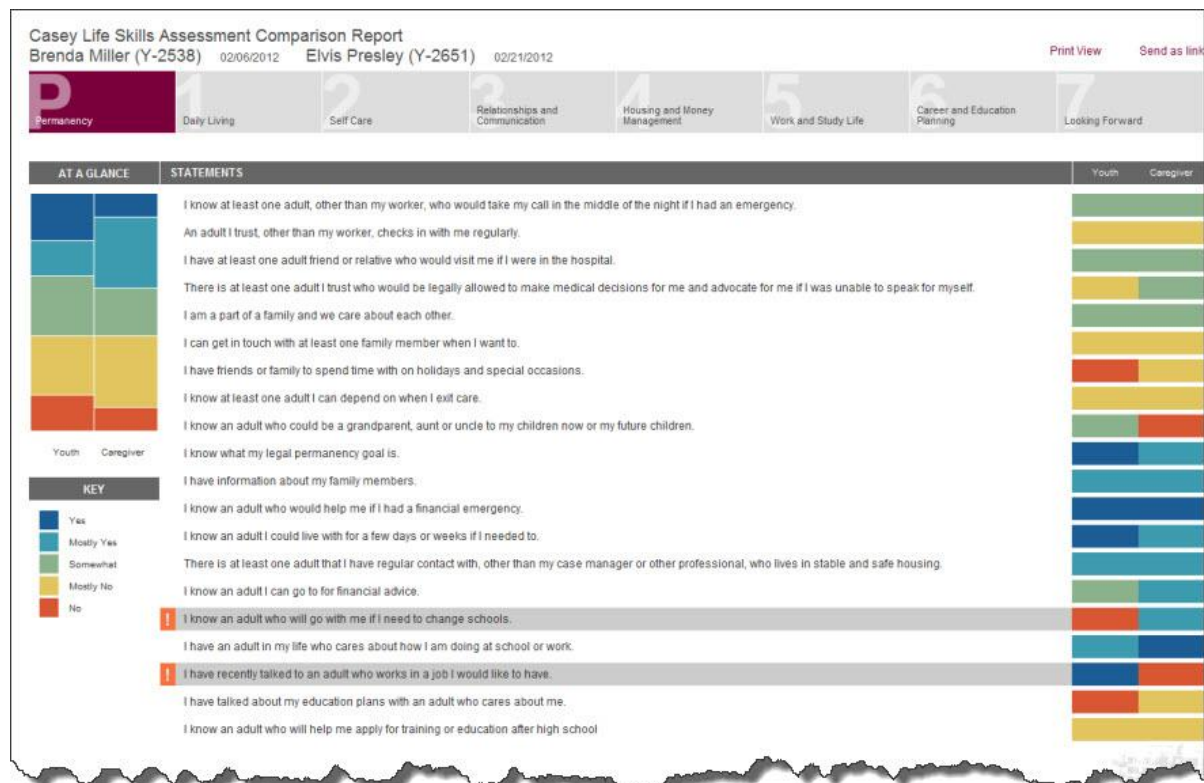
*Note: More than one caregiver can take the assessment on behalf of a youth; links to all caregiver reports will be on the **Youth Details** page.*

