

## Instructions for the Individual Life Skills Progress Form (CD95)

**Purpose:** The Individual Life Skills Progress Form (CD95) is a document that will capture the youth's progress in specific learning goals and life skills domains. The contractor shall utilize the Individual Life Skills Progress Form (CD95) to report back to the case manager and Family Support Team (FST) on the individual youth's progress. The contractor shall enter the Individual Life Skills Progress Form (CD95) on a monthly basis for the Transitional Living Program and Chafee services or as requested by the state agency case manager or contracted case manager. The state agency case manager or contracted case manager may also use this form to document progress on life skills.

**Youth's Name and DCN:** This information is auto populated.

**No Service Requested:** This box is selected to indicate that services were not requested by the youth for the reporting period.

**Youth's IAP Goals:** All active goals from the Individualized Action Plan Goals (CD94) are auto populated.

**Date:** Enter the date the service was provided.

**Service Provided:** Enter services provided to youth related to the goal (e.g. teaching, meetings, working one-on-one, financial assistance, etc.). The date, service provided and portfolio item are entered and the provider is selected.

**Portfolio Item(s):** Enter at least one portfolio item for each goal. A portfolio is a collection of samples that communicate youth's interest and give evidence of the youth's talents. The youth can use the portfolio to show others what they have accomplished, learned or produced.

**Provider:** Select the agency that provided or arranged for provision of the service.

**Progress toward Goals:** Select one of the boxes determining if the youth has met the goal yet, is working on it now, or needs help.

**Other Services Provided to the Youth:** Enter services that do not fall under an IAP goal but have been provided by the agency (e.g. meetings, court, any financial assistance, etc.). The date, service provided and portfolio item are entered and the provider is selected.

**Comments:** Enter further description of any additional services or progress toward life skills goals and achievements.

**Date:** This report is date stamped when information is entered.

**Forms Retention:** The Individual Life Skills Progress Form is filed in the Older Youth Program Services section of the case file and retained indefinitely.

**Memoranda History:** CD13-56, CD19-