

**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
Placement of older wards in living situations that do not support independent living needs or the development of skills	<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>