

**PIP Workgroup Worksheet –Assessment & Case Management  
Development of Independent Living Skills**

Issues	Related Item , Systemic Factor or Data Indicator	Possible Action Steps	Method of Measuring	Responsible Party
<p>Placement of older wards in living situations that do not support independent living needs or the development of skills</p>	<p>Ongoing assessment of independent living skills and needs are were not occurring in 31% of cases Services were not being offered in 30% of cases</p> <p>Insufficient preparation for emancipation</p> <p>Services not being provided to all eligible youth</p> <p>Lack of training regarding meeting the needs of adolescents &amp; teaching them basic life skills</p>	<p>Engagement of the youth in the planning process:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular contact and meaningful dialogue by the CWS/provider</li> <li><input type="checkbox"/> Use of the family team concept and inclusion of all parties that are important to the youth</li> <li><input type="checkbox"/> Quarterly convening of the family team for discussion and evaluation related to the youth's movement to self sufficiency</li> <li><input type="checkbox"/> Revision of service plan task sheets, case record documentation and notification to the court, when necessary, following each contact</li> <li><input type="checkbox"/> Development of contingency planning when it is documented that a youth is not meeting their service plan objectives</li> </ul>	<p>Quarterly supervision</p> <p>Peer Review</p> <p>Preparatory Federal Review Process</p> <p>Permanency Planning Hearings</p>	<p>Supervisor</p> <p>DQA</p> <p>DQA/UIC</p> <p>Juvenile Court</p>
	<p>Most effective use of the matching tool as a process in matching a youth to a foster family</p>	<p>Incorporate prompts/dropdowns for the completion of the Child Caregiver Matching Tool CFS 2017 on the SACWIS system</p> <p>Thorough review of the completed caregiver matching tool with the worker prior to providing signature authority</p>	<p>Peer Review - include items to review this instrument</p> <p>Targeted review of POS records by APT staff</p>	<p>SACWIS</p> <p>DQA</p> <p>APT</p>