

## LCCS POLICY 690 Life Skill Services

<b>Original Issue Date:</b>	1/28/1986
<b>Revision Dates:</b>	5/5/1994, 2/12/1999, 4/15/2016
<b>Revision Number:</b>	3
<b>Current Effective Date:</b>	1/31/2000, 4/15/2016
<b>Obsolete/Combined Date:</b>	
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	Case Review Facilitators, and LCCS Services Division Workers-of-Record
<b>Responsibility:</b>	Managers of Placements, Services Division, Case Review
<b>Purpose:</b>	To enhance the well-being of adolescents for whom a Planned Permanent Living Arrangement has been made, by means of assistance in preparing for transition from substitute care to Independent Living
<b>Legal Cite:</b>	O.R.C. 5103.03, 5153.16; O.A.C. 5101:2-42-19.

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### **POLICY STATEMENT**

Except as below, every 14 year old adolescent in substitute care and agency custody will have an independent living skills assessment, and specified living skill objectives as part of his/her case plan.

**Adolescents in residential care, out-of-county facilities and special facilities will have independent living skills outlined in the treatment plan and referenced in the case plan.**

The case plan including these life skill objectives will be reviewed at each semi-annual administrative review.

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### **PROCEDURE**

Independent Living will receive a monthly print-out from data processing indicating what children in custody are 13 years 10 months of age as of run date and indicating the worker-of-record.

The Independent Living Unit will schedule a time to complete life-skill assessment so the assessment will be completed no later than 60 days after the youth's fourteenth birthday or 60 days after the youth entered custody, whichever comes first.

The Independent Living Program will complete all Life Skill Assessments and coordinate / monitor the provision of Life Skill Services.

The youth's Life Skill Assessment will be made a part of the case record.

The worker-of-record will complete the Notification of Administrative Review form LCCS 3225, listing the participants that should be invited to discuss the living skills plan of action.

At the Administrative Review, specified time will be devoted to reviewing the Life Skill Assessment, the content of the case plan, the appropriate life skills to be developed, roles and responsibilities and progress.

Aside from their participation in Administrative Reviews, Life Skill service providers are responsible for submitting written progress reports on a monthly basis. The Worker-of-Record and Independent Living Support Worker will determine the sufficiency of the Life Skill service provider efforts. Copies of the reports will be forwarded to the worker of record and the Case Review Facilitator.

At each Administrative Review, it will be the responsibility of the Case Review Facilitator to assess and document progress under the Life Skill Services Plan, and to make any indicated amendments to both the Life Skill Services and Case Plans.

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## **CASE PRACTICE GUIDES**

### **DEFINITIONS:**

**Life-skill assessment:** an evaluation of the strengths and needs regarding the life and personal skill development of a child in order to determine his/her current level of independence and to determine the services required to help the child become a self-sufficient adult.

**Life-skill services** a series of developmentally appropriate services or activities that provide the opportunity for a child to gain the skills needed to live a self-sufficient adult life.

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## **RELATED POLICIES and FORMS**

LCCS Policy 160 (Human Sexuality Information for Children in LCCS Custody)

LCCS Form #3225 (Notification of Administrative Review)

Life Skill Assessment