

Independent Living Case Management Checklist

14 years old and/or upon entry into foster care

Case Name/Number: _____
Child's Name: _____
Child's DOB: _____

_____ Date Completed: The assigned case worker will input a referral in the IL Service window in UNITY within 45 calendar days of the youth's birthday or entry into care. This will open access to the IL screen allowing IL services to be captured in UNITY. The assigned case worker is responsible for creating the IL Transition Case Plan with the youth and providing independent living services to prepare the youth for adulthood.

_____ Date Completed: The case worker will complete the [Casey Life Skills Assessment \(CLSA\)](#) with the youth within 45 calendar days of the IL referral and provide to the [IL Specialist](#). The IL Specialist will input the assessment into the online database and update the IL Service window in UNITY. The assessment will be returned to the case worker to be filed in the FORMS section of the case file. **This assessment must be completed annually and is due again 1 year from the date of completion.**

_____ Date of Initial IL Case Plan Meeting: The case worker will schedule a facilitated IL Case Plan meeting to occur within 30 days of completion of the Casey Life Skills Assessment. Invite the youth's team members, important people, and family to this meeting. Upon completion of the IL Case Plan the facilitator will input the IL Service into UNITY. **The IL case plan must be updated every six months and submitted to the court at review and permanency hearings.**

_____ Date Reviewed with Youth: The State runs annual credit checks for youth in foster care to check for identity theft/fraud. See statewide policy [0801.5.4 IL Case Management](#) for more information. The case worker will review with the youth, checking for fraudulent activity and provide a copy to the youth. If fraudulent or suspicious activity is discovered the case worker will notify the [IL Specialist](#) who will open a fraud investigation with the Attorney General's Office. During IL Case Planning meetings the facilitator will also review the youth's credit report with the team.

_____ Date IL Life Skills Inventory Modules Provided to Foster Parent and Youth: The assigned case worker will provide the [Life Skills Inventory Modules \(HSACS 387\)](#) and the [Introduction to Independent Living Modules \(HSACS 386\)](#) to the foster care provider at the youth's IL Case Plan Meeting, but no later than 30 calendar days of the youth's IL Case Plan Meeting. The foster care provider will work with the youth on these skill building exercises throughout the month. The case worker should discuss the tasks completed on the modules during the monthly child contacts or Child and Family Team Meetings. Utilizing the [IL Skills Module Checklist \(HSACS 388\)](#), the case worker can track the youth's completion of the IL Skills Modules and enter them into the IL Service window in UNITY on an ongoing basis. Although completion of the IL Skills Checklist (HSACS 385) is not mandatory, input of the completed modules into the IL Service window in UNITY is required. Note: IL Services must be input into the IL Service window in UNITY every 30 days. Services provided on a one time basis should be input with the same start date and end date.

_____ Date BC/SS Card Ordered: The case worker will order the youth's birth certificate and social security card within 30 days of transfer. **This only needs to be completed one time.**

_____ Date Referred for SSD/SSI Application: If the youth has mental health or a medical diagnosis that prevents them from working, the case worker will refer the youth to the SSD/SSI Eligibility worker to complete Social Security Disability and Supplemental Security Income applications. Email the completed the Foster Child Disability Fact Sheet, located in UNITY, with a complete listing all of the youth's mental health and medical providers and copies of any mental health/medical records, assessments and evaluations, to the [SSD/SSI Eligibility worker](#).

- The case worker will discuss the youth's goals for the future on an ongoing basis and provide services to assist the youth in meeting these goals. Goals may include, but are not limited to, college, technical school, full time employment, Social Security Disability...
- The case worker will track the youth's school progress on an ongoing basis, based on the needs of the youth, utilizing Infinite Campus and/or through regular communication with the youth's school counselor or Educational Advocate. Refer to tutoring resources through the youth's school or SAFF as needed. Summer school and on-line credit recovery should be considered if the youth is deficient in credits needed for graduation. Consider making a referral to the Achievements Unlocked Program for youth, ages 14 or older and in high school, who need more support. To make the referral, consult with the [WCHSA Educational Liaison](#).
- The case worker will explore who the youth considers to be supportive adults in their life and develop a plan to engage/introduce appropriate adult role models.

