Tribal IL/NYTD Documentation in Famlink

The following items are required to be documented into the IL page of the Utilities tab in Famlink:

Independent Living tab:

- Independent Living referral section has three check boxes with dates.
  - Youth was referred to IL
  - Youth is participating in IL program
  - Youth refused IL program
- Adjudicated Delinquent
  - Only check "yes" if youth was **charged and convicted** of a crime.
- Transition Plan section:
  - This area covers the 6 federally required elements each state has to cover in helping youth transition from foster care. This section is encouraged to be completed but is not required.

Assessment Plan tab:

- This would only be completed if the tribe is using the Casey Life Skills Assessment (CLSA) found at www.caseylifeskills.org
- If tribe would like to be trained on this tool I can schedule a half day to train them
- If using this tool they would copy/paste pretty much everything they do on the Casey website into this section.

NYTD Services tab:

- This section is vital as this is federally required. It shows the IL services provided to each youth.
- You would click "Insert" at bottom right to get the drop down for the "***service categories***." They are:
  - Academic Support
  - Budget & Financial Management
  - Career Preparation
  - Employment Programs & Vocational Training
  - Family Support & Healthy Relationship Education
  - Financial Assistance – Education
  - Financial Assistance – Other
  - Financial Assistance – Room and Board

    - Health Education/Risk Prevention
    - Housing Education & Home Management Training
    - Mentoring
    - Post-Secondary Academic Support
    - Supervised Independent Living *(this one is never used as we do not have this type of program here in WA)*
    - Youth Status *(this one is optional – it was created for the community IL providers to report)*
- Each of the service categories has a filtered drop down category (aka service activity). Please reference **NYTD element cheat sheet** attached for more details.
- They will need to click the service activity and then enter the begin/end dates, and person providing service. It is important they put end dates and not leave it open ended as we will continue to report that service as being provided every six months. They can also add additional information on each task if they desire but it is not required.
- Under this tab you can easily edit and or delete if need be.

IL Notes tab:

- This tab allows a person to document any important information about the youth's involvement in the IL program or any ongoing notes for the case worker. Some examples would be:
    - Youth has been assigned a new IL case manager
    - Youth has refused services
    - Youth has been referred to the following programs/services: XXXXXXXX
- The IL notes tab can be very detailed or it can be very limited – it is up to the IL program as to how they would like to use it.

Education tab:

- Click on person name hyperlink, then education hyperlink in far upper left corner. This takes them to the education page. Here they would input the "highest grade completed" and click saved. Please note that the feds do not recognize GED as a grade so we have to enter the "highest grade completed" before they obtained their GED.
- The rest of the education page is optional.

Other elements:

- There are several documents on the IL page that tribes may find useful they include:
    - Vital Documents
    - Transition Planning

- IL Notes
- Learning Plan and Progress Report (this document can only be viewed/accessed by going into the Assessment Plan tab and clicking "insert" and/or" edit" if information is already entered. This is a document that community IL providers give to CA social workers on the progress the youth has made every three months. This is not required of tribes.

Other Important Information:

- WA State has to report to the feds **every** six month ongoing. Our reporting periods are:
  - October 1 – March 31 (with report due by May 15th)
  - April 1 – September 30 (with report due by November 14th
- It is important that the NYTD services be documented on a regular basis.
- Failure to meet federal compliance standards could result in a 1% to 5 % penalty. Luckily for the first year we have done a great job and there is no penalty.