# 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. Miller's 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.

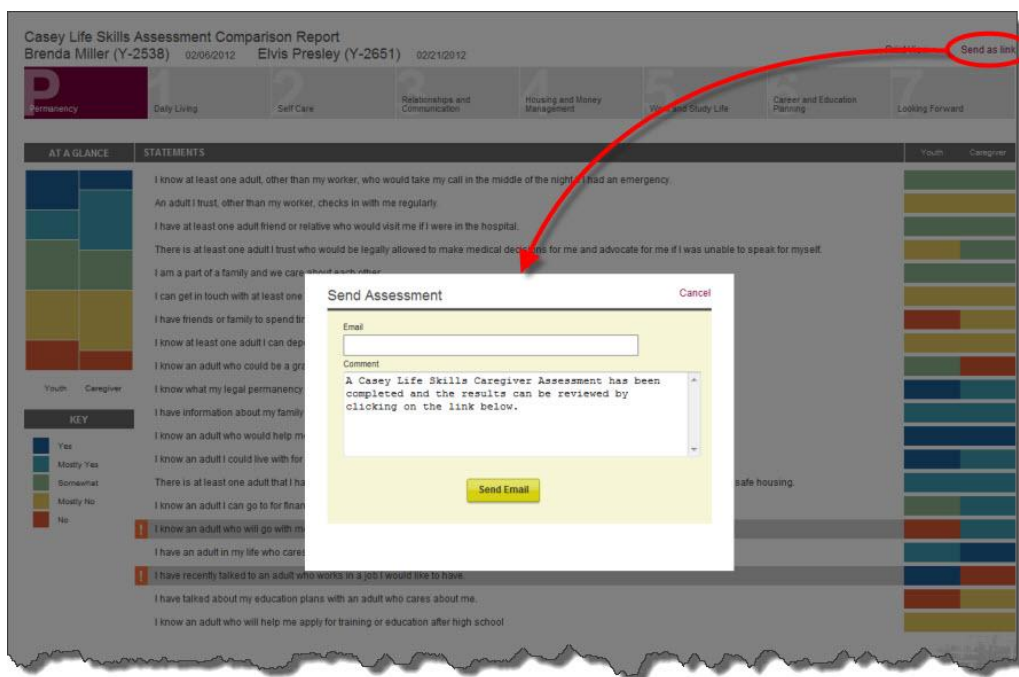
*Note: The print view does not use the color coding that appears on the assessment result. This may improve readability when printed.*



# Email Comparison Report

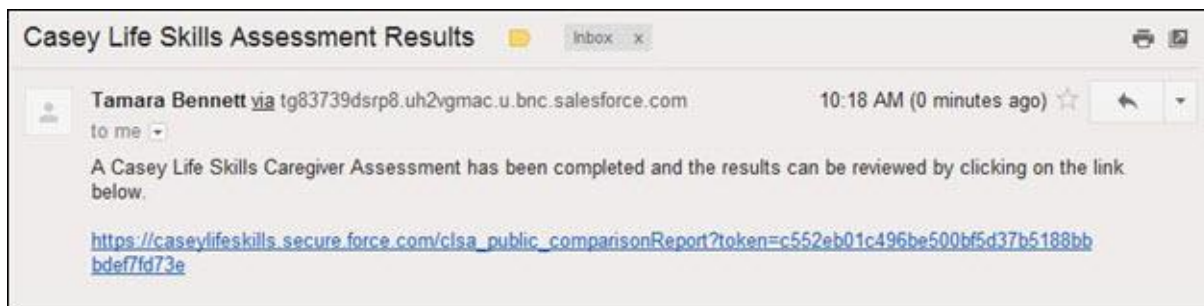
The caregiver comparison report can be **emailed to anyone** even if they do not have an account on the CLS website. The email includes a **link to the results**; it will not be an attached file. The results cannot be saved as a file. They can only be printed or sent in an email as a link.

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.*



# 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.*

The screenshot shows the 'Youth Details' page for Brenda Miller Y-2538, a 16-year-old female. At the top right, there are buttons for 'Begin new assessment: Start now' and 'Send via email'. Below this is a table of assessment history:

| Assessment                         | Completed      | Started  |
|------------------------------------|----------------|----------|
| Casey Life Skills Assessment       | 02/06/12       | 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 |

A red circle highlights the 'Finish Now' button next to the 'Comparison Report, Denise Robinson' assessment. At the bottom of the page, there are buttons for 'Send Youth email to create their CLS login' and 'Begin caregiver assessment: Start now' or 'Send via email'.

## 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

Type: CLS From: 2/1/2012 To: 2/21/2012 Go Total Assessments Completed: 4

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

Group Data Report

Type: **CLS**

- CLS
- Healthy Pregnancy
- Parenting Infants
- Parenting Children
- Assess Ages 8-9
- Assess Ages 10-13
- Homeless
- Native
- American Indian
- Upper Elementary
- Junior High
- High School
- Postsecondary
- Education Supports
- GLBTQ
- Chinese

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**.