15 years old and/or upon entry into care

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Child's DOB: _____

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_____ Date Nevada State I.D. obtained. The case worker will assist the youth to obtain a NV I.D. card at the DMV.

16 years old an/or upon entry into foster care

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_____ Date Nevada State I.D. obtained. The case worker will assist the youth to obtain a NV I.D. card at the DMV. Consider whether obtaining a Driver's License is appropriate.

- The case worker will discuss job opportunities with the youth and enroll them in job related skills classes on an ongoing basis.

17 years old and/or upon entry into care

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- Review support systems for youth- consider new relative/parent search if the youth presents with any information with regard to their bio family- parents or relatives. VERY IMPORTANT TO CONNECT YOUTH TO A RELATIVE OR MENTOR PRIOR TO THEIR AGING OUT OF CARE.

_____ Date Nevada State I.D. obtained. The case worker will assist the youth to obtain a NV I.D. card at the DMV. Consider whether obtaining a Driver's License is appropriate.

- The case worker will discuss job opportunities with the youth and enroll them in job related skills classes on an ongoing basis.
- Review school progress-consider an alternative school setting if a traditional school setting is not working for your youth.

College Bound Youth:

- Start discussing scholarship deadlines which are typically in March/April. The WCHSA IL HSSS can help youth apply to college and complete their FAFSA and other related scholarships (Otto Huth, ETV, Doyle).
 - Ensure the youth is signed up to take the SAT/ACT or the Accuplacer (TMCC).
- Ensure the youth files income taxes prior to completing the FAFSA application.

_____ Date MAABD Application Completed: If a youth has SSI, the case worker will complete the MAABD application and submit to Welfare. This must be completed at least 30 days prior to age 18.

_____ Date Mental Health Meeting Scheduled: If youth is approved for Sierra Regional Center Services the case worker will schedule a facilitated Mental Health Meeting 6 months prior to the youth's 18th birthday with the SRC Case Manager and the youth's team. This meeting will occur multiple times before the youth ages out to insure that all necessary planning is in place for when the youth turns 18 (placement plan, placement funding, SSI payee change, MAABD, etc).

If the youth has significant mental health or cognitive delays, and is not approved for SRC services, schedule a facilitated Mental Health Meeting six months prior to the youth's 18th birthday. The Mental Health Meeting will occur to discuss transition to adult services (NNAMHS/Well Care) for additional case management and mental health support.

Assess if youth is in need of a Public Guardian and make a referral as appropriate (applications can be found online and need to be submitted at least 6 months prior to age 18). The IL Specialist can discuss appropriateness of the referral.

- The court report prior to a youth turning 18 should include the finding for WCHSA to close the case by dismissal letter if deemed appropriate.
- Discuss youth's medical, dental, and mental health providers. The youth should be encouraged to take charge of scheduling their appointments.

At age 17 youth are eligible for FAFFY funding for IL related activities, as available. These requests can be made through the [IL Specialist](#).

Date of 17.5 Transition Meeting: The case worker will schedule a facilitated 17.5 year old Transition Meeting to occur when the youth turns 17.5 years old. Invite the youth's team members, important people, and family to this meeting.

Date of Final Transition Meeting: The case worker will schedule the final Transition Meeting at least 30 calendar days, but not more than 45 calendar days, before the youth's 18th birthday. This meeting is facilitated and should be scheduled for a minimum of 90 minutes to allow time to discuss the Post 18 Voluntary Service Agreement and complete paperwork for the youth to opt in or out of the program. Invite the youth's team members, important people and family to this meeting. The youth's attorney is required to be present at the Final Transition Meeting.

18 years old- Preparing to discharge from foster care system

- Provide youth with the original birth certificate and social security card.

If youth has been on SSI/SSD work with Eligibility to complete the paperwork to renew and transfer payee status (IL Specialist can assist).
- Send a dismissal letter to the court asking to close the legal case and outlining the youth's "after-care" plan, including whether the youth has opted into the Court Jurisdiction Program. Attach the Post 18 Service Agreement to the letter if applicable

- Once the dismissal letter is sent to the court have your supervisor transfer the case assignment to the IL Specialist if the youth will remain on the Post 18 Agreement. Send all files back to WCHSA file room for storage and maintenance.

The IL Specialist will complete an exit interview 30 days prior to exit, but no later than 30 days after exit from care.