Group Data Report

Type: **CLS**  From: 2/1/2012 To: 2/21/2012  Total

February 2012

| Su | Mo | Tu | We | Th | Fr | Sa | SubTotal |
|----|----|----|----|----|----|----|----------|
|    |    |    | 1  | 2  | 3  | 4  |          |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 | 0        |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |          |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 0        |
| 26 | 27 | 28 | 29 |    |    |    |          |
| 0  | 1  | 0  | 1  |    |    |    |          |

American Indian or Alaska Native

Asian Indian

Black or African American

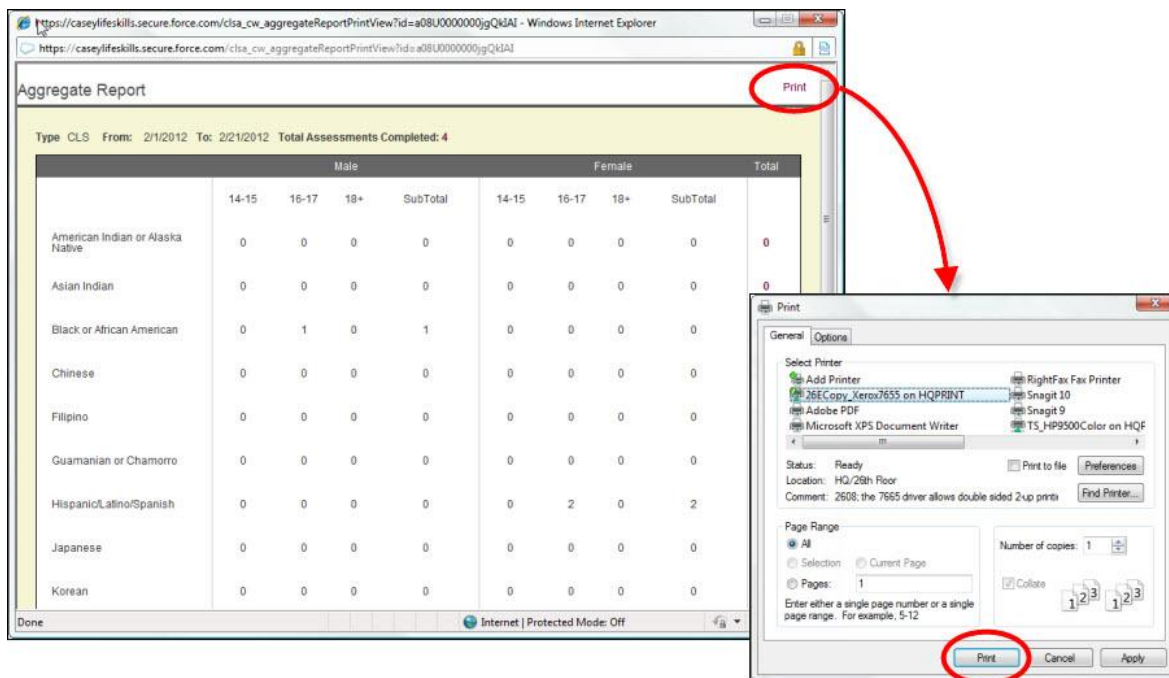
The report will **show completed assessments** by ethnicity and age ranges. To learn how to add completed assessments to your report read the [Mark Assessment Complete](#) section.

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  |                               |       |        |       |          |       |       |     |          |       |   |
| 2  | Race                          | Male  | Female | Total |          |       |       |     |          |       |   |
| 3  | 0                             | 14-15 | 16-17  | 18+   | SubTotal | 14-15 | 16-17 | 18+ | SubTotal | Total |   |
| 4  | American Indian               | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 5  | Asian Indian                  | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 6  | Black or African American     | 0     | 1      | 0     | 1        | 0     | 0     | 0   | 0        | 0     | 1 |
| 7  | Chinese                       | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 8  | Filipino                      | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 9  | Guamanian or Pacific Islander | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 10 | Hispanic/Latino               | 0     | 0      | 0     | 0        | 0     | 2     | 0   | 2        | 2     | 2 |
| 11 | Japanese                      | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 12 | Korean                        | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 13 | Native Hawaiian               | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 14 | Other                         | 0     | 0      | 0     | 0        | 0     | 1     | 0   | 1        | 1     | 1 |
| 15 | Other Asian                   | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 16 | Other Pacific Islander        | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 17 | Samoan                        | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 18 | Vietnamese                    | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 19 | White                         | 0     | 0      | 0     | 0        | 0     | 0     | 0   | 0        | 0     | 0 |
| 20 | Multi-Racial                  | 0     | 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:
  - a. Click **Print View**; the print view will open in a new window.
  - b. 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.